

Pictures are the FASTSIGNS sample company. The gold bar says the data is sample data, not a live safety file. The heat and smoke pictures use a sample reading (88°F now, forecast high 96°F, PM2.5 AQI 180) so both buttons show. Your screen uses the live forecast. The banner says SAMPLE READING when that sample forecast is on.

[Download PDF](#) · [Spanish PDF](#)

Numbers on a picture match the numbered steps under it.

Quick start

The short path for a foreman who needs to hold today's tailgate.

This is the one-page path. The rest of the manual walks the same screens more slowly.

1. Sign in. On a practice company the gold bar says the records are sample data.
2. Look at the counts on Home. Overdue means the crew missed the 10-working-day clock. Due soon means two working days or fewer are left.
3. Read the heat and smoke banner for the job. If it shows **Start heat meeting** or **Start smoke meeting**, use that button. A competent person on the job still decides.
4. Say the talk, write the hazards, and write any fix under **Corrective actions**.
5. **Start kiosk** on a shared tablet, or let people scan the QR with their own phones.
6. When everyone who is there has signed, check **I am done collecting signatures** and press **Close sign-in**.
7. An owner, admin, or that crew's foreman can export the inspection packet when someone asks for the file.

2

TAILGATELOG

FASTSIGNS Encinitas & Vista

3

Text size

EN

ES

Sample data for FASTSIGNS Encinitas & Vista. These are not live safety records.

SAMPLE COMPANY

C-45 · FASTSIGNS Encinitas & Vista

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Home, with the due counts, the Hold tailgate button, and Help

1. Overdue, due soon, and on track. These count crews, not people.
2. **Hold tailgate** starts a meeting when you already know the topic.
3. **Help** opens this manual. The same link is in the side list and on More.

Sign in

How to open TailgateLog on a phone or a computer.

Open the site and sign in with the email and password your owner gave you. After that, the app opens on Home.

The EN / ES control in the black bar changes the whole app. It is on the sign-in screen, before you enter, and on Help. It does not change a meeting that was already given in the other language.

Text size in that same bar sets the letter size, high contrast, the sunlight theme, and bigger buttons for gloves. The choice stays on this phone and on your profile.

Practice companies are listed on the sign-in screen. They are marked SAMPLE inside the app. The password for those accounts is printed in that sample section. Do not use a practice company for a real job.

CALIFORNIA CREWS

Hold the tailgate. Keep the record.

Every 10 working days for field crews, and a shop meeting your IIPP can stand on. Sign on the phone.

Email

4

Password

5

Sign in

Sample company

Each sample company uses the same password. Sign in as an owner, then switch companies from the banner. **tailgate-demo**

6

C-10 · Mesa Circuit Electric

Electrical

Lena Ortiz

Owner

Sign in as Lena

Ryan Cho

Admin

Sign in as Ryan

Dana Brooks

Foreman · Tenant improvement

Sign in as Dana

Hector Salinas

Foreman · Service

Sign in as Hector

Sign-in screen

1. **Help** is available before you sign in.
2. **Text size** opens letter size, contrast, sunlight, and gloves.
3. EN / ES changes the language of the screens.
4. Email.
5. Password. What you type here is hidden.
6. Practice companies. The gold bar inside the app says the same thing: this is sample data, not a live safety file.

If the password is wrong, ask an owner or admin to set a new one on People. TailgateLog does not email a reset link.

Letter size, contrast, and voice

Larger type, sunlight, gloves, dictation, and reading a talk out loud.

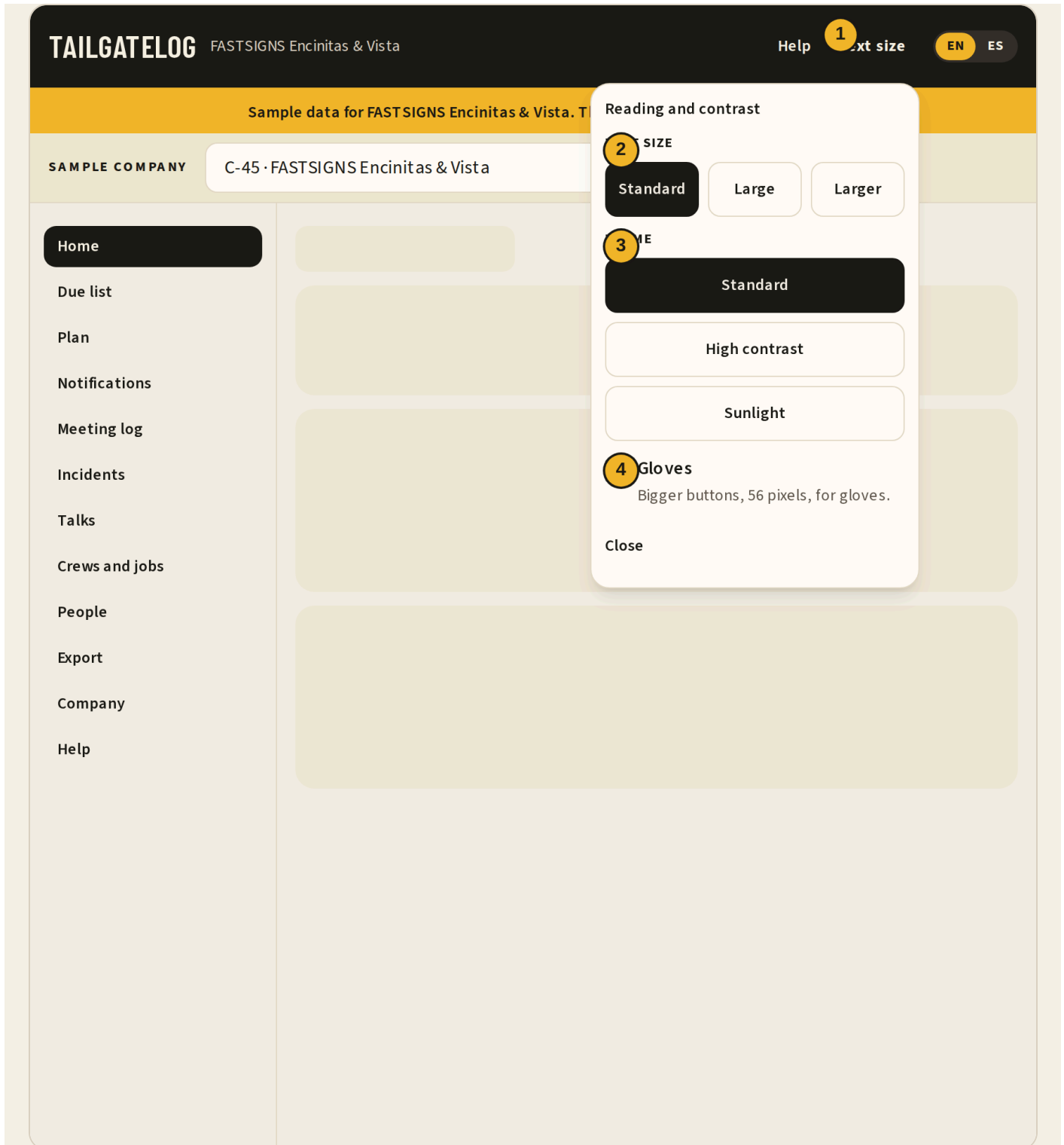
Text size is in the black bar on every screen, including sign-in, the crew sign-in page, a report with no account, and a live meeting. It is saved on this phone and on your profile.

