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	Build a ADU	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	General contracting

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Set up fencing and keep the main house occupants away from the work	Public entering the work area Working in an occupied home or building	**High Possible / Serious injury**	1.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 1.2 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 1.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.4 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 1.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.6 Use a spotter when moving plant or materials across public paths. [Administrative] 1.7 Plan noisy, dusty or risky work for when the building is empty. [Elimination] 1.8 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Engineering (guarding)] 1.9 Keep fire exits and paths clear at all times. [Administrative] 1.10 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.11 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 1.12 Clean up dust and debris at the end of each day. [Administrative]	**Low Rare / Serious injury**	Site supervisor
2	Excavate and pour the slab	Hitting underground services Being hit by heavy equipment Wet concrete and cement burns Rules: 29 CFR 1926.651(b) and your state 811 law; 29 CFR 1926 Subpart O	**Critical Possible / Fatality**	2.1 Keep machine buckets well clear of marked services and use a spotter. [Engineering (guarding)] 2.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 2.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 2.4 Call 811 before you dig and wait until all utilities have marked their lines. [Administrative]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.5 Keep plans or locate tickets on site and check them again if the work area grows. [Administrative] 2.6 Support or protect exposed utilities so they cannot sag or break while the excavation is open (29 CFR 1926.651(b)(4)). [Administrative] 2.7 Separate people and equipment with barriers, exclusion zones and marked walkways. [Engineering (guarding)] 2.8 Use equipment with working backup alarms, cameras and lights. [Engineering] 2.9 Have a site traffic plan showing equipment routes, loading areas and pedestrian paths. [Administrative] 2.10 Use a spotter when backing up or working near people. [Administrative] 2.11 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 2.12 Use long-handled tools and pumps to cut down contact. [Engineering] 2.13 Wash concrete off skin straight away with clean water. [Administrative] 2.14 Have clean water and eye wash at the pour. [Administrative] 2.15 Wear waterproof gloves, long sleeves and rubber boots with pants worn over the top. [PPE] 2.16 Wear safety glasses or goggles to stop splashes. [PPE]		
3	Frame and roof with edge protection	Falling from height Falling from a roof edge Nail gun injuries Rules: 29 CFR 1926 Subpart M	**Critical Likely / Fatality**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination] 3.2 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)] 3.3 Use a scaffold, mobile work platform or aerial lift instead of working off a ladder. [Engineering] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 3.5 Provide fall protection at 6 feet or more and train workers to recognize fall hazards (29 CFR 1926.503). [Administrative] 3.6 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Administrative] 3.7 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Elimination] 3.8 Install edge protection or guardrails on all open roof edges before work starts. [Engineering (guarding)] 3.9 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 3.10 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 3.11 Low-slope roofs: guardrails, safety nets, personal fall arrest, or a warning line combined with one of these or with a	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				safety monitor (a safety monitor alone only on roofs 50 feet wide or less). Steep roofs: guardrails with toe boards, safety nets or personal fall arrest (29 CFR 1926.501(b)(10), (11)). [Administrative] 3.12 Use one safe, controlled access point and keep others off the roof. [Administrative] 3.13 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitution] 3.14 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] 3.15 Keep your free hand at least 12 inches from the nailing point. [Administrative] 3.16 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative] 3.17 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative]		
4	Connect services by licensed trades	Electric shock from live wiring Gas and fuel lines Trench or excavation collapse Rules: 29 CFR 1926 Subpart K; 29 CFR 1926 Subpart P	**Critical Possible / Fatality**	4.1 Isolate the power before any work. Do not work live. [Elimination] 4.2 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)] 4.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 4.4 Only qualified persons work on or near exposed energized parts. [Administrative] 4.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 4.6 Isolate and purge the line before work, with the owner's approval. [Elimination] 4.7 Lock off and tag the isolation valve. [Engineering (guarding)] 4.8 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 4.9 Only licensed gas fitters work on gas lines. [Administrative] 4.10 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 4.11 Use methods that keep people out of the trench, such as directional boring or working from the surface. [Elimination] 4.12 Barricade or cover the excavation so people and equipment cannot fall in. Use guardrails on walkways that cross it (29 CFR 1926.651(l)). [Engineering (guarding)] 4.13 Use a protective system (sloping, shoring or a trench box) in any trench 5 feet or deeper, or shallower if the competent person sees signs of a possible cave-in (29 CFR 1926.652). [Engineering]	**Medium Rare / Fatality**	Site supervisor

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				4.14 Protective systems for trenches over 20 feet deep are designed by a registered professional engineer (29 CFR 1926.652(b), (c)). [Engineering] 4.15 Keep spoil, materials and equipment at least 2 feet back from the edge. [Engineering] 4.16 Provide a ladder, stairway or ramp within 25 feet of workers in trenches 4 feet or deeper. [Engineering] 4.17 Competent person inspects the trench daily, after rain and as conditions change, and tests the air before entry in trenches over 4 feet deep where a hazardous atmosphere could exist (29 CFR 1926.651(g), (k)). [Administrative] 4.18 Nobody works in a trench where water is collecting unless the competent person has controls in place, such as pumping or special support (29 CFR 1926.651(h)). [Administrative] 4.19 Nobody stands under a loaded bucket or near a truck being loaded (29 CFR 1926.651(e)). [Administrative]		
5	Fit out and clean up	General dust Poor housekeeping and waste	**Medium Likely / Minor injury**	5.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 5.2 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 5.3 Use tools with dust extraction and a vacuum for clean up. [Engineering] 5.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 5.5 Never dry sweep or blow dust off with compressed air. [Administrative] 5.6 Wear a dust mask and safety glasses. [PPE] 5.7 Order materials to size and send packaging back where you can. [Elimination] 5.8 Put dumpsters and waste chutes close to the work. [Engineering] 5.9 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.10 Keep exits, stairs and walkways clear at all times. [Administrative] 5.11 Stack materials neatly on level ground, away from edges. [Administrative] 5.12 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)	Written fall protection plan (only where guardrails, nets or personal fall arrest are not feasible,

Required PPE	Permits and plans
High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Hard hat (ANSI Z89.1) Safety glasses (ANSI Z87.1) Hearing protection (earmuffs or plugs) Personal fall arrest system (harness) N95 respirator Chemical-resistant gloves Safety goggles (ANSI Z87.1) Knee pads Sun protection (sunscreen, hat, long sleeves) Work gloves	1926.502(k))

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator					
Concrete pump truck		Boom, outriggers, pipeline, clamps and hoses checked before each shift; frequent and periodic inspections to ASME B30.27 and the manufacturer			
Supported scaffold	Erected under a competent person (29 CFR 1926.451)	Inspected by a competent person for visible defects before each work shift and after any occurrence that could affect its integrity (29 CFR 1926.451(f)(3))			
Nail gun (pneumatic nailer)					
Circular saw (skill 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))			

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)
- Qualified person training for work on or near exposed energized parts (29 CFR 1926.416, NFPA 70E)
- Competent person for excavations, trained in soil classification and protective systems (29 CFR 1926.651(k), 1926.652)

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