Contractor Safety Coordination

SF-LIB-20 | Planning | Employer planning starter

Clarify shared hazards, responsibilities and change notifications.

Scope and limits

Coordination worksheet based on OSHA recommended practices; it does not transfer or waive any employer's legal duties.

Proposed employer workflow

1. Before work, exchange task scope, known site hazards and hazards each contractor may introduce.

2. Name a contact for each employer and agree how changes and emergencies will be communicated.

3. Identify overlapping work, access restrictions, permits and shared equipment.

4. Confirm who supplies task instruction, equipment and specific controls; verify rather than assuming another employer handled them.

5. Include temporary workers and visitors in the relevant orientation and emergency arrangements.

6. Review conditions during the work and debrief hazards or changes at handover and completion.

Stop-work trigger

Pause conflicting operations when shared hazards or control responsibilities remain unresolved.

Adapt this resource before use. It is not OSHA-approved, a certification, a permit, or a complete site-specific safety program. The employer must determine applicable rules and approve the actual controls.

Site implementation worksheet

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Employer / site: _____

Administrator / contact: _____

Effective date / next review: _____

Complete these topic-specific arrangements

Employers / contacts / scopes

Procedure / location / responsible person

Shared hazards / permits / responsible parties

Procedure / location / responsible person

Change notifications / orientation / closeout

Procedure / location / responsible person

Attach the supporting plans

Identify applicable federal, State Plan and task-specific rules; attach equipment instructions, assessments, maps and any required written programs or permits. Record their document IDs below.

Supporting document / revision / owner

Employer approval / signature / date: _____

Approval of this worksheet alone does not authorize hazardous work.

Field check & follow-up

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Task / date / reviewer: _____

Mark each item Yes / No / N/A. Explain N/A. Resolve any missing critical control before work; record who verified the correction.

Check	Y / N / N/A	Action / owner
Employer contacts exchanged		
Hazards shared		
Overlapping work coordinated		
Control responsibilities clear		
Change process agreed		

Crew briefing and verification

Discuss: Pause conflicting operations when shared hazards or control responsibilities remain unresolved.

Ask each worker to explain the task controls and who to contact. Record the topic, participant names, demonstration or questions, and unresolved gaps. Attendance alone is not proof of proficiency.

Participants / evidence / gaps / corrective action

Reviewed by / date / follow-up due: _____

Official reference and use

https://www.osha.gov/safety-management/communication

Source checked Nov 3, 2026. OSHA regulations and recommended guidance have different roles. Verify changes and applicability before adoption. Procedures and forms here are original SafetyFluent planning aids. Copy and adapt for internal workplace use, retaining source and revision details.

Records: assign secure storage, access and retention based on applicable requirements; there is no universal retention period for every form. Keep medical details out of this general crew worksheet.