Three sizes: Standard, Large, and Larger. Large and Larger also make tap targets at least 48 pixels.

Gloves makes those targets 56 pixels. **High contrast** is black on white. **Sunlight** is a pale yellow page for reading outdoors. If the phone asks for more contrast, the standard theme follows that. If the phone asks for less motion, animations stay still.

Dictate sits on meeting notes, what happened, the immediate action, comments, and talk search. Tap it, speak, then edit the words before you save. A red dot means it is listening. **Stop** ends the recording. If the browser has no speech button, the line tells you to use the microphone on the keyboard. Allow the microphone if the phone asks. The audio is not sent to TailgateLog. The browser or the phone's speech service may process it.

Read aloud on a talk, on the new-meeting form under the language, and on an open meeting plays the talking points in English or Spanish. **Pause** and the speed buttons are next to it. **Present** shows one point in large type. Use **Next**, **Back**, or a swipe.



Text size, contrast, and gloves

1. **Text size** in the black bar.
2. Standard, Large, or Larger.
3. Standard, high contrast, or sunlight.
4. **Gloves**.

Put it on the phone

Add TailgateLog to the home screen so it opens like an app.

You can use the site in the browser. Adding it to the home screen keeps the icon one tap away. The pictures in this manual are the app itself. The phone's own Share sheet is part of iOS or Android, so it is not shown here.

iPhone

Open TailgateLog in Safari. Tap Share, then **Add to Home Screen**, then Add. Use Safari for this. A page opened inside another app's browser often hides that command.

Android

Open TailgateLog in Chrome. Tap the menu (the three dots), then **Add to Home screen** or **Install app**. Confirm the name and tap Add.

The More screen says the same thing in one line. Open Help from More if you are already signed in and the black bar is hard to reach.

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1

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Add TailgateLog to your home screen from the browser menu. It runs as an app and opens on the due list. The same site also ships in the iOS and Android shells.

2

Sign out

Jordan Hale

Owner

Sign out

TailgateLog keeps the record. It is not legal advice and it does not replace a competent person on the job.

More, with Help first and the home-screen note

1. **Help** is the first row on More.
2. The note about adding TailgateLog to the home screen.

Who can do what

Owner, admin, foreman, and worker.

Your role is on the People list and next to your name in the side list.

- **Owner** and **Admin** see every crew. They edit the company record, add people, send reminders, export any crew, and plan talks for every crew. They see every incident and can assign corrective action.
- **Foreman** holds meetings for their own crew, plans that crew's talks, and can export that crew. They see and manage that crew's incident reports, including an anonymous near miss. They do not manage the whole company.
- **Worker** reads the log, signs their own name, and can file an incident for their crew. A worker sees only the reports they filed under their name. A worker does not start a meeting and does not change an incident's status.

A person can be on one crew. Owners are often on no crew, which is why they still see every crew.

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Jordan Hale

Owner

Sign out

worker can read the log and sign their own name.

Alicia Nguyen **2** Foreman **3** Sample **1**
alicia@fastsigns-demo.test · Vista Install · 760-555-0148

Andre Walker Worker Sample
andre@fastsigns-demo.test · Encinitas Install · No mobile

Chris Ortega Foreman Sample
chris@fastsigns-demo.test · Production Shop · 760-555-0144

Diego Morales Worker Sample
diego@fastsigns-demo.test · Vista Install · No mobile

Elena Vasquez Worker Sample
elena@fastsigns-demo.test · Vista Install · No mobile

Jordan Hale Owner Sample
jordan@fastsigns-demo.test · 760-555-0140

Luis Romero Worker Sample
luis@fastsigns-demo.test · Encinitas Install · 760-555-0145

Mateo Cruz Foreman Sample
mateo@fastsigns-demo.test · Encinitas Install · 760-555-0142

Priya Shah Admin Sample
priya@fastsigns-demo.test · 760-555-0141

Sam Patel Worker Sample
sam@fastsigns-demo.test · Production Shop · No mobile

Sofia Bennett Worker Sample
sofia@fastsigns-demo.test · Encinitas Install · No mobile

People, with a role and the SAMPLE mark

1. The person.
2. The role: Owner, Admin, Foreman, or Worker.
3. The Sample badge means this person belongs to a practice company.

Leave the password box at the bottom empty unless you are adding someone. The manual pictures do not fill it in.

Pick a talk

Trade filter, search, and Spanish talks.

The talk library is shared safety talks plus this company's own talks. Shared talks are read-only. An owner can copy one into the company and then edit the copy.

If your trade is listed, pick it. If it is not, leave **All trades** and use **Search**. Search looks through the English and Spanish words, so `ladder` and `escałera` can both find a talk.

Open a talk to read the points before you use it. **Read aloud** plays the points in the language of the talk. **Present** shows one point at a time in large type, with Next and Back. You can also swipe. **Use this talk** starts a meeting with that topic filled in.

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Shared talks for 28 trades, plus a general set, in English and Spanish. This company's own talks are here too. Shared talks are read-only.

Custom talk

All

Access

Electrical

Health

Site

Shop

3

Search

Ladder

Dictate

Trade

All trades

The recording stays on this phone.

TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Search

Fall protection above 7½ feet

Library

Sample

On California construction work, fall protection is required at 7½ feet, not the federal 6. Roofs, parapets, and the last few feet of a ladder are where our installs get quiet and dangerous.

Ladder setup for storefront signs

Library

Sample

Most of our ladder work is a short set in front of a shop, on a sidewalk that is not level and not empty. Set the ladder like you mean to climb it twice.

Rolling scaffold and roof edges

Library

Sample

A baker scaffold feels light until the deck is at the fascia and someone leans out to land a raceway. Set it, lock it, and do not reinvent it mid-task.

1-3 of 3

Jordan Hale

Owner

Sign out

TailgateLog keeps the record. It is not legal advice and it does not replace a competent person on the job.

Talk library, with trade, search, categories, and a talk

1. **Trade.** Pick yours when it is in the list. Otherwise leave All trades.
2. **Search.** One or two words is enough.
3. Categories across the top, such as falls or electrical.
4. A talk. Tap it to read the points.

