Tailgate Meeting Attendance Form



BENEFITS

The OHS laws require employers to provide various kinds of safety training to workers, from initial safety orientations to training on specific hazards and safe work procedures. And you may be required to provide proof that you've provided such training or that specific workers have been trained.

HOW TO USE THE TOOL

Adapt this form for your workplace and OHS program. Require all supervisors, foremen or anyone who provides safety training—whether in tailgate meetings, toolbox talks or more formal classroom sessions—to complete the form after each training session. Ensure that you retain the completed forms for as long as required by your jurisdiction's OHS regulations (although 5 years is a good rule of thumb).