



Legacy Logistics / Legacy Wise Project Support

Before a Contractor or Delivery Arrives

Site owners and project coordinators organizing access, safety review and contractor handoffs.

Coordination and documentation only. This pack is not a safety inspection, OSHA compliance checklist, hazard assessment, site-specific procedure or worker training.

Four checks before you proceed

Assign the competent review

Identify the site owner, work area, activity and contractor. Ask the responsible qualified personnel to define the applicable requirements, hazards and controls. Record their approved instructions and where the actual plan lives. Do not substitute a purchased workbook for that review. Clarify which party controls access and who may stop work under the site's process.

Coordinate arrival before the work

Confirm the arrival window, approved entry point, receiving contact and site-provided instructions. Share only the current approved guidance. Record required orientation or documentation identified by the responsible reviewer, and whether it has been verified. Resolve unanswered access or work questions before arrival rather than expect a delivery driver to make the decision at the gate.

Document issues without inventing conclusions

Use the approved site process to report observed concerns, changes or incidents. Record factual descriptions and preserve relevant evidence through the responsible person. Avoid assigning blame or declaring an area safe based on a photograph. Refer emergency situations to the site's emergency procedures and appropriate responders. Keep sensitive personal information out of a general coordination tracker.

Close corrective actions with acceptance

Track each assigned action, owner, target date and evidence submitted. Have the responsible qualified reviewer determine whether the correction is accepted. Keep pending actions distinct from completed tasks. Retain the applicable plan version and approval reference with the work record. Reopen review when work, conditions or access changes.

Your next step

Open question	Who should answer	Next date

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