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Talk library

Fall protection above 7½ feet

[Sample](#)

Access · Cited orders: Title 8 §1670

Preferred months: May · [Review this season tag](#)

On California construction work, fall protection is required at 7½ feet, not the federal 6. Roofs, parapets, and the last few feet of a ladder are where our installs get quiet and dangerous.

[3 Read aloud](#)[4 Present](#)

Speed

0.8

1

1.25

Read aloud uses this device's voice. TailgateLog does not receive the audio. The phone's speech service may process the text.

Say this out loud

1. Name the competent person for this site before anyone goes up.
2. Inspect the harness and lanyard today: stitches, clips, labels, and the shock pack. If it has arrested a fall, it is out of service.
3. Tie off to an anchor that was meant to hold a person, not to a vent pipe or a letter stud.
4. A skylight is a hole. Do not step on it and do not set a ladder against it.
5. At an unprotected edge, you are tied off or behind a guardrail. A warning line alone is not enough at the edge.
6. The ladder extends 3 feet past the step-off, and it is tied or held.

Hazards to mark on the record

[Unprotected edges](#)[Skylights](#)[Bad anchors](#)[Ladder step-off](#)[5 Use this talk](#)

One talk, with the title, the points, and Use this talk

1. The title of the talk.
2. The points to say out loud.
3. **Read aloud.**
4. **Present.**
5. **Use this talk** opens a new tailgate with this topic.

Hold the tailgate

Date, crew, job, talk, and the saved record.

Hold tailgate on Home, or **New tailgate** on the meeting log, opens a blank meeting. Pick the crew and the job first. The heat and smoke banner for that job loads under the job. That banner is covered in Heat and smoke.

Say the talk in the language the crew is using that morning. The language on the form is the language of this meeting. It can differ from the EN / ES control in the black bar. Under that language, **Read aloud** plays the talking points and **Present** shows one point at a time in large type. **Next, Back,** and a swipe move between points.

Write what you actually said and what was different on this site. Hazards can be added one at a time. Save when the record is true. You can still collect signatures after you save, while sign-in stays open.

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Date

10/24/2026



1

Crew

Encinitas Install · Construction · \$1509

2

Job site

SAMPLE · Moonlight Beach retail rebrand

3

Who is leading

Jordan Hale · Owner

4

Checking the forecast for each job...

Talk

Trade

All trades



Search talks

Ladder, heat, silica

Dictate

The recording stays on this phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Topic

Ladder setup for storefront signs



Language this talk is given in

English



When and where

1. **Date.** It cannot be in the future.
2. **Crew.**
3. **Job site.** Pick the job so the weather banner can load. Other site is for a place that is not in the list.
4. **Who is leading.**

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Jordan Hale

Owner

Sign out

Trade

All trades

1

Search talks

Ladder, heat, silica

2

● Dictate

The recording stays on this phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Topic

Ladder setup for storefront signs

3

Language this talk is given in

English

4

Read aloud

Present

Speed

0.8

1

1.25

Read aloud uses this device's voice. TailgateLog does not receive the audio. The phone's speech service may process the text.

Hazards discussed

Unstable footing ×

Overreach ×

Overhead power ×

Public walking under the ladder ×

Loose panel on the fascia

Add a hazard

Who is on site

Andre Walker

Not here

Worker

The talk

1. **Trade**, if it is listed.
2. **Search talks**.
3. **Topic**. Custom topic is there when the library does not have the one you need.
4. **Language this talk is given in**.

The notes and the fix are lower on the same form. See Corrective actions for that picture.

Sample data for FAST SIGNS Encinitas & Vista. These are not live safety records.

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C-45 · FASTSIGNS Encinitas & Vista

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Meeting log

1. A saved meeting. The line under the title is the date, the crew, and the job.
2. **New tailgate.**

Open a meeting to see the record. An open meeting still accepts signatures. The weather block is the reading that was stored when the meeting was saved. It does not change later in the day.

Sample data for FASTSIGNS Encinitas & Vista. These are not live safety records.

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Meeting record, with sign-in still open, the fix, and the weather snapshot

1. Sign-in is still open. People can sign at the tablet or with the QR.
2. **Corrective actions.** This is the fix you wrote.
3. **Weather on this record.** Temperature, forecast high, heat index, PM2.5 AQI, and the steps that went with that reading. The same block is copied into the inspection PDF and the CSV.
4. **Linked incident.** It is there when this meeting was opened from a report. Open it to go back to that report.

Sign on site

Kiosk, QR, and a signature saved with no signal.

Save the meeting first. On the record, the kiosk and the QR stay available until you close sign-in.

The kiosk is for one shared tablet. Hand it to each person. They pick their name, draw a signature, and the screen clears for the next person. Someone who is not on the crew list can type a name.

The QR is for personal phones. Each person scans, picks their name, and signs. That link opens only this meeting. It does not open the rest of the log.

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Kiosk and QR on the meeting record

1. **Start kiosk.**

2. The QR code. The link under it is the same address the camera opens.

Sample data for FAST SIGNS Encinitas & Vista. These are not live safety records.

Who is signing?

Heat illness on an install day

Sat, Oct 24, 2026 · Encinitas Install · SAMPLE · Moonlight

Beach retail rebrand

Hand the tablet to each person. They pick their name, sign, and the screen clears for the next person.

1

Andre Walker

Worker

Luis Romero

Worker

Mateo Cruz

Foreman

Sofia Bennett

Worker

Or type a name

2

3

Continue

Done, back to the meeting

Done, back to the meeting

🔔 1 Issue ✕

Kiosk, picking a name

1. A name on the crew. Tap your own.
2. **Or type a name** when the person is not on the list.
3. **Continue** after a typed name.

Sample data for FAST SIGNS Encinitas & Vista. These are not live safety records.

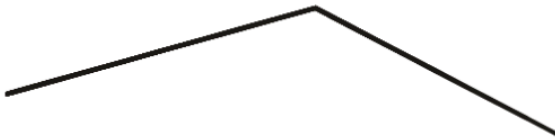
Sign as Andre Walker

Heat illness on an install day

Sat, Oct 24, 2026 · Encinitas Install · SAMPLE · Moonlight

Beach retail rebrand

1



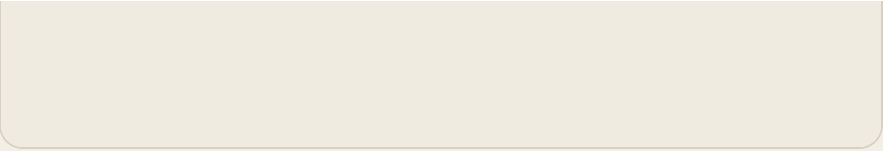
2

Clear signature

3

Save signature

Different person



Kiosk signature

1. Draw in the box with a finger.
2. **Clear signature** starts the box over.
3. **Save signature.**

Who is signing?

