



Civil Tailboard

ID: FM-00006	Dept. Owner:	Dept. Approver:	Effective Date:
Rev: 17	Operations	Travis Leopard	08/26/2026

Tailboard/Pre-Job Briefing

A new form must be completed daily.

Date:	Time am/pm	Division:	Job #:
Foreman/EIC:		EIC of Calling 911:	
Location/Address:		Nearest Cross Street:	
Location & Distance of Nearest Hospital:			
Location of Potable Water:		Location(s) of Fire Extinguisher & First-Aid Kit:	
DO#: (844) 743-3322		Circuit:	
PG&E Inspector Name:		PG&E Inspector #:	
EAP Magnet filled out: Yes No		Short Service Employees on site? Yes No	

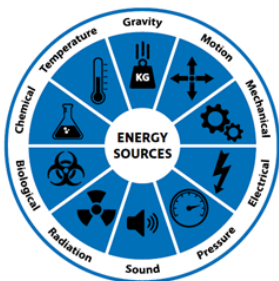
Weather Condition: __ Sunny __ Cloudy __ Foggy __ Windy __ Rainy __ Snowing Air Temp: _____ R Rating _____ Name of fire watch _____

Does work affect normal traffic (vehicular or pedestrian)

- ☐ If NO ensure minimum controls of RCA signs, flags, cones
- ☐ If YES verify TCP, ensure subs are tailboarded with crew
- ☐ Vehicle and Equipment staged in a location clear of overhead utility line clearance and line-of-sight hazards.

Pole condition: Prior Inspection Results: Stabilization controls:

Subcontractor Traffic Control Company Name: Identify vehicle spotter for work site:



☐ QEW Required

QEW:

Use the hazard wheel to identify High Energy hazards on the jobsite and list those specifics below.

Job Steps	Hazards	Controls

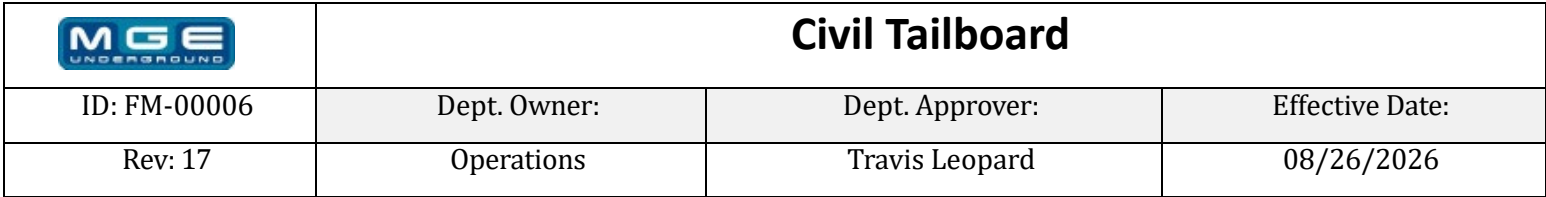
Do all employees understand STOP WORK OBLIGATION? ☐ Yes ☐ No



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Review of Known Utilities											
USA Ticket #:											
Ticket start date:					Ticket expiration:						
Are 811 locate markings damaged by weather or work activities? Yes No											
Response					Yes		No		N/A		
Gas											
Electric											
Water											
Communications											
Fiber Optics/TV											
Street Light											
Sewer											
Irrigation											
	Owner/Type	Utility Material		Wand Pressure	Backfill		Depth		Size	Damage	
1	GAS	Steel Plastic									Yes No
2											Yes No
3											Yes No
4											Yes No
5											Yes No
6											Yes No
7											Yes No
8											Yes No
9											Yes No
Signatures											
Supervisor:											
Operator:											
Spotter:											
Location	Soil Classification			Protective System			Excavation Depth		Utility Conflict		
1	B	C	C60	Shield	Shore	Bench/Slope					
2	B	C	C60	Shield	Shore	Bench/Slope					
3	B	C	C60	Shield	Shore	Bench/Slope					
4	B	C	C60	Shield	Shore	Bench/Slope					
5	B	C	C60	Shield	Shore	Bench/Slope					
6	B	C	C60	Shield	Shore	Bench/Slope					
Enter the time of test and the results for each location in the section below.											
	Permissible Entry Lvl	Time/Result 1	Time/Result 2	Time/Result 3	Time/Result 4	Time/Result 5	Time/Result 6				
% Oxygen	19.5% to 23.5%										
% LEL	Less than 10%										
C02	35 PPM (8hr.)										
H2S	10 PPM (8hr.)										



Job Sign In

Printed Name	Company	Signatures	Fit for Duty
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[illegible]

Foreman Signature:	Phone#
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*By signing I agree that the above is true and accurate and assume responsibilities for the contents of this document

Printed copied of this document are considered UNCONTROLLED



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Human Performance Error Prevention Tools	
Two-Minute Rule	Situational Awareness
STAR (Stop, Think, Act, Review)	Stop When Unsure
Questioning Attitude	Procedure Use and Adherence
3-Way Communication	Be your brothers/sisters keeper
Stop Work Authority	Spotting
Ensure Pedestrian Safety With Cones, Cone Bars, Plywood And Do Not Leave Excavations Unattended.	
Please Identify Competent Person For Each Of These Tasks	
If Any Member Has Failed To Respond Excavation Cannot Begin.	
Post Overhead Warning Signs For Any Lines Within 20 Feet.	
Pothole Utilities Within 5 Feet Of Excavation Every 50 Feet When Trenching Or Boring.	
PG&E Tolerance Zone May Only Be Potholed Below 2,000 PSI	
Reduce nozzle pressure for sand backfill.	
Keep wand in constant motion.	
ALL STEEL GAS LINES REQUIRE PHOTO/VIDEO RECORDING OF PRESSURE GAUGE AND POTHOLING PROCESS/MATERIAL. REDUCE PRESSURES AND MAINTAIN 12 INCHES OF SEPARATION WHEN CONDITIONS ALLOW.	
Survey Work Site For Pole-Riser, Buried Boxes, Fire Hydrants, Existing Trench Lines, Storm Drain, Signal & Street Lighting.	
USE EXTREME CAUTION WITH CORE DRILL ON STREETLIGHTS, TRAFFIC SIGNALS, AND TRAFFIC LOOPS TO AVOID EMBEDDED FACILITIES.	
Immediately Notify The Subsurface Installation Operator And 811 Of Any Damage To Or Caused By Our Construction Activities. Promptly Inform The General Foreman/PG&E Inspector For Additional Notification. Work Must Cease Until Notification Is Complete.	
IF UNMARKED UTILITIES HAVE BEEN LOCATED CALL 811. TREAT ALL FACILITIES AS LIVE UNTIL CONFIRMED OTHERWISE. MAINTAIN ALL TOLERANCE ZONE REQUIREMENTS FOR EXPOSED UNMARKED FACILITY UNTIL IT IS CONFIRMED ABANDONED BY UTILITY OWNER.	
Competent person must classify soil regardless of depth, excavation and protective systems installed shall be inspected prior to start of work, before entering the excavation, and through the day.	
All workers and exposed utilities will be protected from excavation cave-ins by use of protective systems as applicable	
Ladders will be utilized for access/egress no more than 25 feet apart in excavations greater than 4 feet in depth, as well as initial air testing	
All materials and/or equipment placed at least 2 feet from the edge of the excavation(s) regardless of depth.	
All open excavations will be attended/safeguarded – if not they will be properly barricaded.	

Additional Notes: