

CHECKLIST FOR A SUCCESSFUL TAILGATE TALK

What is a Tailgate Talk?

A safety tailgate talk is a voluntary event for employers to talk directly with employees about safety. Any workplace can hold a tailgate talk by taking a break during the workday to focus on an individual topic in order to reinforce the importance of it. Not only is a tailgate talk a good opportunity to build awareness, but it is also a good opportunity for employees to talk to management, contribute to the conversation, and provide feedback.

Steps for a Successful Tailgate Talk

1. Review all Tailgate Talk materials:

- a. Discuss the best approach to promote worker engagement and interest on each topic.
- b. Coordinate presenters of tailgate talk topics.
- c. Develop talking points & notes based on the material provided within the tailgate talk.
- d. Practice presenting through familiarization. It is important that the presenter speaks to the audience and is able to articulate the information without reading it word for word. This will further promote engagement and participation.

2. Communicate Safety Week Details:

- a. Coordinate with project leadership regarding plans for safety week each day and the topics that will be discussed.
- b. Determine how safety week will be advertised to elevate safety awareness across all employees and workers.
 - i. Will information posters be advertised on-site and in the office?
 - ii. Will information be posted on social media or sent via email?
- c. Whether you're a contractor, subcontractor, subcontractor tier, or vendor, collaboration is important. Encourage others to participate, including owners.
- d. Utilize more than one speaker throughout the week!
- e. Visual aids and handouts are a great way to re-emphasis the topic.

3. Document the Tailgate Talk:

- a. Document each Tailgate Talk with sign-in sheets.
- b. Encourage all AGC of California members to take photos or short videos of the stand down. Please share all photos or videos on social media platforms, use hashtag #SafetyStandDown, and tag AGC of California!