Heat illness on an install day

2

Oct 24, 2026 · Encinitas Install · SAMPLE · Moonlight
Beach retail rebrand · Mateo Cruz

Pick your name and sign. This link is only for this meeting.

1

Andre Walker

Worker

Luis Romero

Worker

Mateo Cruz

Foreman

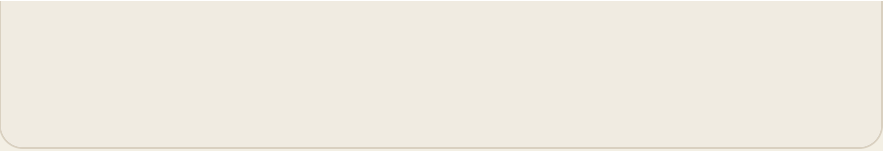
Sofia Bennett

Worker

Or type a name

3

Continue



The same sign-in on a personal phone

1. A name.
2. The meeting line. On a practice job it includes SAMPLE.
3. **Continue** for a typed name.

If the phone or tablet has no signal, the signature stays on that device. The screen says it will sync. When the signal comes back, TailgateLog uploads it once. It is not added a second time.

Sign as Andre Walker

Heat illness on an install day

Sat, Oct 24, 2026 · Encinitas Install · SAMPLE · Moonlight

Beach retail rebrand · Mateo Cruz

2

Signature waiting to sync

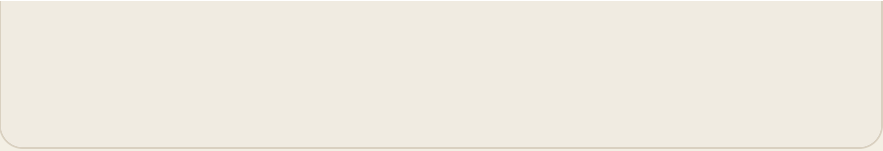
Saved offline, will sync

1

Saved offline, will sync

This signature is on this device. It will upload when the signal comes back. It will not be added twice.

Sign someone else



A signature saved with no signal

1. The line that says the signature was saved offline.
2. The note that it is waiting to sync.

Close sign-in

Stop the kiosk and the QR when the crew is done.

Closing sign-in stops the QR link and the kiosk. The meeting record stays. People who already signed stay signed. You cannot collect more names on that meeting after it is closed.

Do this at the end of the tailgate, not at the start. If a person is still walking up, leave it open.

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Close sign-in

1. **I am done collecting signatures.** The button stays off until this is checked.
2. **Close sign-in.**

Shop and field

The 10-working-day clock for a construction crew and for the shop.

A construction crew is on the Title 8 §1509 clock: a tailgate at least every 10 working days. Shop and office staff meet under §3203, the injury and illness prevention program. In TailgateLog both use the same 10-working-day clock so the shop record does not go quiet.

Working days skip weekends and US federal holidays, on the observed day. The Friday after Thanksgiving still counts unless the crew was actually off.

Due soon means two working days or fewer are left, including the due date. The day after the due date is **overdue**, even on a weekend.

The crew card shows which rule that crew is on, and the jobs tied to it. Field jobs need a ZIP or coordinates so heat and smoke can be checked. The shop job can have them too.

Due list and reminders

Who is due, the reminder button, and notification settings.

Home shows three counts. The due list is the same crews, one card each, with the last meeting and the next due date. A suggested topic is a hint. You can start a different talk.

Send due reminders on Home writes the notices for this company. In-app notices are always written. An in-app notice follows the language you are using now, including one that was stored earlier. Email, text, and web push go out only when that provider is set up on the server and the plan includes those reminders, and each due event is sent once. Quiet hours use Pacific time. They hold email, text, and push. The in-app list is still there when you open the app.

A text of STOP to the company number turns SMS off. START turns it back on. The same switch is on Notifications.

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Due list

1. The crew card, with the rule and the last meeting.
2. The status: overdue, due soon, or on track.
3. **Start meeting.**

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Reminders on Home

1. **Send due reminders.**
2. A reminder already written. SAMPLE on that card means it is practice data.

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configured and you have not turned it on.

Email off. SMS off. Web push off.

1

Notices

No notices yet. The daily job writes one when a crew is due in one working day, due today, or overdue.

What to send you

Quiet hours use Pacific time. They hold email, SMS, and push. The in-app list is still written so you see it when you open the app.

☒ In-app list

2 Email

☒ SMS☐ Stop SMS (STOP)

A text of STOP to the company number does the same thing. START turns texts back on.

Quiet hours start

3 --:--



Quiet hours end

--:--



Leave both blank for no quiet hours. A window like 21:00 to 07:00 crosses midnight.

[Save preferences](#)

Web push

Web push is off until you opt in. It also stays off until the server has VAPID keys.

[Turn on web push](#)

Jordan Hale

Owner

1 Issue X

Notification settings

1. Which providers are on. Email, SMS, and web push stay off until they are configured.
2. The email checkbox. In-app stays on even if you clear this.
3. **Quiet hours start.** Leave both quiet fields blank for no quiet hours.

Talk plan

A 12-week calendar of talks by crew, season, and trade.

Plan is in the side list and under More. Pick the crew, the trade, and the job site. Set the weekday and the time. **Autofill next 12 weeks** suggests one talk each week. On a Free plan the planning edits stay off and the page links to Plan and billing. A talk that is already scheduled can still be started. Signing in is not limited.

The list rotates hazard categories. It prefers talks that fit the month, the trade, an open incident tag, and a heat or smoke alert on that job. A talk the crew already had is left out for the number of weeks in **Do not repeat a talk for this many weeks**. **By month** is the same list, grouped by month.

Accept puts the talk on the calendar as a scheduled meeting, with the date and the leader. It shows on the meeting log and in **Download calendar**. The calendar file includes the Pacific time zone so a strict calendar can open it. It is not overdue until that date has passed. **Swap** picks another talk. It will not pick a talk already in this crew's plan, or one the crew already covered, inside the number of weeks you set, while another talk is available. **Earlier** and **Later** trade places with the neighbor. **Skip** drops that week.

Home shows **This week's talk** for a scheduled talk this week, including one that is already late. **Start** opens the meeting. **Reschedule** changes the date. The 10-working-day clock still uses meetings that were actually held.

