

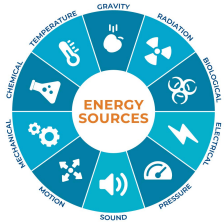
Tailboard/Pre-Job Briefing

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:	
Inspector Name:		Circuit:	
		Inspector #:	
EAP Magnet filled out:		Short Service Employees on site?	
Yes No		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			
Subcontractor Traffic Control Company Name:		Identify vehicle spotter for work site:	
Ensure Pedestrian Safety With Cones, Cone Bars, Plywood And Do Not Leave Excavations Unattended.			
Please Identify Competent Person For Each Of These Tasks			
☐ Excavation – Complete pg. 2	☐ Confined Space	☐ QEW Required	☐ Lifting and Rigging
CP:	CP:	QEW:	CP:



Hazard Wheel List		
Biological	Mechanical	Sound
Chemical	Motion	Temperature
Electrical	Pressure	SURVEY JOBSITE FOR ALL HAZARDOUS ENERGY SOURCES
Gravity	Radiation	

Job Steps	Hazards	Controls

Examples of Hazards

Animals/Insects	Excessive Noise	Gas Lines	Open Hole	Slips/Trips/Falls	Temp./Weather
Biological	Falling Objects	Heavy Equipment	Overhead/Underground	Spills/Leaks	Uneven Surface
Electricity	Fire	Isolated Work	Pedestrian Traffic	Subcontractor	Unguarded Exc.
Excavation >4ft	Flying Debris	Line of Fire	Repetitive Stress/Duration	Swing Radius	Vehicle Traffic

