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) :**
Roster Location: To be placed in the Operations Office for filing in Museum Records	
Topics Discussed [Attach or identify all documents, handouts or videos provided, viewed and/or Discussed] RULE NUMBER:	

- **NOTE: Any volunteer/employee familiar with the topic/task can present material.**
- Tailboard briefings from:
- Code of Safe Practices
- General Code of Operating Rules
- Any discussion on recent near-misses and/or Rules Violation
- Any Safety Related Items

ATTENDEES

NAME *(please print legibly)*	SIGNATURE	POSITION *(please print legibly)*

Distribution: Original – General Superintendent

ATTENDEES

NAME *(please print legibly)*	SIGNATURE	POSITION *(please print legibly)*

Distribution: Original – General Superintendent