A line that says **Review the season tag** is a low-confidence match. Heat talks are preferred May through October, including a trench talk that is really about the heat. Wildfire smoke talks are preferred August through November. Rain and trench talks are preferred November through March. A dry electrical talk, such as lockout, stays available all year. A wet-weather or GFCI talk can prefer November through March, and that tag stays low confidence. Vehicle and traffic talks have the same weak winter preference. Fall protection is preferred in May for the stand-down. The exact week was not verified, so the preference is the whole month. An open incident can still pull a talk outside those months. The line under the title says why. These months are planning hints. Shade above 80°F, high-heat procedures at 95°F, and voluntary N95s at PM2.5 AQI 151 through 500 are unchanged. A competent person decides.

Sample data for FASTSIGNS Encinitas & Vista. These are not live safety records.

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This week's talk

1. This week's talk, with the crew and the date.
2. **Start.**
3. **Reschedule.**

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Jordan Hale

Owner

Sign out

Day

1

Saturday

Time

07:00 AM



Leader

Mateo Cruz

Job site

SAMPLE · Moonlight Beach retail rel

Trade

signs

Do not repeat a talk for this many weeks

8

2

Autofill next 12 weeks

Save weekly time

Sat, Oct 24, 2026

Accepted

3

Ladder setup for storefront signs

In season for this month.

Swap

Skip

Earlier

Later

Sat, Oct 31, 2026

Suggested

Heat illness on an install day

Keeps the hazard categories in rotation.

Accept

Swap

Skip

Earlier

Later

Sat, Nov 7, 2026

No talk this week yet.

Sat, Nov 14, 2026

No talk this week yet.

Sat, Nov 21, 2026

No talk this week yet.

Talk plan

1. The weekday for this crew.
2. **Autofill next 12 weeks.**
3. One week in the plan. Accept, swap, skip, or move it.

Heat and smoke

Shade above 80°F, high-heat procedures at 95°F, N95s at AQI 151–500, and who decides.

Each active job can show a heat and smoke reading on Home and again when you pick that job on a new meeting. The job needs a ZIP or a latitude and longitude. Crews and jobs explains where to type them.

The pictures in this manual use a sample reading so both buttons can show: 88°F now, forecast high 96°F, PM2.5 AQI 180. The banner says **SAMPLE READING**. That is not today's forecast. On a normal screen the numbers are the live reading. If the weather service does not answer, you can still hold the meeting. Read a thermometer and check the PM2.5 AQI before work.

A competent person decides what the crew does. TailgateLog keeps the record and shows the thresholds. It does not replace a thermometer on the site, and it does not replace that person.

The thresholds in plain language

- **Shade** when the temperature is above 80°F. Shade has to be up while people are on site.
- **High-heat procedures** when the temperature is 95°F or higher. Watch the crew, remind people to drink, and name who calls emergency services.
- **N95s available** when the PM2.5 AQI is 151 through 500. They are for voluntary use. Encourage people to wear them.
- The temperature that matters is the thermometer in the sun, the dry-bulb number. TailgateLog uses the higher of the current temperature and the forecast high. The heat index does not trigger the rule.
- When the PM2.5 AQI is above 500, the rule changes. Do not assume an N95 is enough. A competent person decides the protection.

Water belongs at the work for an outdoor crew even below 80°F: at least one quart per person per hour, cool, free, and close to the crew.

Start heat meeting opens a new tailgate with a heat talk when the reading calls for one and a heat talk is in season. **Start smoke meeting** does the same for wildfire smoke. If the button is missing, the reading is under the threshold, the job has no location, or no matching talk is in season. You can still pick a heat or smoke talk yourself from the library.

The reading stored on the meeting is a snapshot. It is what the record, the inspection PDF, and the CSV show later. It does not follow the afternoon forecast after you save.

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527 Encinitas Blvd, Encinitas

Temperature: 88°F · Forecast high: 96°F · Heat index: 90°F

1

PM2.5 AQI: 180 · Unhealthy

Cal/OSHA section 3395 uses the thermometer temperature in the sun, not the heat index. The trigger here is the higher of the current temperature and the forecast high.

SAMPLE READING. Not today's forecast.

Do this

- Have drinking water at the work: at least one quart per person per hour, cool, free, and close to the crew. §3395(c). Outdoor crews need this water even below 80°F.
- The thermometer is above 80°F. Shade has to be up while people are on site, enough for anyone on a rest to sit fully in it, close to the work. §3395(d)(1).
- Anyone who needs a cool-down rest in the shade takes one. Watch them, ask about symptoms, and do not send them back until the symptoms stop, and not before 5 minutes. §3395(d)(3).
- High-heat procedures: the temperature is 95°F or higher. Watch the crew. A supervisor can watch 20 or fewer, or use a mandatory buddy system, or keep a radio or phone check with anyone working alone. §3395(e)(2). Construction is covered by §3395(a)(2).
- Remind the crew throughout the shift to drink water. §3395(e)(4).
- Before work starts, review the high-heat steps, tell people to drink, and remind them they can take a cool-down rest. §3395(e)(5).
- Name who calls emergency services from this site. Anyone else calls if that person is not available. §3395(e)(3).
- Where you can, cut the exposure: filtered cab or building with openings closed, or move the task, shorten it, or add rest. §5141.1(f)(1) and (f)(2).
- PM2.5 AQI is 151 or higher and not above 500. Have enough NIOSH-approved respirators, such as N95s, for voluntary use, and encourage people to wear them. Fit tests and medical exams are not required when the only use is a voluntary filtering facepiece. §5141.1(f)(3)(A).

2

Start heat meeting

3

Start smoke meeting

Jobs on overdue crews

No open job is sitting on an overdue crew.

Crews

Full due list

Jordan Hale

Owner

Sign out

Vista Install

Construction · §1509

DUE SOON

Heat and smoke on Home

1. Temperature, forecast high, and heat index. The AQI line is under that.
2. **Start heat meeting.**
3. **Start smoke meeting.**

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Sign out

SAMPLE · Moonlight Beach retail rebrand, 698 S Coast Hwy 101, Encinitas

Temperature: 88°F · **Forecast high:** 96°F · **Heat index:** 90°F

1

PM2.5 AQI: 180 · Unhealthy

Cal/OSHA section 3395 uses the thermometer temperature in the sun, not the heat index. The trigger here is the higher of the current temperature and the forecast high.

SAMPLE READING. Not today's forecast.

