



ENVIRONMENT, SAFETY &amp; HEALTH DIVISION

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

## Non-construction Tailgate / Release Form

Product ID: [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](#)

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](#) [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

## Required Permits / Plans (check all that apply)

<input type="checkbox"/> None	<input type="checkbox"/> <a href="#">Energy Isolation Plan (CoHE)</a>	<input type="checkbox"/> <a href="#">Penetration Permit</a>
<input type="checkbox"/> <a href="#">Confined Space Entry Permit</a>	<input type="checkbox"/> <a href="#">Excavation Permit</a>	<input type="checkbox"/> <a href="#">Radiological Work Permit</a>
<input type="checkbox"/> <a href="#">Electrical Work Plan (EWP)</a>	<input type="checkbox"/> <a href="#">Hoisting and Rigging Plan</a>	<input type="checkbox"/> <a href="#">Stormwater BMP</a>
<input type="checkbox"/> <a href="#">Elevated Surface Work Plan (ESWP)</a>	<input type="checkbox"/> <a href="#">Hot Work Permit-Fire</a> (flame or sparks)	<input type="checkbox"/> <a href="#">Other:</a>

## Discussion of Hazards (check all that apply)

<input type="checkbox"/> Chemical	<input type="checkbox"/> Hazardous materials (lead, asbestos, etc)	<input type="checkbox"/> Radiological
<input type="checkbox"/> Confined space	<input type="checkbox"/> Hoisting and rigging	<input type="checkbox"/> Stored energy
<input type="checkbox"/> Congested work area	<input type="checkbox"/> Hot work	<input type="checkbox"/> Traffic control
<input type="checkbox"/> Elevated work	<input type="checkbox"/> Material handling	<input type="checkbox"/> Weather and/or temperature extremes
<input type="checkbox"/> Ergonomics	<input type="checkbox"/> Noise pollution	<input type="checkbox"/> Waste generation
<input type="checkbox"/> Emergency egress	<input type="checkbox"/> Oxygen deficiency	<input type="checkbox"/> Other:

## Required PPE (check all that apply)

Are there minimum requirements for working in the affected area? <input type="checkbox"/> No <input type="checkbox"/> Yes (if yes, check all that apply)		
<input type="checkbox"/> Eye protection	<input type="checkbox"/> Flashlight	<input type="checkbox"/> Steel toed boots
<input type="checkbox"/> Face shield	<input type="checkbox"/> Gloves	<input type="checkbox"/> Welding shields
<input type="checkbox"/> Fall protection	<input type="checkbox"/> Hard hat	<input type="checkbox"/> Other:
<input type="checkbox"/> Flame retardant CAT 1	<input type="checkbox"/> Hearing protection	<input type="checkbox"/> Other:
<input type="checkbox"/> Flame retardant CAT 2	<input type="checkbox"/> Reflective vest	<input type="checkbox"/> Other:

### Important Highlights / Notes / Topics

Item	Discussion

### 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](#).)

### Work Release

Evidence of area/building manager release is available and all work is released ( <i>choose one</i> ): <input type="checkbox"/> Fully and until the tasks are complete <input type="checkbox"/> Until a specific hold point and/or a specific time period: ( <i>provide details</i> ): <input type="checkbox"/> This specific portion/task is not released ( <i>provide details</i> ): <input type="checkbox"/> None of the work is released ( <i>provide details</i> ):		
As the <input type="checkbox"/> project manager <input type="checkbox"/> SM <input type="checkbox"/> POC <input type="checkbox"/> 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.

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