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

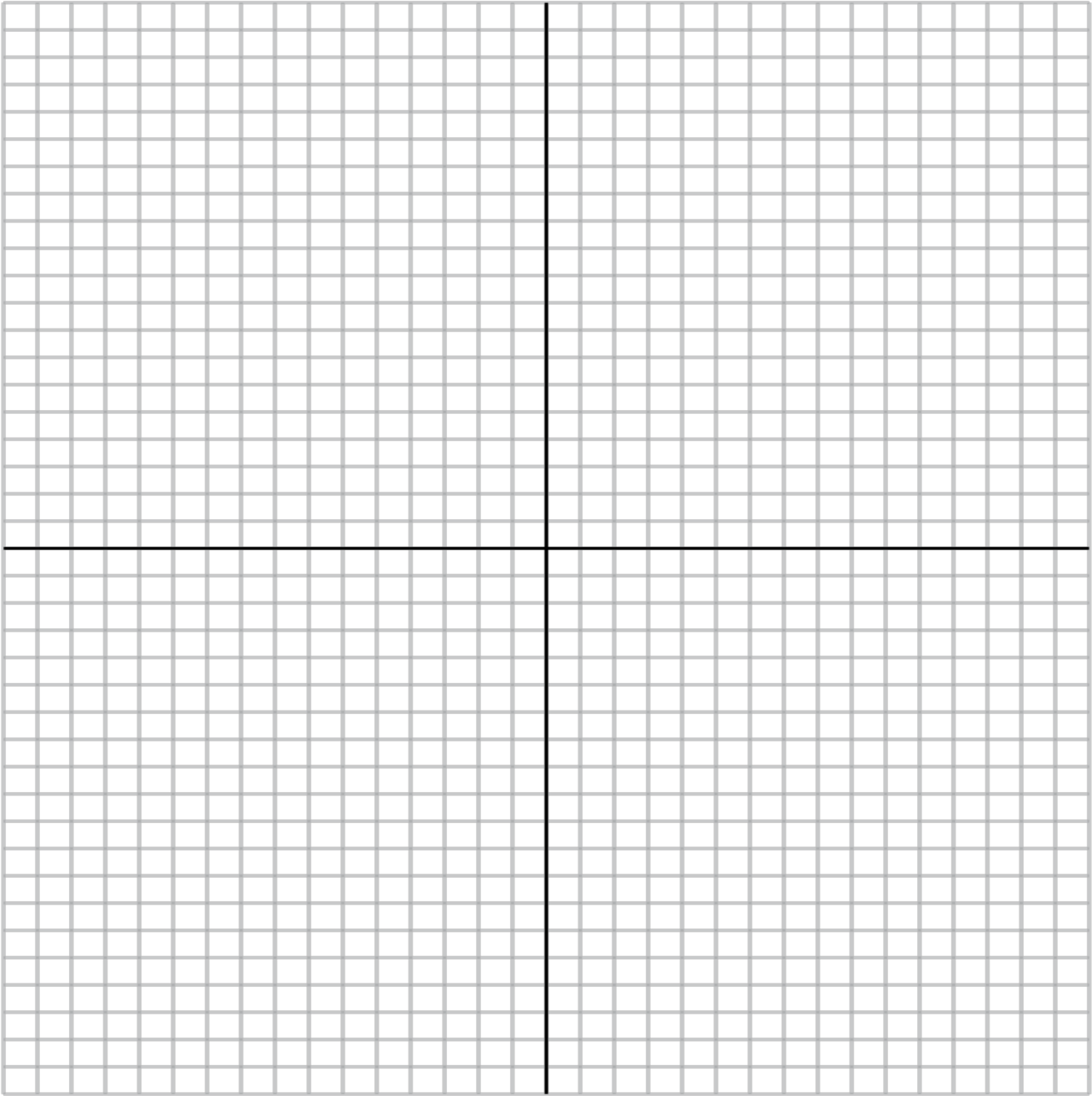
Review of Known Utilities									
USA Ticket #:					Response		Yes		No
Ticket start date:				Ticket expiration:		Gas			
Are 811 locate markings damaged by weather or work activities?					Yes NO		Electric		
If Any Member Has Failed To Respond Excavation Cannot Begin.					Water				
Post Overhead Warning Signs For Any Lines Within 20 Feet.					Communication				
Pothole Utilities Within 5 Feet Of Excavation Every 50 Feet When Trenching Or Boring.					Fiber Optics/TV				
					Street Light				
Reduce nozzle pressure for sand backfill.					Sewer				
Keep wand in constant motion.					Irrigation				
	Owner/Type		Utility Material		Wand Pressure	Backfill	Depth	Size	Damage
1	GAS		Steel Plastic						Yes No
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.									
2									Yes No
3									Yes No
4									Yes No
5									Yes No
6									Yes No
7									Yes No
8									Yes No
9									Yes No
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/ Inspector For Additional Notification. Work Must Cease Until Notification Is Complete.									
Signatures					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.				
Supervisor:									
Operator:									
Spotter:									
Excavation Guidance:									
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.									
Location	Soil Classification		Protective System			Excavation Depth		Utility Conflict	
1	B	C	Shield	Shore	Bench/Slope				
2	B	C	Shield	Shore	Bench/Slope				
3	B	C	Shield	Shore	Bench/Slope				
4	B	C	Shield	Shore	Bench/Slope				
5	B	C	Shield	Shore	Bench/Slope				
6	B	C	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%								
CO2	35 PPM (8hr.)								
H2S	10 PPM (8hr.)								

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 Responsibility	Spotting

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	Any work Injury?	
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No
			Yes	No

Post Task Follow Up	
IF JOB IS COMPLETE, BLACK OUT USA MARKS.	
☐ No Hazards Left Behind	☐ Equipment/Materials Secure
☐ Excavation Properly Barricaded	☐ Area Clean and Orderly
Additional Notes:	
*Any Injuries Or Near Misses Shall Be Reported To Safety/Operations Management IMMEDIATELY	
MANDATORY: UPON COMPLETION OF THIS TAILBOARD, THE AUDIO FILE OF THE TAILBOARD DISCUSSION SHALL BE PROMPTLY EMAILED TO JSA@MGEUNDERGROUND.COM . THE SUBJECT OF THE EMAIL SHALL BE PREFACED WITH THE PM# OR APPLICABLE JOB # FOR YOUR PROJECT. THE JSA HARD COPY, SHALL BE LEFT IN THE JOB PACK AND TURNED IN AT THE END OF THE JOB, WITH THE POST-JOB BRIEFING COMPLETED.	
Foreman Signature:	Phone#

*By signing I agree that the above is true and accurate and assume responsibilities for the contents of this document



Civil Tailboard
Instruction



4-00247

Tailboard
Instruction



Field Resources



Pothole Log



MGE Forms