Do this

- Have drinking water at the work: at least one quart per person per hour, cool, free, and close to the crew. §3395(c). Outdoor crews need this water even below 80°F.
- The thermometer is above 80°F. Shade has to be up while people are on site, enough for anyone on a rest to sit fully in it, close to the work. §3395(d)(1).
- Anyone who needs a cool-down rest in the shade takes one. Watch them, ask about symptoms, and do not send them back until the symptoms stop, and not before 5 minutes. §3395(d)(3).
- High-heat procedures: the temperature is 95°F or higher. Watch the crew. A supervisor can watch 20 or fewer, or use a mandatory buddy system, or keep a radio or phone check with anyone working alone. §3395(e)(2). Construction is covered by §3395(a)(2).
- Remind the crew throughout the shift to drink water. §3395(e)(4).
- Before work starts, review the high-heat steps, tell people to drink, and remind them they can take a cool-down rest. §3395(e)(5).
- Name who calls emergency services from this site. Anyone else calls if that person is not available. §3395(e)(3).
- Where you can, cut the exposure: filtered cab or building with openings closed, or move the task, shorten it, or add rest. §5141.1(f)(1) and (f)(2).
- PM2.5 AQI is 151 or higher and not above 500. Have enough NIOSH-approved respirators, such as N95s, for voluntary use, and encourage people to wear them. Fit tests and medical exams are not required when the only use is a voluntary filtering facepiece. §5141.1(f)(3)(A).

2

Start heat meeting

3

Start smoke meeting

Talk**Trade**

All trades

**Search talks**

Ladder, heat, silica

The same banner on a new meeting

1. The reading for the job you picked.
2. **Start heat meeting.**
3. **Start smoke meeting.**

Inspection packet

Download the PDF or the CSV for an inspector or a general contractor.

Owners and admins can export the whole company. A foreman can export their own crew. Workers do not see this screen.

Pick the dates, and narrow by crew, job, or trade if you need a smaller packet. **Packet language** is the language of the PDF. It can differ from the language a meeting was given in. The meeting text stays in the language it was saved in.

Check **Include the IIPP / records cover** when the packet should start with the short cover note from Company. That note is not the full IIPP.

Export inspection packet downloads the PDF: cover, CSLB number when you saved one, the optional IIPP note, a summary, the cadence check, each meeting, corrective actions, the weather snapshot, and signatures. Check **Include incidents in this file** to add the incident and near-miss section for the same dates. Anonymous reports leave names out. That section is not the Cal/OSHA 300 log, and this app does not fill Form 300, Form 300A, or Form 301. **Download CSV** is the same log, one row per meeting, including the weather columns. With incidents checked, the CSV adds a second block of incident rows after a blank line.

Meetings are not deleted. Keep the exports for at least three years.

On a Free plan the PDF is marked Free plan and the CSV adds that same mark. The export dates cannot start before the last 90 days. Older meetings stay in the file. An owner changes the plan under Company, Plan and billing.

Sample data for FASTSIGNS Encinitas & Vista. These are not live safety records.

SAMPLE COMPANY

C-45 · FASTSIGNS Encinitas & Vista



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Export

1. **From** date. Set **To** beside it.
2. **Packet language**.
3. **Include incidents in this file**. Leave it off when you only want meetings.
4. **Export inspection packet**.
5. **Download CSV**.

Company record

CSLB license number and the short IIPP cover note.

Owners and admins edit this. Everyone else can read it.

CSLB license number is the contractor license number printed on the inspection packet cover. The license class, such as C-45, is already on the company and stays on the cover with it.

IIPP / records cover is a short note, not the whole injury and illness prevention program. Put the sentence you want an inspector to read first: where the full program is kept, and who to ask. The export screen can include this note at the front of the PDF.

The practice company in the pictures uses SAMPLE-000000 and a practice sentence. Replace both on a real company. Leave them only on a SAMPLE company.

Plan and billing is the link under Billing. An owner sees the current plan, how many crews, workers, and job sites are in use, and the buttons to upgrade or manage the card. When Stripe is not set on the server, that page says billing is not configured and the company stays on the full plan. Nothing is charged. Prices shown there are placeholders until they are confirmed. On Free, the meeting log and the exports keep the last 90 days, older meetings stay in the file, and the PDF and CSV are marked Free plan. Signing in to a meeting and filing an incident stay available on every plan. Canceling a paid plan does not delete the records.

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CSLB license number

SAMPLE-000000

1

Printed on the inspection packet when it is filled in. The license class above it stays as the classification (C-10, C-45, and so on).

IIPP / records cover

SAMPLE. Practice cover note for the inspection packet. This is not the company's real IIPP.

2

Optional text for the inspection packet. Use it for a short note from the injury and illness prevention program, where the records live, or who to call. Leave it blank to skip it. This is not the IIPP itself.

3 Save record text

Billing

Flat price per company. Not per worker, not per crew.

Plan on the record: Pilot

Not connected

Checkout and invoices are out of scope for this pilot. No card is stored and nothing is charged.

Languages

The screen and the talks are translated separately. English and Spanish ship today. Each talk stores a title, summary, talking points, and hazards per language.

English

Español

To add a language: add it to the locale list in `i18n/locales.ts`, add a messages file with the same keys as English, and fill that language on each talk. The custom-talk form already shows a block for every language in the list.

How long records stay

Company record

1. **CSLB license number.**
2. **IIPP / records cover.**
3. **Save record text.**

Corrective actions

Write the fix on the meeting so it shows on the record and in the packet.

Corrective actions are the fix: what changed, who owns it, and when. If nothing needed a fix, leave the box blank.

Type it before you save the meeting, or tap **Dictate** and then edit the words before you save. The recording stays on the phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio. If this browser has no dictate button, use the microphone on the keyboard. The note is stored on that meeting, shown on the record, and copied into the inspection PDF and the CSV. It is not a separate work-order system.

Use plain words. "SAMPLE. Shade is up at the south wall. Water is at the truck." is the shape of a practice note. On a real job, drop the word SAMPLE and name the person who will check it.

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Name

Add someone who is not on the roster

Photo and location

Photo Take photo

A storefront, the setup, or the work. On a phone it uses the camera. It is stored with the meeting.

Capture GPS

Notes

SAMPLE. Practice note. The walkway was blocked and we cleared it.

1

Dictate

2

The recording stays on this phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Corrective actions

SAMPLE. Shade is up. Water is at the truck.

3

Save meeting

4

Jordan Hale

Owner

Sign out

TailgateLog keeps the record. It is not legal advice and it does not replace a competent person on the job.

Notes, corrective actions, and Save meeting

1. **Notes.** What changed on this site, and what the next crew should know.
2. **Dictate.** The words land in the box so you can fix them before saving.
3. **Corrective actions.** The fix. Leave it blank when there was nothing to correct.
4. **Save meeting.**

Crews and jobs

Add a job with a ZIP or latitude and longitude so heat and smoke can load.

A crew has people, a rule (field \$1509 or shop \$3203), and jobs. The status on the card is the same overdue / due soon / on track count as Home.

Heat and smoke need a location on the job. Type the **ZIP**, or type **Latitude** and **Longitude**. If you save a street address and leave the coordinates blank, TailgateLog asks the US Census geocoder to fill them in. You can also type the coordinates yourself when you already have them from the site plan.

