

# Safety Tailboards

**This Safety Meeting shall include all Museum Volunteers, Employees and Contractors working on any day when trains are operating within the yard or any work parties are underway.**

Date:	Department:
Time Began:	Meeting Leader Name (Print):
Time Ended:	Instructor (if any) :
<b>Roster Location: To be placed in the File slot/holder (top of mailboxes) for filing in Museum Records</b>	
<b>Topics Discussed [Attach or identify all documents, handouts or videos provided, viewed and/or Discussed]</b> <b>RULE NUMBER:</b>	
<ul style="list-style-type: none"> <li>• <b>NOTE: Any volunteer/employee familiar with the topic/task can present material.</b></li> <li>• Tailboard briefings from:</li> <li>• Code of Safe Practices</li> <li>• General Code of Operating Rules</li> <li>• Any discussion on recent near-misses and/or Rules Violation</li> <li>• Any Safety Related Items</li> </ul>	
<b><u>ATTENDEES</u></b>	
<b>NAME</b> <i>(please print legibly)</i>	<b>SIGNATURE</b>
	<b>POSITION</b> <i>(please print legibly)</i>

**Distribution: Original – General Superintendent**

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## ATTENDEES

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**NAME** *(please print legibly)*

**SIGNATURE**

**POSITION**  
*(please print legibly)*

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**Distribution: Original** – General Superintendent