

Toolbox/Tailgate Meetings

A toolbox meeting needs to be held between all involved parties prior to beginning a task fitting any of the descriptions below:

- A new task is being performed for the first time or by new participants
- A major, complicated, or difficult task, even if done before
- A task is being performed in crowded or hazardous conditions
- A task is being performed with new equipment

Actions in a Toolbox Meeting:

- A lead should be appointed
- Overview the task with participation from *everyone*.
- If a written procedure exists, ensure everyone has a copy and is familiar with it. If necessary, review it after the task to make changes.
- Everyone needs to be on the same page and know all the details of the task
- Ensure everyone knows when, where, and what they are supposed to be doing at all times during the task.
- Openly discuss questions and concerns
- Ensure physical and mental preparedness of all participants.



Other Notes:

Everyone at a toolbox meeting should feel they are on equal footing to raise any concerns or questions. If necessary, the lead should take time near the end to ask each participant if they have questions or concerns. Toolbox meetings usually result in excellent work with significant reduction in accidents or injuries. Keep in mind, these meetings don't need to be formal, they can just be a group of workers meeting together to discuss issues.