

Company Name: _____

Health & Safety Forms & Logs

Date: _____

Log ID: _____

Version: 1.0

Daily Tailgate Safety Talk Template

1.0 Form Objective & Regulatory Context

This Daily Tailgate Safety Talk Template is designed to document pre-shift safety meetings on industrial and manufacturing shop floors. It satisfies WorkSafeBC Part 3 requirements for ongoing hazard communication and worker participation in safety discussions. The form ensures that all team members are briefed on daily tasks, identified hazards, and required controls before work begins.

Regular tailgate talks foster a proactive safety culture, reduce incident rates, and provide a clear record of safety communication for audit purposes. This template is adaptable to any shop floor environment and should be completed daily by the supervisor or designated safety lead.

2.0 Administrative Details

Date: _____

Time of Meeting: _____

Location / Department: _____

Supervisor / Facilitator Name: _____

Number of Attendees: _____

Topic of the Day (e.g., Lockout/Tagout, PPE, Housekeeping): _____

3.0 Audit / Inspection Items

- ☐ Pass ☐ Fail - Review of yesterday's safety issues or near misses.
- ☐ Pass ☐ Fail - Identification of today's specific tasks and associated hazards.
- ☐ Pass ☐ Fail - Discussion of required personal protective equipment (PPE) for tasks.
- ☐ Pass ☐ Fail - Confirmation that all workers are fit for duty (no fatigue, impairment, or illness).
- ☐ Pass ☐ Fail - Review of emergency procedures and evacuation routes.
- ☐ Pass ☐ Fail - Inspection of work area for housekeeping and trip hazards.
- ☐ Pass ☐ Fail - Verification that all safety devices and guards are in place.
- ☐ Pass ☐ Fail - Discussion of any new or revised safe work procedures.
- ☐ Pass ☐ Fail - Confirmation that all workers understand their roles and responsibilities.
- ☐ Pass ☐ Fail - Opportunity for workers to raise additional safety concerns.

4.0 Corrective Actions & Deficiencies

Issue / Hazard Identified: _____

Immediate Corrective Action Taken: _____

Person Responsible for Follow-Up: _____

Follow-Up Completion Date: _____

Additional Comments: _____

5.0 Sign-off & Authorization

Supervisor / Facilitator Signature: _____ Date: _____

Safety Representative Signature (if applicable): _____ Date: _____

Worker Representative Signature: _____ Date: _____

Regulatory Disclaimer: This audit log is a generic safety template. The end-user assumes all liability for validating all inspection parameters against WorkSafeBC, OH&S, and specific equipment manuals before active shop floor deployment.