The add-job picture types a sample ZIP and sample coordinates. It does not save that row. Saving would create another practice job.

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Jordan Hale

Owner

Sign out

10 working days.

Encinitas Install

Construction · \$1509 · Every 10 working days

Sample

People

Andre Walker · WORKER

Luis Romero · WORKER

Mateo Cruz · FOREMAN

Sofia Bennett · WORKER

Jobs

SAMPLE · Moonlight Beach retail rebrand · 698 S Coast Hwy 101, Encinitas · 33.0486, -117.2934

Production Shop

Shop · \$3203 · Every 10 working days

Sample

People

Chris Ortega · FOREMAN

Sam Patel · WORKER

Jobs

SAMPLE · Encinitas production shop · 527 Encinitas Blvd, Encinitas · 33.0449, -117.2918

Vista Install

Construction · \$1509 · Every 10 working days

Sample

People

Alicia Nguyen · FOREMAN

Diego Morales · WORKER

Elena Vasquez · WORKER

Jobs

SAMPLE · Vista Business Park monument · 2100 S Melrose Dr, Vista · 33.1764, -117.2488

A crew card

1. The crew, the rule, and how often they meet.
2. Status.
3. Jobs on that crew, with address and coordinates when they are saved.

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Alicia Nguyen · FOREMAN

Diego Morales · WORKER

Elena Vasquez · WORKER

Jobs

SAMPLE · Vista Business Park monument · 2100 S Melrose Dr, Vista · 33.1764, -117.2488

Add a crew

Crew name

Which rule

Construction · \$1509



Save crew

Add a job

Job name

SAMPLE · Help manual site

Street address

698 S Coast Hwy 101

City

Encinitas

ZIP

1024

Latitude

32.0486

Longitude

-117.2934

4 Leave the latitude and longitude blank to look the address up with the US Census geocoder. Or type the coordinates yourself.

Crew

No crew



Save job

Jordan Hale

Owner

Sign out

TailgateLog keeps the record. It is not legal advice and it does not replace a competent person on the job.

ZIP and coordinates on a new job

1. **ZIP.**
2. **Latitude.**
3. **Longitude.**
4. Leave the coordinates blank to look the address up, or type them yourself.

Incidents and near misses

Report what happened, follow it to close-out, and keep the Cal/OSHA 300 log separate.

Report on More, or **Incidents** in the side list, opens a short form. Any signed-in person can file one for their crew. An owner or admin can file for any crew. Pick the type: near miss, first aid, injury, property damage, or unsafe condition. Add the date and time, the job site, a short description, how serious it was, and what you did right away. Names of people involved are optional. You can add up to five photos and, if you want, this phone's location. The language on the form is the language of this report.

A near miss or an unsafe condition can be filed without your name. An injury, first aid, or property damage stays with your name so the office can follow up. With no signal, the report stays on the phone and sends once. Sending it again does not create a second report.

Serious injury, illness, or death has its own Cal/OSHA duty. Title 8 CCR section 342 says the employer reports it to the Division immediately, as soon as practically possible, and no longer than 8 hours after the employer knows or, with diligent inquiry, would have known. If the employer can show exigent circumstances, that window is no longer than 24 hours. Section 330(h) defines a serious injury or illness as inpatient hospitalization other than observation or diagnostic testing, an amputation, loss of an eye, or serious permanent disfigurement. A public-road case is excluded unless it happened in a construction zone. Checked on dir.ca.gov on October 25, 2026. Filing here is not that report.

The Cal/OSHA 300 log is separate. Title 8 section 14300.29 requires Form 300, Form 300A, and Form 301, or an equivalent form, when recordkeeping applies. Section 14300 says many employers, including the example of 10 or fewer employees, are partially exempt unless OSHA, the Bureau of Labor Statistics, or a state agency asks in writing. This app does not fill out those forms and is not an equivalent form.

Type

1

Near miss



Crew

Encinitas Install



Job site

Other site



Site name

Date and time

10/24/2026, 07:25 PM



What happened

2

 Dictate

The recording stays on this phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Severity

Moderate



Immediate action taken

● Dictate

The recording stays on this phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Hazard tags

☐ Ladder

☐ Fall

☐ Heat

☐ Electrical

☐ Struck by

☐ Vehicle

☐ Excavation

☐ Silica

☐ Chemical

☐ Wildfire smoke

☐ Housekeeping

☐ PPE

People involved

Optional. Leave names off a near miss or a hazard if the person asked not to be named.

3 File this without my name

Only for a near miss or an unsafe condition. The

report keeps no reporter and no names. Owners and the foreman can still read what happened.

Language of this report

English



Photos (0 of 5)

Choose Files No file chosen

Use the camera

Add this phone's location

4

Send report

1 Issue



Home



Meet



Talks



More

Report

1. **Type.**
2. **What happened.**
3. **File this without my name.** It is there for a near miss or an unsafe condition.
4. **Send report.**

Owners, admins, and the crew's foreman see the list. Filter by type, status, severity, job site, and dates. A worker sees only the reports they filed under their name.

Sample data for FASTSIGNS Encinitas & Vista. These are not live safety records.

SAMPLE COMPANY

C-45 · FASTSIGNS Encinitas & Vista



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Incident list

1. **Type** filter.
2. A saved report.
3. **Report**.

Open a report to set the status: new, under review, corrective action assigned, or closed. Assigning corrective action needs an owner and a due date. Closing needs a short note of what you checked.

Comments stay on the report. **Create follow-up tailgate** opens a meeting with the crew, the job, and a suggested talk from the library that matches the hazard tags and the trade. The meeting record shows the linked incident.

3

TAILGATELOG

FASTSIGNS Encinitas & Vista

Help

Text size

EN

ES

Sample data for FASTSIGNS Encinitas & Vista. These are not live safety records.

SAMPLE COMPANY

C-45 · FASTSIGNS Encinitas & Vista

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Status and close-out

- 1. **Status.**
- 2. **Owner** of the corrective action.
- 3. **Close-out verification.**

Trends counts one month by type, trade, and job site, and lists the hazard tags used most.

TAILGATELOG

FASTSIGNS Encinitas & Vista

Help

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Counts for one month: type, trade, job site, and the hazard tags used most.

All reports

Month

October 2026

Apply filters

1 report this month

By type

Near miss

1

By trade

Signs

1

By job site

SAMPLE · Moonlight Beach retail rebrand

1

Top hazard tags

Fall

Ladder

1

1

Jordan Hale

Owner

Sign out

TailgateLog keeps the record. It is not legal advice and it does not replace a competent person on the job.

Trends

1. **By type.**
2. **By job site.**
3. **Top hazard tags.**

A foreman, owner, or admin can show a no-account link for one crew. A phone on that page can file a near miss or an unsafe condition, with or without a name. It cannot open the log. Injury, first aid, and property damage stay on the signed-in form.

