

How to Conduct a Tailgate Talk

A Tailgate Talk is a brief training session on a single safety topic, typically held around the tailgate of a truck or another convenient spot. It should last 10-15 minutes with a small group of workers.

KEY POINTS

- Choose one safety topic per session.
- Keep it short and concise.
- Hold sessions with 6-10 workers.
- Ensure the location is comfortable and safe.
- Allow time for questions and answers.
- Document the training.

CHOOSE SAFETY TOPICS

- Focus on recent events or ask employees for suggestions.
- Use newsletters and local news for additional ideas.

PLAN LOGISTICS

- Limit sessions to 6-10 workers.
- Hold sessions earlier in the week (avoid Monday mornings).
- Conduct sessions weekly, dedicating specific time for training.
- Keep sessions under 15 minutes.

PREPARE AND CONDUCT THE SESSION

- Include visual aids and handouts.
- Familiarize yourself with the materials beforehand.
- Keep the presentation informal and avoid technical jargon.
- Involve workers in the discussion.
- Allow time for questions and have workers sign a training acknowledgment sheet.



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Louisiana's Tailgate Talk Series

Lockout/Tagout Safety Procedures



The Louisiana Local Technical Assistance Program (LTAP) Center serves training needs of local transportation agencies.

We are part of the Louisiana Transportation Research Center (LTRC), which is a cooperative effort between the Louisiana Department of Transportation and Development (DOTD), the Federal Highway Administration (FHWA), and Louisiana State University (LSU).

Timely Safety Briefings

Lockout/Tagout... Everytime.

Why is LOTO Important?

Without proper Lockout/Tagout (LOTO) procedures, equipment may unexpectedly start, posing a serious risk to workers and others nearby. LOTO ensures machines are fully shut down and secured before maintenance, inspections, or any activity requiring workers to step away. Whether repairing a machine, conducting a check, or resting near equipment, unexpected activation can lead to severe injuries. Proper LOTO prevents these incidents, ensuring a controlled and safe work environment.

Tag Placement for Safety

LOTO tags **must** be placed at **all activation points** to prevent accidental equipment startup, especially on machines with multiple power sources like switches or valves. Each tag should clearly display a **DO NOT OPERATE** warning and clearly identify the individual who applied it. Additionally, if possible, include the reason for the lockout and expected completion time. This ensures accountability, prevents unauthorized use, and helps workers and inspectors track the equipment's status.

Steps to a proper LOTO:

Prepare: Identify the equipment that needs to be shut down.

Shut Down: Power off the machine completely.

Lock & Tag: Secure the equipment with an appropriate lock and tag(s) to prevent accidental startup.

Verify: Double-check that no movement is possible before beginning work.

Complete & Remove Locks: Once work is finished, safely remove locks/tags, ensuring all workers are clear before restarting.

Reminder for All Workers

- NEVER skip LOTO procedures, even for a quick repair.
- Communicate with all team members before restarting equipment.
- Always double-check that machinery is properly locked before working.

Resources

OSHA

Let's Talk - Lockout/Tagout/Try Out

https://www.osha.gov/sites/default/files/2018-12/fy15_sh-27664-sh5_Toolbox_LOTO_General.pdf

Vector Solutions

The 6 Steps of Lockout/Tagout Safety Procedures

<https://www.vectorsolutions.com/resources/blogs/loto-safety-6-steps-of-lockout-tagout-cro1/>

Tailgate Talk Resources

Louisiana LTAP

<https://www.ltrc.lsu.edu/ltap/tailgate-talks.html>

NLTAPA

<https://nltapa.org/informationexchange/nltapa-tailgate-talks/>

T2 Tailgate Talks

https://www.cti.uconn.edu/cti/T2_Tailgate_Talks.asp

