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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/) Non-construction Tailgate / Release Form Product ID: [517](https://www-internal.slac.stanford.edu/esh/docreview/reports/revisions.asp?ProductID=517) | Revision ID: 2338 | Date Published: 10 May 2021 | Date Effective: 10 May 2021URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcFormTailgateNonconstruct.pdf> | [docx](https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcFormTailgateNonconstruct.docx)  |

This form is used to document final release of red 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 project manager or service manager (SM) or point of contact (POC). (See [Work Planning and Control: Work Planning and Control Procedure](https://www-group.slac.stanford.edu/esh/eshmanual/references/wpcProced.pdf) [SLAC-I-720-0A21C-002].)

|  |  |
| --- | --- |
| Project: | Bldg / Area Location(s): |
| Date: |  |
| Project manager / SM / POC / supervisor: | Cell Phone:  |

**Task identification by Department / Group / Subcontractor**

|  |  |  |
| --- | --- | --- |
| Task | Department / Group / Subcontractor | Number of Workers on Crew |
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Required Permits / Plans (check all that apply)

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| --- | --- | --- |
| [ ]  None | [ ]  [Energy Isolation Plan (CoHE)](https://www-group.slac.stanford.edu/esh/eshmanual/references/coheTemplateEIP.xlsx) | [ ]  [Penetration Permit](https://www-group.slac.stanford.edu/esh/forms/penetrationpermit.pdf) |
| [ ]  [Confined Space Entry Permit](https://www-group.slac.stanford.edu/esh/eshmanual/references/confinedPermit.pdf) | [ ]  [Excavation Permit](https://www-group.slac.stanford.edu/esh/eshmanual/references/excavationsFormPermit.pdf) | [ ]  [Radiological Work Permit](https://www-internal.slac.stanford.edu/esh-db/RWP/) |
| [ ]  [Electrical Work Plan (EWP)](https://www-group.slac.stanford.edu/esh/forms/ewp.doc) | [ ]  [Hoisting and Rigging Plan](https://www-group.slac.stanford.edu/esh/eshmanual/references/hoistingFormLiftPlan.pdf) | [ ]  [Stormwater BMP](https://www-group.slac.stanford.edu/esh/eshmanual/references/stormIndexBMP.pdf) |
| [ ]  [Elevated Surface Work Plan (ESWP)](https://www-group.slac.stanford.edu/esh/eshmanual/references/fallFormESWP.pdf) | [ ]  [Hot Work Permit-Fire](https://www-bis1.slac.stanford.edu/Hotwork/) (flame or sparks) | [ ]  [Other:](https://www-group.slac.stanford.edu/esh/forms/) |

Discussion of Hazards (check all that apply)

|  |  |  |
| --- | --- | --- |
| [ ]  Chemical | [ ]  Hazardous materials (lead, asbestos, etc | [ ]  Radiological |
| [ ]  Confined space  | [ ]  Hosting and rigging | [ ]  Stored energy  |
| [ ]  Congested work area | [ ]  Hot work | [ ]  Traffic control |
| [ ]  Elevated work | [ ]  Material handling | [ ]  Weather and/or temperature extremes |
| [ ]  Ergonomics | [ ]  Noise pollution | [ ]  Waste generation |
| [ ]  Emergency egress | [ ]  Oxygen deficiency | [ ]  Other: |

Required PPE (check all that apply)

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| --- |
| Are there minimum requirements for working in the affected area? [ ]  No [ ]  Yes (if yes, check all that apply) |
| [ ]  Eye protection | [ ]  Flashlight | [ ]  Steel toed boots |
| [ ]  Face shield  | [ ]  Gloves | [ ]  Welding shields |
| [ ]  Fall protection | [ ]  Hard hat | [ ]  Other: |
| [ ]  Flame retardant CAT 1 | [ ]  Hearing protection | [ ]  Other: |
| [ ]  Flame retardant CAT 2 | [ ]  Reflective vest | [ ]  Other: |

**Important Highlights / Notes / Topics**

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| --- | --- |
| Item | Discussion |
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**Emergency Procedures**

If life-threatening, call 911. Also call SLAC Site Security (ext. 5555) to report the incident. If non-life-threatening, contact the supervisor and PM and SLAC Site Security (ext. 5555) to report the incident. Seek first-aid treatment from the SLAC Occupational Health Center (Building 028). (See [Emergency Management: Emergency Notification, Response, and Reporting Procedures](https://www-group.slac.stanford.edu/esh/eshmanual/references/emergencyProcedNotification.pdf).)

**Work Release**

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| --- |
| Evidence of area/building manager release is available and all work is released *(choose one):* [ ]  Fully and until the tasks are complete |
| [ ]  Until a specific hold point and/or a specific time period: *(provide details):* |  |
| [ ]  This specific portion/task is not released *(provide details)*: |  |
| [ ]  None of the work is released *(provide details)*: |  |
| As the [ ]  project manager [ ]  SM [ ]  POC [ ]  supervisor (or designee), I conducted this tailgate meeting, reviewed aforementioned topics, and addressed unique hazards of today’s work with the list of personnel below. Final release to work is granted based on the stipulations noted above. |
| Name (print): | Signature: | Date: |

**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 | Department / Group / Subcontractor | Name (print) | Initial | Department / Group / Subcontractor |
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