

Tailgate Safety Session Daily Sign-In

Project Code: 20____ - ____

JHA's or Safety Memo's Delivered		Printed Name	Signature	Initials
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			

Day	___/___	___/___	___/___	___/___	___/___	___/___	___/___
Safety Topics							
1							
2							
3							
4							
5							
6							
7							
8							

Day	___/___	___/___	___/___	___/___	___/___	___/___	___/___
Safety Topics							
1							
2							
3							
4							
5							
6							
7							
8							

Hitch Summary

MCC Crew #: 20-_____ Project Code: 20_____ Pay Period: _____

Individual Well Being— Crew Roster



Notes: (use back if necessary)

Do you have any equipment/tool concerns?

What Compass lesson did you facilitate? How did it go?

How was the project and relationship with the partner?

Do you need staff support?

Crew Dynamics: (circle all that describe your current dynamic, cross out any that don't apply)

fun friendly collaborative flexible supportive professional innovative motivated
 positive divided stressed tense quiet tired emotional _____
 forming storming norming performing adjourning _____

Name an effective leadership strategy or style you used during the hitch to support your crew. Is there anything you would adjust or change in looking ahead to the next hitch?

Behavior Management Delivered (informal warning, verbal warnings, Behavior Change Contract)

Project Documentation Completed:

- ◇ Incident Reports—# _____
- ◇ Project Accomplishments
Submitted by _____
- ◇ Partner Evaluation
Delivered to _____

- ◇ Photos (Google/Salesforce)
Submitted by _____
- ◇ Blog
Submitted by _____

Notes and Check-In

Additional Crew Notes:

Check-in Notes: Facilitator: _____ Date: _____

MCC Crew #: 20-_____ Project Code: 20_____ Pay Period: _____

Program Manager Reviewer: _____ Date: _____