

# 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.



## Contact Us

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# Louisiana's Tailgate Talk Series

## Effective Communication on a Worksite



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

# Enhancing Worksite Safety through Effective Communication

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Effective communication is one of the most powerful tools for maintaining a safe and efficient work environment. Clear communication helps prevent accidents, ensures all workers understand their responsibilities, and builds a culture of safety on the worksite.

## 3 Key Tips:

### Stay Consistent

Regular safety meetings and daily briefings help reinforce safety protocols on the jobsite. Consistent communication ensures everyone is aware of potential risks and understands the importance of following safety procedures.

### Practice Active Listening

It's important to listen carefully to workers' concerns or suggestions regarding safety. By addressing issues early, you can prevent potential hazards and foster an environment where employees feel comfortable speaking up.

### Engage All Levels

Managers, supervisors, and workers should communicate regularly about safety issues. This ensures that everyone, regardless of role, is invested in maintaining a safe work environment and understands their responsibilities.

## Types of Communication used on a Worksite.

### Verbal Communication:

Clear instructions and timely warnings are crucial. Regular updates ensure everyone is aware of current safety protocols and potential risks.

### Non-Verbal Communication:

Signs, symbols, and body language can convey important safety information, especially in noisy or high-risk environments. This ensures that workers can still act on safety messages even if verbal communication is not possible.

### Written Communication:

Safety manuals, emails, and bulletins provide lasting references for workers, ensuring consistent and clear communication across the workforce. Written materials help reinforce verbal and non-verbal safety messages and provide clarity on procedures.

## Resources

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### Enhancing Safety through Effective Communication on the Job Site

<https://www.boomandbucket.com/blog/enhancing-safety-through-effective-communication-on-the-job-site>

### The Importance of Effective Communication in Workplace Safety

<https://www.safeopedia.com/the-importance-of-effective-communication-in-workplace-safety/2/9766>

## Tailgate Talk Resources

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### 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](https://www.cti.uconn.edu/cti/T2_Tailgate_Talks.asp)

