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	Post hole boring and pier holes	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Excavation and earthworks

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Get 811 locates and mark every hole	Hitting underground services Gas and fuel lines Rules: 29 CFR 1926.651(b) and your state 811 law	**Critical Possible / Fatality**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Engineering (guarding)] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Call 811 before you dig and wait until all utilities have marked their lines. [Administrative] 1.5 Keep plans or locate tickets on site and check them again if the work area grows. [Administrative] 1.6 Support or protect exposed utilities so they cannot sag or break while the excavation is open (29 CFR 1926.651(b)(4)). [Administrative] 1.7 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.8 Wear safety boots, gloves and hi-vis when digging. [PPE] 1.9 Isolate and purge the line before work, with the owner's approval. [Elimination] 1.10 Lock off and tag the isolation valve. [Engineering (guarding)] 1.11 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.12 Only licensed gas fitters work on gas lines. [Administrative] 1.13 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 1.14 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 1.15 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Medium Rare / Fatality**	Site supervisor
2	Set up the auger machine on firm ground with an exclusion zone	Being hit by heavy equipment Contact with overhead power lines	**Critical Possible / Fatality**	2.1 Separate people and equipment with barriers, exclusion zones and marked walkways. [Engineering (guarding)] 2.2 Use equipment with working backup alarms, cameras and lights. [Engineering]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: 29 CFR 1926 Subpart O; 29 CFR 1926.1408 and 1926.416		2.3 Have a site traffic plan showing equipment routes, loading areas and pedestrian paths. [Administrative] 2.4 Use a spotter when backing up or working near people. [Administrative] 2.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 2.6 Operators are trained and authorized for each machine. Forklift and telehandler operators are trained, evaluated and certified by the employer (29 CFR 1910.178(l), via 1926.602(d)). [Administrative] 2.7 Do a pre-start check on each machine every day and record it. [Administrative] 2.8 Wear hi-vis clothing and a hard hat. [PPE] 2.9 Ask the utility to de-energize, move or insulate the lines before work starts. [Elimination] 2.10 Use non-conductive (fiberglass) ladders near any power lines. [Substitution] 2.11 Mark the safe distance with flags, tape or warning lines and keep all equipment and people outside it. [Engineering (guarding)] 2.12 Keep equipment at least 10 feet from lines up to 50 kV once the utility confirms the voltage, more for higher voltages, and 20 feet when the voltage is unknown (29 CFR 1926.1408). [Administrative] 2.13 Use a dedicated spotter whenever equipment moves or raises anything near lines. [Administrative] 2.14 Treat all lines as energized. If equipment touches a line, the operator stays in the cab and everyone else keeps well away. [Administrative]		
3	Keep clear of the turning auger, no loose clothing	Injury from power tools Being hit by heavy equipment Rules: 29 CFR 1926 Subpart I; 29 CFR 1926 Subpart O	**Critical Possible / Fatality**	3.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.5 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 3.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 3.7 Being hit by heavy equipment: see step 2 for the full controls [Administrative]	**Medium Unlikely / Recordable / lost time**	Site supervisor
4	Cover open holes straight away	Falling through a floor opening or void Public entering the work area Rules: 29 CFR 1926 Subpart M	**Critical Possible / Fatality**	4.1 Cover every hole with a secured cover marked "HOLE" or "COVER" that can hold twice the weight it may carry. [Engineering (guarding)] 4.2 Put guardrails with toe boards around stairwells, elevator shafts, floor holes and open edges. [Engineering (guarding)]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 4.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 4.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 4.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 4.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 4.8 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 4.9 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 4.10 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 4.11 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 4.12 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 4.13 Use a spotter when moving plant or materials across public paths. [Administrative]		
5	Spread or remove spoil and clean up	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) High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Hearing protection (earmuffs or plugs) Work gloves Hard hat (ANSI Z89.1)	811 locate ticket / excavation permit

Required PPE	Permits and plans
Safety glasses (ANSI Z87.1)	

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator					
Skid steer					
Hand tools					

5. TRAINING REQUIRED FOR THIS WORK

- Equipment operator training (29 CFR 1926.20(b)(4)); forklift and telehandler operators trained, evaluated and certified, re-evaluated every 3 years (29 CFR 1910.178(l))
- Fall protection training by a competent person, with a written certification record (29 CFR 1926.503)

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

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