

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

Safety on a New Job Site



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

To Ensure Safety at a New Job Site, Follow These Important Tips:

Start Every Job Site with Safety in Mind

Every new job site brings its own set of risks, so safety should always be your first priority. Taking a few minutes to assess your surroundings and responsibilities can prevent serious accidents down the line.

Evaluate Before You Start

As soon as you arrive, take time to review your part of the work. Walk the site, look for hazards, and make a plan to stay safe. If anything is unclear, ask your supervisor for guidance. Communication is key—especially when working with new team members. Make sure they understand the task and are qualified to do it safely.

Use the Right Equipment

Inspect tools, ladders, and scaffolding before use. Never use damaged equipment, and avoid aluminum ladders near electricity. Scaffolding should be complete, secure, and built with scaffold-grade planks.

Wear Your PPE

Before getting to work, put on the required personal protective equipment (PPE)—hard hats, safety glasses, gloves, boots, and high-visibility gear. PPE helps protect you from the unexpected.

Stay Informed

Participate in safety briefings like Louisiana's Tailgate Talk series. These short meetings help you stay alert, informed, and ready to work safely.

Lead by Example

A safe job site depends on each person doing their part. Keep your area tidy, check your gear, follow site rules, and speak up if you see something unsafe. The job is only as safe as the people doing it.

Resources

OSHA Pocket Guide - Worker Safety Series

<https://www.osha.gov/Publications/OSHA3252/3252.html>

OSHA PPE Standards

<https://www.osha.gov/SLTC/personalprotectiveequipment/>

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

