

***Safety Brief Series***

# Safety Brief - 2015 - 1

HOW TO CONDUCT A TAILGATE TALK

***Use Tailgate Talks as a guide to help you conduct 10-15 minute tailgate training sessions for your crew.***

Key Points:

* Choose one safety topic per session.
* Be concise. Keep it short.
* Keep the sessions small.
* Meet in a place that’s comfortable for workers.
* Allow time for questions and answers.
* Document the training.

The Concept

Tailgate training is a gathering of a small group of workers around the tailgate of a truck or other spot for a brief training session on a single safety topic.

Plan Logistics

* Limit sessions to a small number of workers. Six to 10 is a good number.
* Choose a quiet spot that is comfortable for your workers.
* Hold sessions early in the week, but not on Monday mornings.
* Conduct tailgate training sessions an average of once a week. Dedicate specific time for the

training.

Choose Safety Topics

* Review your accident records. Pick topics related to accidents that have occurred.
* Walk around your operation. Look for situations that could result in injuries.
* Ask employees for their ideas.
* Read newsletters and other articles for more information. Use them for additional ideas.

Prepare Your Presentation

* Use a one-page fact sheet like the Tailgate Talks provided by the T2 Center (find them using this

link: www.t2center.uconn.edu) or outline your own ideas.

* Look for visual aids. Examples: warning signs, a flipchart, an illustration on poster board.
* Photocopy handouts ahead of time.
* Read through the materials the night before.

Conduct the Session

* Keep your presentation informal.
* Don’t use words your employees won’t understand.
* Use visual aids.
* Involve your workers in discussion of the topic.
* Allow time for questions at the end.
* Have workers sign a sheet showing they were trained and keep it on file.

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| Tailgate Training Do’s and Don’ts | |
| **DO:**   * Limit sessions to no more than 15 minutes. * Choose topics that relate to your operation. * Hold sessions an average of once a week. | **DON’T:**   * Conduct training sessions on Monday mornings. * Speak in a manner workers won’t understand. * Discourage employees from asking   questions. |

# Informal

* Sessions held on employees’ turf.
* No “lecturing.”
* Trainer speaks employees’ language.
* Employees are comfortable and more willing to participate.

# Very Focused

* One safety topic presented at a time.
* Easier for most workers to digest one topic at a time.
* Puts safety information on the “front line” where it’s most effective.

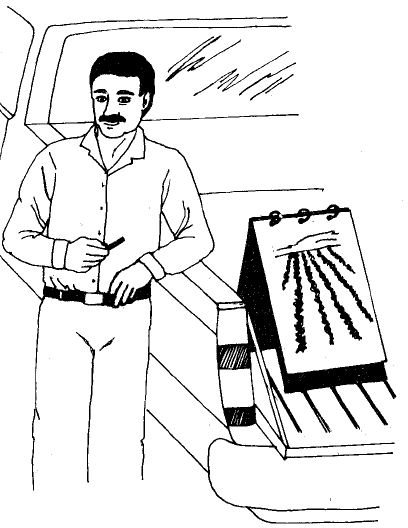
# Brief Sessions

* Sessions run no more than 15 minutes.
* Doesn’t lose employees’ attention.
* Employees more likely to look forward to shorter sessions.

# Repetition

* Consistently held sessions reinforce the importance of safety.
* Employees are more likely to remember what they heard.
* Employees are more likely to put concepts into action.
* Constant reinforcement keeps ideas fresh.

# Employee Involvement

* Workers raise issues management was unaware of.
* Employees see their ideas put into action.
* Enhances two-way communication between workers and supervisors.
* Improves worker morale. Employees become part of the safety team.

# Line Supervisor Involvement

* Gets line supervisors involved in the safety program.
* Supervisors who train are more likely to “buy into” safety.
* Increases line supervisors’ self-confidence.

Basic Training Tips:

* Be enthusiastic about the topic.
* Don’t speak in a monotone voice.
* Don’t “spoon-feed” information to trainees. Get them involved.
* Choose topics employees can relate to.
* Set a good example.
* Reward good ideas and safe practices.
* Show you really care.

# For more Tailgate Talks, Safety Briefs or more information about the Kentucky Technology Transfer Center, visit us at: www.kyt2.com

