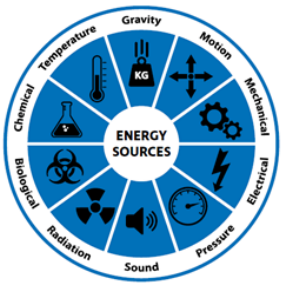
	Civil Tailboard		
ID: FM-00006	Dept. Owner:	Dept. Approver:	Effective Date:
Rev: 18	Operations	Travis Leopard	09/30/2026

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:	
		Circuit:	
Inspector Name:		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 Equpiment 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

MGE UNDERGROUND	Civil Tailboard		
ID: FM-00006	Dept. Owner:	Dept. Approver:	Effective Date:
Rev: 18	Operations	Travis Leopard	09/30/2026

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
% 0xygen	19.5% to 23.5%						
% LEL	Less than 10%						
C02	35 PPM (8hr.)						
H2S	10 PPM (8hr.)						

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Rev: 18	Operations	Travis Leopard	09/30/2026

Job Sign In

I have been briefed on the correct procedures for doing this job and fully understand the hazards and the safe work methods to avoid the hazards.

Printed Name	Company	Signatures	Fit for Duty

Foreman Signature: **Phone#**

*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

MGE UNDERGROUND	**Civil Tailboard**		
ID: FM-00006	Dept. Owner:	Dept. Approver:	Effective Date:
Rev: 18	Operations	Travis Leopard	09/30/2026

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 by 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: