

Pre-Task Tailgate

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Date / Time:	Division / Business Unit:
Pre-Planning	
1. What procedures, protocols and standard operating procedures must be used?	
2. What permits (Confined Space Entry, Hot Work, Ground Disturbance, etc.) are required?	
Cover the Basics Discussion	
1. What task are we completing?	
2. Who is the PIC?	
3. Who has experience with this task?	
4. What were the successes and / or failures from past experiences?	
5. What coordination is needed for multiple crews to work on the same task or location?	
6. What additional notifications should be made before starting this task and who made the notifications? Interdepartmental communication (M&M, Drilling, Production, Gas Control), supervisor, etc.	
7. What is the energy isolation plan (LOTO)?	
8. What permits (Confined Space Entry, Hot Work, Ground Disturbance, etc.) are required?	
Let's discuss Exposure Recognition	
1. What could cause an uncontrolled release of energy?	
2. What chemicals, vapors or dust could we be exposed to? <i>Note: Review SDS</i>	
3. What objects could be dropped?	
4. What could we fall off of / on to / in to or through?	
5. What are the hazards of the heavy / mobile equipment that will be used?	
6. What are the hazards of the equipment that will be worked on or around?	
7. What are we doing to protect ourselves against hot / cold temperatures?	
8. What are the hazards with moving, positioning, loading and lifting piping and /or equipment?	
9. What are the electrical hazards? <i>Example: Overhead lines, grounded electrical boxes, etc.</i>	
10. What are the tools that will be used and what is the condition?	
Let's discuss PPE & Monitoring	
1. What additional PPE above the minimum is required? <i>Example: Fall protection, hearing protection, face shield, respiratory protection, etc.</i>	
2. What additional monitoring devices are required? <i>Example: Personal / portable gas monitors, air sampling equipment, NORM monitoring equipment, etc.</i>	
Let's discuss what if Exposures Change	
1. What will be done if the task, plan or people on the location changes?	
2. What type of emergency could occur and what actions should be taken (spill, release, fire, injury, illness, etc.)? <i>Example: Who will we contact? Where is the designated safe location? What location would we use to summon help? (GPS, driving directions, etc.)</i>	
3. What would signal us to shut the job down?	
4. How will we communicate during this task?	