Injuries and Illnesses), Form 300A, and Form 301, or an equivalent form, when recordkeeping applies. Section 14300 says many employers, including the example of 10 or fewer employees, are partially exempt unless OSHA, the Bureau of Labor Statistics, or a state agency asks in writing. TailgateLog does not fill out those forms and is not an equivalent form. Saving a report here does not satisfy that log.

Type

1 Near miss 

Crew: Encinitas Install

Job site

Other site 

Site name

Date and time

10/24/2026, 07:25 PM 

What happened

3

 Dictate

The recording stays on this phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Severity

Moderate



Immediate action taken

● Dictate

The recording stays on this phone. TailgateLog does not receive it. The browser or the phone's speech service may process the audio.

Hazard tags

☐ Ladder

☐ Fall

☐ Heat

☐ Electrical

☐ Struck by

☐ Vehicle

☐ Excavation

☐ Silica

☐ Chemical

☐ Wildfire smoke

☐ Housekeeping

☐ PPE

People involved

Optional. Leave names off a near miss or a hazard if the person asked not to be named.

2 File this without my name

Only for a near miss or an unsafe condition. The report keeps no reporter and no names. Owners and the foreman can still read what happened.

Language of this report

English



Photos (0 of 5)

Choose Files No file chosen

Use the camera

Add this phone's location

4

Send report

No-account report

1. **Type.** Only a near miss or an unsafe condition.
2. **File this without my name.**
3. **What happened.**
4. **Send report.**

Questions

Short answers for the problems that come up on a job.

The password does not work

Ask an owner or admin to set a new one on People. There is no reset email. On a practice company the password is printed on the sign-in page.

The heat banner says the weather did not answer

Hold the meeting anyway. Read a thermometer in the sun and check the PM2.5 AQI before work. The app does not invent an AQI number when it has no reading.

There is no Start heat meeting button

The reading is under the threshold, the job has no ZIP or coordinates, or no heat talk is in season. You can still choose a heat talk from the library. Shade is the step above 80°F. High-heat procedures start at 95°F. A competent person decides either way.

A signature was saved offline

It stays on that phone or tablet until the signal returns, then it uploads once. Do not sign the same person again for the same meeting unless the first one was cleared.

The screen is in the wrong language

Use EN or ES in the black bar. That is the app language. **Language this talk is given in** on the meeting is only for that meeting.

The gold bar says this is sample data

You are in a practice company. Do not treat it as the live safety file. The heat pictures in this manual also say SAMPLE READING when they are not the live forecast.

Who exports the packet

An owner, an admin, or the foreman of that crew. A worker does not export. Check **Include incidents in this file** only when the packet should list incidents. Anonymous reports leave names out. The file is not Form 300.

Can a near miss leave my name off

Yes, on a near miss or an unsafe condition, signed in or on the crew's no-account link. The office still sees what happened. An injury, first aid, or property damage keeps the name of the person who filed it.

Does a report here replace the Cal/OSHA call or the 300 log

No. Title 8 section 342 still requires the employer to report a serious injury, illness, or death to Cal/OSHA immediately, and no longer than 8 hours, with a 24-hour window only when the employer

can show exigent circumstances. Form 300, Form 300A, and Form 301 stay a separate record. This app does not fill those forms.

What changed

October 24, 2026 and October 25, 2026.

October 24, 2026

- Talk library with a trade filter and search, in English and Spanish.
- On-site sign-in: kiosk, QR code, and signatures saved offline.
- Due list, reminders, and notification settings. In-app notices always. Email, SMS, and web push only when those providers are configured.
- Inspection packet as a PDF and as a CSV.
- CSLB license number and the short IIPP cover note on Company.
- Corrective actions on the meeting, copied into the packet.
- Heat and wildfire smoke. Jobs take a ZIP or latitude and longitude. Home and the new-meeting screen show the risk banner, with **Start heat meeting** and **Start smoke meeting** when the reading calls for them. The meeting stores a weather snapshot, and the inspection PDF and CSV include it. Shade when the temperature is above 80°F. High-heat procedures at 95°F. N95s available for voluntary use at PM2.5 AQI 151 through 500. A competent person decides.

October 25, 2026

- This help manual, in the app and as a PDF, in English and Spanish. The heat and smoke pictures use a labeled sample reading when the live forecast would not show both buttons.
- Talk plan. Plan shows the next 12 weeks for a crew. Suggestions rotate hazard categories and prefer the season, the trade, open incident tags, and a heat or smoke alert. Accept a suggestion to put it on the calendar with a date and a leader. A scheduled talk is not overdue until that date has passed. Home shows this week's talk, with Start and Reschedule. Download the plan as a calendar file. A season tag marked for review is a guess, including the May fall-protection stand-down: the exact week was not verified, so the preference is the whole month.
- Incident and near-miss reports. Any signed-in person can file one. A near miss or an unsafe condition can leave the name off, including from a crew link with no account. Owners, admins, and the crew's foreman review status, assign corrective action, and close with a verification note. A follow-up tailgate can be opened from the report. Trends count the month by type, trade, job site, and hazard tag. The inspection PDF and CSV can include incidents when that box is checked. Anonymous rows omit names. Filing here is not the Cal/OSHA section 342 telephone or online report, and it is not Form 300.
- Swap on the talk plan skips a talk that is already planned or recently covered inside the repeat window, including a later week, while another talk is available. The calendar file includes a Pacific time zone block. A trench talk that is about heat stays in May through October. Dry electrical talks stay year-round. An open incident can still pull a talk outside its season, and the line under the title says why.
- Text size, high contrast, sunlight, and gloves. The control is in the black bar, including before sign-in and during a meeting. Dictate on notes, reports, comments, and talk search. Read aloud and Present are on a talk, on the new-meeting form under the language, and on a saved meeting. Audio stays on the phone.
- In-app notices follow the language you are using now. The product name is filled in. It is not left as an unfilled placeholder.
- Plan and billing under Company. Free keeps 1 crew, 10 workers, 1 job site, the last 90 days, and marks exports Free plan. Pro is the paid plan. The prices on the page are placeholders until they are confirmed. A 14-day Pro trial does not ask for a card. Signing in and filing an incident stay available. Canceling does not delete records. When Stripe is not set, the page says billing is not configured and the company stays on the full plan.
- A public page at the site root for people who are not signed in, in English and in Spanish, with a draft Privacy Policy and draft Terms marked for attorney review. A new company can be created from Start free trial. The topic bank is the talks that ship with the app, in English and Spanish, including electrical, roofing, HVAC, concrete, and painting. It is not a count of 400.

TailgateLog keeps the record. It is not legal advice and it does not replace a competent person on the job.