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	Install outlets	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Electrical

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Locate the circuit at the electrical panel, isolate it, apply lockout/tagout and test to prove dead	Electric shock from live wiring Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	1.1 Isolate the power before any work. Do not work live. [Elimination] 1.2 Lock out and tag the disconnecting means with your own personal lock and tag so the circuit cannot be energized (29 CFR 1926.417). [Engineering (guarding)] 1.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 1.4 Only qualified persons work on or near exposed energized parts. [Administrative] 1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following NFPA 70E. [Administrative] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Fatality**	Site supervisor
2	Scan the wall for pipes and cables before cutting the hole	Electric shock from live wiring Gas and fuel lines Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	2.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 2.2 Isolate and purge the line before work, with the owner's approval. [Elimination] 2.3 Lock off and tag the isolation valve. [Engineering (guarding)] 2.4 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 2.5 Only licensed gas fitters work on gas lines. [Administrative] 2.6 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 2.7 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 2.8 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
3	Cut in the box and run the cable, keeping dust down	General dust Injury from power tools Falling from a ladder Rules: 29 CFR 1926 Subpart I; 29 CFR 1926 Subpart X	**High Possible / Serious injury**	3.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 3.2 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 3.3 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.5 Never dry sweep or blow dust off with compressed air. [Administrative] 3.6 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.7 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.8 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.9 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.10 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 3.11 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 3.12 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 3.13 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering] 3.14 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 3.15 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
4	Terminate the outlet and check connections are tight	Electric shock from cords and power tools Repetitive work and awkward postures Rules: 29 CFR 1926 Subpart K	**High Possible / Serious injury**	4.1 Use battery-powered tools where you can. [Substitution] 4.2 Use GFCIs on all 120-volt, 15, 20 and 30 amp temporary receptacles, or a written assured equipment grounding conductor program run by a competent person with recorded tests (29 CFR 1926.404(b)(1)). [Engineering] 4.3 Keep cords off the ground and out of water, using stands or hooks. [Engineering] 4.4 Check cords, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 4.5 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 4.6 Wear safety boots and dry gloves. [PPE] 4.7 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 4.8 Set work up at waist height on benches or trestles where you can. [Engineering] 4.9 Use light tools with good grips, and keep blades and bits	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				sharp. [Engineering] 4.10 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.11 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.12 Wear knee pads for kneeling work and gloves for grip. [PPE]		
5	Test polarity, ground and GFCI protection, then restore power and clean up	Electric shock from live wiring Poor housekeeping and waste Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	5.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 5.2 Order materials to size and send packaging back where you can. [Elimination] 5.3 Put dumpsters and waste chutes close to the work. [Engineering] 5.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.5 Keep exits, stairs and walkways clear at all times. [Administrative] 5.6 Stack materials neatly on level ground, away from edges. [Administrative] 5.7 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) Safety glasses (ANSI Z87.1) Work gloves Rubber insulating gloves Arc flash PPE (NFPA 70E) N95 respirator Hearing protection (earmuffs or plugs) Hard hat (ANSI Z89.1) Knee pads	Lockout/tagout (1926.417)

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Electrical test meter		Rated for the voltage and category (CAT III or IV), inspected before each use, and checked on a known source before and after testing (NFPA 70E)			
Power drill		Visual check of cord, plug and guards before each day's use; if you run an assured equipment grounding program			

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
		instead of GFCIs, test every 3 months (29 CFR 1926.404(b)(1))			
Hand tools					

5. TRAINING REQUIRED FOR THIS WORK

- Qualified person training for work on or near exposed energized parts (29 CFR 1926.416, NFPA 70E)
- Ladder safety training by a competent person (29 CFR 1926.1060)

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

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