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| SLAC_Logo_hires_smallEnvironment, Safety & Health Division  | Chapter 2: [Work Planning and Control](https://www-group.slac.stanford.edu/esh/general/wpc/) Construction Tailgate / Release Form Product ID: [516](https://www-internal.slac.stanford.edu/esh/docreview/reports/revisions.asp?ProductID=516) | | Revision ID: 2660 | Date Published: 30 January 2024 | Date Effective: 30 January 2024URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcFormTailgateConstruct.pdf> | [docx](https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcFormTailgateConstruct.docx)  |

This form is used to document final release of construction work. Approved forms are to be kept in the work package; work packages are to be kept for 90 days after completion of the work by the construction manager (CM). (See [Work Planning and Control: Construction Work Planning and Control Procedure](https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcProcedConstruct.pdf) [SLAC-I-720-0A21C-005].)

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| Description / title of work: |
| Work location: | Date: |
| Subcontractor / work group: |
| Subcontractor foreman: | Cell phone:  |
| Prime subcontractor’s rep: | Cell phone: |
| SLAC CM: | Cell phone: |
| JSA / SOP title (if any): | JSA / SOP # (if any): |

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| Permits / Plans in Effect[ ]  None[ ]  [Confined Space Entry Permit](https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedPermit.pdf)[ ]  [Construction Project Air Permit](https://www-group.slac.stanford.edu/esh/eshmanual/references/airReqConstruction.pdf)[ ]  [Electrical Work Plan (EWP)](https://www-group.slac.stanford.edu/esh/forms/ewp.doc)[ ]  [Elevated Surface Work Plan (ESWP)](https://www-group.slac.stanford.edu/esh/eshmanual/references/fallFormESWP.pdf)[ ]  [Energy Isolation Plan (CoHE)](https://www-group.slac.stanford.edu/esh/eshmanual/references/coheTemplateEIP.xlsx) [ ]  [Excavation Permit](https://www-group.slac.stanford.edu/esh/eshmanual/references/excavationsFormPermit.pdf)[ ]  [Fire Protection Impairment](https://www-group.slac.stanford.edu/esh/eshmanual/references/fireProcedImpair.pdf)[ ]  [Hoisting and Rigging Plan](https://www-group.slac.stanford.edu/esh/eshmanual/references/hoistingFormLiftPlan.pdf)[ ]  [Hot Work Permit-Fire](https://www-bis1.slac.stanford.edu/Hotwork/) (flame or sparks)[ ]  [Penetration Permit](https://www-group.slac.stanford.edu/esh/forms/penetrationpermit.pdf)[ ]  [Radiological Work Permit](https://www-internal.slac.stanford.edu/esh-db/RWP/)[ ]  [Stormwater BMP](https://www-group.slac.stanford.edu/esh/eshmanual/references/stormIndexBMP.pdf)[ ]  [Traffic Control Plan](https://www-group.slac.stanford.edu/esh/eshmanual/references/trafficFormTrafficControlApproval.pdf)[ ]  [Other:](https://www-group.slac.stanford.edu/esh/forms/)  | Criteria for Performing [Pre-job Briefings](https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcChecklistPJBConstruct.pdf)[ ]  Start of construction[ ]  Start of a new subcontractor on the project[ ]  Replacement of the superintendent[ ]  Significant changes to work scope |
| Daily Tailgate Questions[ ]  Under what conditions would you pause today’s work?[ ]  What are the critical steps or risk important steps for today’s work?[ ]  Is there anything new or different (new trades present, new superintendent, etc.) about the work we are going to perform today?[ ]  Will there be changes in LOTO boundaries today?[ ]  Even though we have performed this task before, is there some reason we should do some aspect or part of it differently? Lessons we have learned from previous tasks? |
| Additional Checks[ ]  Plans for changing or extreme weather reviewed[ ]  Flaggers to control vehicle or pedestrian traffic understand duties [ ]  Hazardous/non-hazardous waste disposal procedures understood and bins/containers in place [ ]  Work coordinated within and between adjacent work groups [ ]  Workers are aware of potential impact and mitigation measures of adjacent work activities[ ]  Emergency procedures reviewed  |

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| Steps or tasks of today’s work  | What can go wrong | What can we do to prevent this |
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| Construction Subcontractor Notifications * Subcontractor employees must report to their company’s designated representative any hazards not previously identified or evaluated.
* The designated representative must immediately notify the SLAC CM of any previously unidentified hazards brought to their attention.
* Subcontractor ensures workers acknowledge being informed of the hazards and controls associated with assigned work.
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Worker Acknowledgment

I understand today’s scope of work and associated hazards and will ensure controls are implemented. I understand I have the authority to stop work, should I have questions or recognize a hazard that may not be adequately controlled.

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| Name (print) | Initial | Subcontractor(if different than page 1) | Name (print) | Initial | Subcontractor(if different than page 1) |
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| Authorization (subcontractor foreman): I have reviewed the steps, hazards and controls described above with all workers listed above and authorize them to perform the work. Workers are qualified (that is, licensed or certified, as appropriate, and in full compliance with training requirements) to perform this activity. |
| Name (print): | Signature: | Date: |
| Approval (prime subcontractor’s representative): I have conducted a tailgate briefing at which the steps, hazards and controls described above were reviewed and unique area hazards, boundary conditions, and so on communicated. |
| Name (print): | Signature: | Date: |
| Release ([ ]  area manager [ ]  building manager for occupied buildings, [ ]  CM for designated construction sites or designated areas in occupied buildings): I have communicated unique area hazards, boundary conditions, and any precautions or limitations with the CM and will coordinate with affected occupants. |
| Boundary conditions, notes ([ ]  attached): |
| Name (print): | Signature: | Date: |