

▶ SAFETY BREAK CARDS

What is the Purpose of *Safety Break* Cards?

- ▶ **Safety Break** tailgate training cards are designed to encourage communication and cooperation among workers and supervisors. They help to build a safety culture in the workplace.
- ▶ **Safety Break** tailgate trainings improve the recognition of hazards and how to make any workplace safer by removing or correcting the hazards.
- ▶ **Safety Break** tailgate trainings helps companies improve the effectiveness of their Injury and Illness Prevention Program (IIPP). An effective IIPP means better **planning, providing** the right equipment, and **training** that has impact.

TIPS FOR DELIVERING THE TRAINING

- ▶ Give tailgate trainings at least once every 10 working days (Cal/OSHA requires this). In addition, trainings are needed when starting a new job, assigning new work, using new materials or tools, or when there has been an injury or a near miss.
- ▶ Choose a topic that is relevant to your jobsite. Don't talk about scaffold safety if scaffolding isn't being used on the jobsite.
- ▶ Use real tools, equipment, and materials to show what you are talking about. The most effective training involves demonstration and hands-on learning.
- ▶ Encourage discussion and storytelling. Ask questions and encourage sharing of personal experiences.
- ▶ Problem solve how to address hazards by combining workers' knowledge of safe work practices with Cal/OSHA regulations.
- ▶ Choose a quiet area to deliver the training, especially if you are showing one of the videos.
- ▶ Document the training topic, date given, and who was in attendance (see **Safety Break** sign-in form).
- ▶ Evaluate your tailgate training's impact: After the training, assess whether attendees are clear on recognizing and correcting hazards, and working safely.
- ▶ Assess how well you conducted the tailgate training. Can you answer "yes" to:
 1. Did the topic fit the job?
 2. Did the crew participate?
 3. Did I demonstrate what I talked about?
 4. Did the tailgate lead to action?

For a guide on using *Safety Break* cards and creating your own topic specific cards see other side →

SAFETY ✓ BREAK

Guide on using *Safety Break* cards and creating your own topic-specific cards.

Below is a guide on how to use our existing *Safety Break* cards or create your own that are topic-specific. To create your own, use the enclosed **Blank Template Card**.

Each *Safety Break* card is divided into the following seven parts:

1. Things to do before giving the tailgate training

- List the things a trainer should do to prepare for delivering the training.
- Gather equipment to be discussed, identify the location to train at, and know current company procedures and code of safe practices.
- Read the relevant sections of Cal/OSHA Pocket Guide for the Construction Industry:
www.dir.ca.gov/dosh/dosh_publications/ConstGuideOnline.pdf

2. Introduction

Explains why the topic is timely and important. Stories have more impact than a lot of data. Tell the story of a death, an injury, or a near miss to emphasize why it is important.

3. Show the video

Includes instruction how to download or view the California FACE skylight or solar fall videos.

4. Questions to ask

Lists possible questions that will encourage worker discussion. If you are creating your own topic-specific card, make sure your questions are open-ended (avoid yes/no answers), and ask about personal experiences with the topic. Include Cal/OSHA regulations in your discussion.

5. Key training points

- The *Safety Break* cards are pretty complete but you may not be able to cover all of the points in one tailgate training. Plan on using the card several times.
- For your own topic-specific card: List the most important points to make about what regulations and safe work practices should be implemented and what workers can do to protect themselves from hazards.

6. Employer actions to take

Lists actions employers can take after the training to make a safer workplace.

7. Safe work practices workers can do

Blank section where trainer can ask for and record safe work practice suggestions from participating workers.



California Department of Public Health, Occupational Health Branch
 Fatality Assessment and Control Evaluation (FACE) Program
 850 Marina Bay Parkway, Building P, 3rd Floor, Richmond, CA 94804
510-620-5757 • Visit our website at: www.cdph.ca.gov/programs/ohb-face
 To receive e-mail notification of future California FACE investigation reports,
 factsheets, and other educational materials please email us: face@cdph.ca.gov

To obtain a copy of this document in an alternate format, please contact: (510) 620-5757.
 (CA Relay Service: 800-735-2929 or 711).
 Please allow at least ten (10) working days to coordinate alternate format services.