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	Timber flooring installation and sanding	**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	Clear the room and agree access with occupants	Working in an occupied home or building Slips and trips	**Medium Possible / Recordable / lost time**	1.1 Plan noisy, dusty or risky work for when the building is empty. [Elimination] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Engineering (guarding)] 1.3 Keep fire exits and paths clear at all times. [Administrative] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 1.6 Clean up dust and debris at the end of each day. [Administrative] 1.7 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 1.8 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 1.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 1.11 Keep work areas, stairs and access paths well lit. [Administrative] 1.12 Wear safety boots with good grip, laced up. [PPE]	**Low Unlikely / Minor injury**	Site supervisor
2	Cut boards with dust extraction	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.	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Substitution] 2.7 Cut outdoors or in a well-ventilated area away from others. [Engineering (guarding)] 2.8 Wood and MDF dust: see step 4 for the full controls [Administrative] 2.9 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitution] 2.10 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Engineering (guarding)] 2.11 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 2.12 Limit time on noisy tools and rotate workers. [Administrative] 2.13 If you have to shout to be heard at arm's length, wear hearing protection. [Administrative]		
3	Lay and nail boards, working on knee pads	Nail gun injuries Repetitive work and awkward postures Lifting and carrying heavy loads	**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 tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 3.7 Set work up at waist height on benches or trestles where you can. [Engineering] 3.8 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 3.9 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 3.10 Warm up before heavy physical work and report aches and pains early. [Administrative] 3.11 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 3.12 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 3.13 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.14 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.15 Keep the load close, back straight and no twisting. Turn	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				with your feet. [Administrative]		
4	Sand the floor with an extractor and empty bags often, as sanding dust can catch fire	Wood and MDF dust Loud noise Hand-arm and whole-body vibration Fire from hot works Rules: 29 CFR 1926.52; 29 CFR 1926.352 and NFPA 51B (35 ft rule also in 1910.252(a))	**Critical Possible / Fatality**	4.1 Buy pre-cut or pre-finished lumber where you can. [Substitution] 4.2 Cut outdoors or in a well-ventilated area away from others. [Engineering (guarding)] 4.3 Use saws and sanders with dust collection connected to a HEPA vacuum. [Engineering] 4.4 Clean up with a vacuum, not a broom or compressed air. [Administrative] 4.5 Wear earplugs or earmuffs rated for the noise. [PPE] 4.6 Loud noise: see step 2 for the full controls [Administrative] 4.7 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitution] 4.8 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 4.9 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 4.10 Keep hands warm and dry, and take regular breaks. [Administrative] 4.11 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Elimination] 4.12 Move anything that can burn at least 35 feet away, or cover it with fire blankets. [Engineering (guarding)] 4.13 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 4.14 Get a hot work permit before starting. [Administrative]	**Medium Unlikely / Recordable / lost time**	Site supervisor
5	Apply coatings with good airflow and no ignition sources	Hazardous chemicals Flammable liquids and gases Rules: 29 CFR 1926.59 Hazard Communication; 29 CFR 1926.152	**High Unlikely / Fatality**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitution] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 5.3 Read the Safety Data Sheet (SDS) and labels before use, following OSHA Hazard Communication. [Administrative] 5.4 Keep chemicals in labeled containers. Never pour them into drink bottles. [Administrative] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 5.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 5.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 5.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 5.9 Use non-flammable or water-based products where you can. [Substitution] 5.10 Keep ignition sources away: no smoking, no hot work	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				and no running engines near flammables. [Engineering (guarding)] 5.11 Store fuels and solvents in approved, closed containers in a ventilated area away from the work. [Engineering] 5.12 Refuel equipment outdoors with the engine off and cool. [Administrative] 5.13 Keep only what you need for the day on site. [Administrative] 5.14 Store gas cylinders upright, secured and outdoors. [Administrative] 5.15 Keep a suitable fire extinguisher where flammables are used or stored. [Administrative] 5.16 Wear chemical gloves and safety glasses when pouring or mixing. [PPE]		
6	Dispose of oily rags safely and clean up	Fire and emergencies Poor housekeeping and waste Rules: 29 CFR 1926 Subpart F	**High Unlikely / Fatality**	6.1 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 6.2 Keep exits and escape routes clear and signed. [Engineering] 6.3 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 6.4 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 6.5 Know the site address and how emergency services get in. Call 911. [Administrative] 6.6 Go through the emergency plan with every worker and visitor at induction. [Administrative] 6.7 Keep flammable materials and rubbish away from exits and escape routes. [Administrative] 6.8 Order materials to size and send packaging back where you can. [Elimination] 6.9 Put dumpsters and waste chutes close to the work. [Engineering] 6.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.11 Keep exits, stairs and walkways clear at all times. [Administrative] 6.12 Stack materials neatly on level ground, away from edges. [Administrative] 6.13 Wear gloves when handling waste. [PPE]	**Medium Rare / Fatality**	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)	Hot work permit (fire watch at least 60 minutes after, NFPA 51B)

Required PPE	Permits and plans
Knee pads Safety glasses (ANSI Z87.1) N95 respirator Hearing protection (earmuffs or plugs) Work gloves Welding gloves Face shield (ANSI Z87.1) Coveralls Chemical-resistant gloves Safety goggles (ANSI Z87.1) Half-face respirator (P100 cartridges)	

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Nail gun (pneumatic nailer)					
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))			
Power sander		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))			
HEPA vacuum		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))			
Air compressor					

5. TRAINING REQUIRED FOR THIS WORK

- Hazard communication training on the written program, labels and SDS (29 CFR 1910.1200(h), via 1926.59); respirator fit test and medical evaluation if a respirator is used (29 CFR 1910.134)

6. CREW TRAINING AND CERTIFICATIONS

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

7. 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.		

8. 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.

9. REVISION HISTORY

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

10. 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