



## Administrative Controls

Administrative Controls identify protection methods and risk mitigation techniques based on information obtained through information transfer and job site analysis.

This best practice ensures the information of existing characteristics and conditions of the electrical lines and equipment related to the safety of the work to be performed are communicated to the contractor. It also ensures the contractor communicates to the host employer any unique hazardous conditions presented by the contractor's work or any other unanticipated hazardous conditions found during the course of the work.

- If you communicate an unanticipated hazard back to the host employer, you should document this hazard and ask for their signature.
- Each party, you and the host employer should get a copy of the form for your records.
- If the host employer refuses to sign the form, make a note of their decision not to sign, and leave a copy with the host and put it in your records.

Following this best practice will assist in eliminating injuries from improper planning by ensuring key job hazards are identified and controlled.

Read the Best Practice: [Administrative Controls & Information Transfer](#)