



ENVIRONMENT, SAFETY &amp; HEALTH DIVISION

Chapter 2: [Work Planning and Control](#)

## Construction Tailgate / Release Form

Product ID: [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](#)

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](#) [SLAC-I-720-0A21C-005].)

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):

<b>Permits / Plans in Effect</b> <input type="checkbox"/> None <input type="checkbox"/> <a href="#">Confined Space Entry Permit</a> <input type="checkbox"/> <a href="#">Construction Project Air Permit</a> <input type="checkbox"/> <a href="#">Electrical Work Plan (EWP)</a> <input type="checkbox"/> <a href="#">Elevated Surface Work Plan (ESWP)</a> <input type="checkbox"/> <a href="#">Energy Isolation Plan (CoHE)</a> <input type="checkbox"/> <a href="#">Excavation Permit</a> <input type="checkbox"/> <a href="#">Fire Protection Impairment</a> <input type="checkbox"/> <a href="#">Hoisting and Rigging Plan</a> <input type="checkbox"/> <a href="#">Hot Work Permit-Fire</a> (flame or sparks) <input type="checkbox"/> <a href="#">Penetration Permit</a> <input type="checkbox"/> <a href="#">Radiological Work Permit</a> <input type="checkbox"/> <a href="#">Stormwater BMP</a> <input type="checkbox"/> <a href="#">Traffic Control Plan</a> <input type="checkbox"/> <a href="#">Other:</a>	<b>Criteria for Performing <a href="#">Pre-job Briefings</a></b> <input type="checkbox"/> Start of construction <input type="checkbox"/> Start of a new subcontractor on the project <input type="checkbox"/> Replacement of the superintendent <input type="checkbox"/> Significant changes to work scope  <b>Daily Tailgate Questions</b> <input type="checkbox"/> Under what conditions would you pause today's work? <input type="checkbox"/> What are the critical steps or risk important steps for today's work? <input type="checkbox"/> Is there anything new or different (new trades present, new superintendent, etc.) about the work we are going to perform today? <input type="checkbox"/> Will there be changes in LOTO boundaries today? <input type="checkbox"/> 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?  <b>Additional Checks</b> <input type="checkbox"/> Plans for changing or extreme weather reviewed <input type="checkbox"/> Flaggers to control vehicle or pedestrian traffic understand duties <input type="checkbox"/> Hazardous/non-hazardous waste disposal procedures understood and bins/containers in place <input type="checkbox"/> Work coordinated within and between adjacent work groups <input type="checkbox"/> Workers are aware of potential impact and mitigation measures of adjacent work activities <input type="checkbox"/> 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
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

### 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.

### 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.

Name (print)	Initial	Subcontractor (if different than page 1)	Name (print)	Initial	Subcontractor (if different than page 1)

**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: