

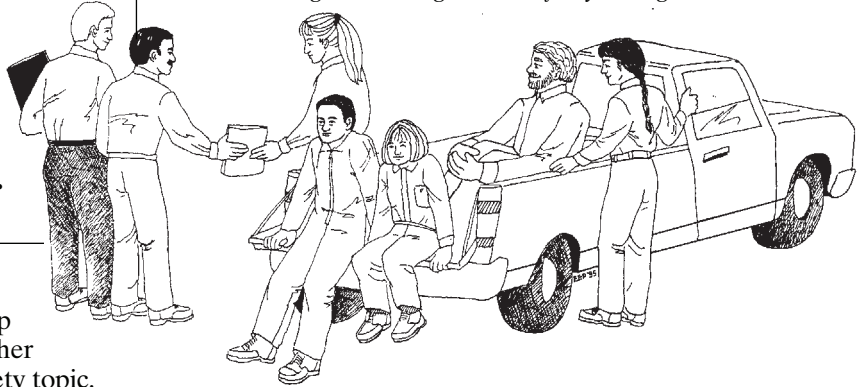
How To Conduct Tailgate Training

Editor's note: Our Tailgate Training Tip Sheets are [available in Spanish at www.gemplers.com](http://www.gemplers.com).

KEY POINTS:

- Choose one safety topic per session.
- Be concise. Keep it short.
- Keep the sessions small.
- Meet in a place that's comfortable for workers.
- Allow time for questions and answers.
- Document the training.

Note to trainer: Use this sheet to help you conduct 10- to 15-minute tailgate training sessions for your ag/hort workers.



The concept

Tailgate training is a gathering of a small group of workers around the tailgate of a truck or other spot for a brief training session on a single safety topic.

Plan logistics

- Limit sessions to a small number of workers. Six to 10 is a good number.
- Choose a quiet spot that's comfortable for your workers. *Examples:* around the tailgate of a truck, in the field, in an employee break room or in the area of the safety concern.
- Hold sessions early in the week, but not on Monday mornings.
- Conduct tailgate training sessions an average of once a week. Dedicate a specific time for the training.

Choose safety topics

- Review your accident records. Pick topics related to accidents that have occurred.
- Walk around your operation. Look for situations that could result in injuries.
- Ask employees for their ideas.
- Read newsletters and other articles for more information. Use them for additional ideas.

Prepare your presentation

- Use a one-page fact sheet or outline your own ideas.
- Look for visual aids. *Examples:* warning signs, a flipchart, an illustration on a piece of poster board.
- Photocopy handouts ahead of time.
- Read through the material the night before.

Conduct the session

- Keep your presentation informal.
- Don't use words your employees won't understand.
- Use visual aids.
- Involve your workers in discussion of the topic.
- Allow time for questions at the end.
- Have workers sign a sheet showing they were trained and keep it on file.

TAILGATE TRAINING DO'S AND DON'TS

DO:

- Limit sessions to no more than 15 minutes.
- Choose topics that relate to your operation.
- Hold sessions an average of once a week.

DON'T:

- Conduct training sessions on Monday mornings.
- Speak in a manner workers won't understand.
- Discourage employees from asking questions.

See our [full line of safety supplies](#), including respirators, eye and ear protection, coveralls, first aid and more.

MANAGER'S / TRAINER'S NOTES:

Why Tailgate Training Works

Note to manager/trainer: Tailgate training is a safety training technique that can dramatically reduce your accident rate. These are some of the reasons why it's effective.

Informal

- Sessions held on employees' turf.
- No "lecturing."
- Trainer speaks employees' language.
- Employees comfortable and more willing to participate.

Very focused

- One safety topic presented at a time.
- Easier for most workers to digest one topic at a time.
- Puts safety information on the "front line" where it's most effective.

Brief sessions

- Sessions run no more than 15 minutes.
- Don't lose employees' attention.
- Employees more likely to look forward to shorter sessions.

Repetition

- Consistently held sessions reinforce importance of safety.
- Employees more likely to remember what they heard.
- Employees more likely to put concepts into action.
- Constant reinforcement keeps ideas fresh.

Employee involvement

- Workers raise issues management was unaware of.
- Employees see their ideas put into action.
- Enhances two-way communication between workers and supervisors.
- Improves worker morale. Employees become part of the safety team.

Line supervisor involvement

- Gets line supervisors involved in the safety program.
- Supervisors who train are more likely to "buy into" safety.
- Increases line supervisors' self-confidence.



BASIC TRAINING TIPS:

- **Be enthusiastic about the topic.**
- **Don't speak in a monotone.**
- **Don't "spoon-feed" information to trainees. Get them involved.**
- **Choose topics employees can relate to.**
- **Set a good example.**
- **Reward good ideas and safe practices.**
- **Show you really care.**

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