JOB HAZARD ANALYSIS (JHA)

Business name

Document: JHA-001 Rev 1
Prepared: Nov 9, 2026
Review by: Dec 9, 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Fit baseboard and trims	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Carpentry

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Set up the saw on a stand in a clear, lit area	Slips and trips Poor lighting and night work Rules: 29 CFR 1926.56	**Medium Possible / Recordable / lost time**	1.1 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 1.2 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 1.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 1.5 Keep work areas, stairs and access paths well lit. [Administrative] 1.6 Wear safety boots with good grip, laced up. [PPE] 1.7 Plan work for daylight hours where you can. [Elimination] 1.8 Set up enough temporary lighting for the task, walkways, stairs and access points. [Engineering] 1.9 Aim lights so they do not dazzle plant operators or drivers. [Engineering] 1.10 Check lighting before work starts and carry a flashlight or head lamp. [Administrative] 1.11 Wear hi-vis with reflective tape for night work. [PPE]	**Low Unlikely / Minor injury**	Site supervisor
2	Cut lengths with the guard in place	Saw cuts and kickback Wood and MDF dust Loud noise Rules: 29 CFR 1926 Subpart I; 29 CFR 1926.52	**High Possible / Serious injury**	2.1 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 2.2 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 2.3 Use a sharp, undamaged blade made for the material. [Administrative] 2.4 Stand to one side of the blade line, out of the kickback path. [Administrative] 2.5 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 2.6 Buy pre-cut or pre-finished lumber where you can. [Substitution] 2.7 Cut outdoors or in a well-ventilated area away from others. [Engineering (guarding)] 2.8 Use saws and sanders with dust collection connected to	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				a HEPA vacuum. [Engineering] 2.9 Clean up with a vacuum, not a broom or compressed air. [Administrative] 2.10 Wear an N95 respirator for cutting and sanding. [PPE] 2.11 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitution] 2.12 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Engineering (guarding)] 2.13 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 2.14 Limit time on noisy tools and rotate workers. [Administrative] 2.15 If you have to shout to be heard at arm's length, wear hearing protection. [Administrative]		
3	Nail off trims, keeping hands away from the nose of the gun	Nail gun injuries Eye injuries Compressed air	**High Possible / Serious injury**	3.1 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitution] 3.2 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 3.3 Keep your free hand at least 12 inches from the nailing point. [Administrative] 3.4 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 3.5 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative] 3.6 Use tool guards and screens to stop flying particles. [Engineering] 3.7 Use dust extraction and water to keep dust out of the air. [Engineering] 3.8 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.9 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Fit whip checks (safety cables) on hose joints and check hoses before use. [Engineering] 3.12 Fit a pressure regulator and keep pressure to the tool's rating. [Engineering] 3.13 Turn off and bleed the line before disconnecting. [Administrative] 3.14 Never point air at anyone or use it on clothes or skin. Air for cleaning must be under 30 psi with chip guarding (29 CFR 1926.302(b)(4)). [Administrative] 3.15 Wear safety glasses and hearing protection. [PPE]	**Medium Unlikely / Serious injury**	Site supervisor
4	Work on knee pads and take breaks from kneeling	Repetitive work and awkward postures	**Medium Possible /**	4.1 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work.	**Medium Unlikely /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
			Recordable / lost time	[Substitution] 4.2 Set work up at waist height on benches or trestles where you can. [Engineering] 4.3 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.4 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.5 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.6 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Recordable / lost time**	
5	Vacuum dust and pick up nails and offcuts	Poor housekeeping and waste	**Medium Likely / Minor injury**	5.1 Order materials to size and send packaging back where you can. [Elimination] 5.2 Put dumpsters and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges. [Administrative] 5.6 Wear gloves when handling waste. [PPE]	**Low Unlikely / Minor injury**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Critical. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of controls: Elimination, Substitution, Engineering (guarding), Engineering, Administrative, PPE.

3. PPE AND PERMITS

Required PPE	Permits and plans
Safety-toe boots (ASTM F2413) Safety glasses (ANSI Z87.1) Hearing protection (earmuffs or plugs) Knee pads High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) N95 respirator Work gloves Safety goggles (ANSI Z87.1) Face shield (ANSI Z87.1)	None required

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Miter saw		Visual check of cord, plug and guards before each day's use; if you run an assured equipment grounding program instead of GFCIs, test every 3 months (29 CFR 1926.404(b)(1))			

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Nail gun (pneumatic nailer)					
Air compressor					
Hand tools					

5. CREW TRAINING AND CERTIFICATIONS

Crew listed at sign-on below, with ticket and licence numbers.

6. EMERGENCY ARRANGEMENTS

Emergency number	911	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Report a fatality to OSHA within 8 hours, and an in-patient hospitalization, amputation or eye loss within 24 hours.		

7. MONITORING, REVIEW AND LEGAL BASIS

A competent person inspects the job site, materials and equipment before work each day and as conditions change (29 CFR 1926.20(b)(2)). Any time this JHA is revised, the affected crew is re-briefed and signs again.

Legal basis: OSH Act Section 5(a)(1) and 29 CFR 1926, Safety and Health Regulations for Construction (incl. 1926.20 and 1926.21). OSHA requires employers to find and fix hazards and to train workers on them. A JHA breaks the job into steps, lists the hazards in each step and the controls that protect the crew. General contractors often require one before you start.

Keep this JHA on site during the job, and keep it with the training and inspection records for at least 1 year after the job (longer if your state plan or general contractor requires it). OSHA does not set a retention period for JHAs themselves.

8. REVISION HISTORY

Rev	Date	By	What changed
1	Nov 9, 2026		First issue

9. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Supervisor				
General contractor review				Accepted for use: Yes / No

By signing below, each crew member confirms they were trained on the hazards and controls in this JHA before work started, and will follow it. Stop work and tell the supervisor if conditions change.

Name	Role / company	Tickets / licences	Signature	Date

Name	Role / company	Tickets / licences	Signature	Date