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	Minor maintenance and repairs	**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	Talk to the occupants and set up a tidy work area	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	Check for asbestos and lead paint before drilling or cutting older buildings	Disturbing asbestos Lead paint dust and fumes Rules: 29 CFR 1926.1101 and 40 CFR 61 Subpart M (NESHAP); 40 CFR Part 745 (RRP rule) and 29 CFR 1926.62	**Critical Possible / Fatality**	2.1 Treat insulation, surfacing and resilient flooring in buildings built before 1981 as asbestos unless testing shows otherwise, and get the owner's asbestos survey before you start. [Elimination] 2.2 Seal off the work area and keep everyone else out. [Engineering (guarding)] 2.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with a HEPA vacuum. [Engineering] 2.4 Follow 29 CFR 1926.1101: competent person, work class, regulated area and exposure monitoring.	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 2.5 Commercial renovation and any demolition need a NESHAP asbestos inspection first, and demolition needs written notice to the state or EPA 10 working days before work starts (40 CFR 61 Subpart M). [Administrative] 2.6 Roofing felts, cement shingles and siding, roof coatings and old panel backboards can also contain asbestos. Test them or treat them as asbestos; asbestos roofing is removed intact with hand tools by trained workers (29 CFR 1926.1101(g)(8)). [Administrative] 2.7 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 2.8 Wear a fit-tested NIOSH-approved respirator suited to the work class, and disposable coveralls. [PPE] 2.9 Test old paint for lead before you sand, scrape, cut or heat it. [Elimination] 2.10 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitution] 2.11 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Engineering (guarding)] 2.12 Clean up with a HEPA vacuum and wet wipes. Never dry sweep. [Engineering] 2.13 In homes and child-occupied facilities built before 1978 (such as child care centers, preschools and kindergarten classrooms), work that disturbs more than 6 sq ft inside or 20 sq ft outside is done by an EPA Lead-Safe Certified firm with a certified renovator (RRP rule). [Administrative] 2.14 Do an initial lead exposure assessment and protect workers as if over the limit until results are in. Over 50 micrograms per cubic meter, follow a written lead compliance program (29 CFR 1926.62(d), (e)). [Administrative] 2.15 Never torch painted surfaces, keep heat guns below 1,100 degrees F, and use sanders, grinders or planers only with a shroud and HEPA vacuum attachment (40 CFR 745.85(a)(3)). [Administrative] 2.16 Provide a clean change area and handwashing, and keep food, drink and tobacco out of the work area (29 CFR 1926.62(i)). [Administrative] 2.17 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 2.18 Wear a NIOSH-approved respirator with N100 or P100 filters, disposable coveralls and gloves. [PPE]		
3	Isolate any services you will work near	Electric shock from live wiring Gas and fuel lines Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	3.1 Isolate the power before any work. Do not work live. [Elimination] 3.2 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)]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 3.4 Only qualified persons work on or near exposed energized parts. [Administrative] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 3.6 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following NFPA 70E. [Administrative] 3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 3.8 Isolate and purge the line before work, with the owner's approval. [Elimination] 3.9 Lock off and tag the isolation valve. [Engineering (guarding)] 3.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 3.11 Only licensed gas fitters work on gas lines. [Administrative] 3.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 3.13 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 3.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]		
4	Use the right ladder and keep three points of contact	Falling from a ladder Rules: 29 CFR 1926 Subpart X	**High Possible / Serious injury**	4.1 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 4.2 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 4.3 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering] 4.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 4.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 4.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 4.7 Check the ladder before each use: feet, rungs, side rails and locks. [Administrative] 4.8 Wear non-slip safety boots with clean soles. [PPE]	**Medium Unlikely / Serious injury**	Site supervisor
5	Do the repair with guards and PPE on tools	Injury from power tools Saw cuts and kickback General dust Rules: 29 CFR 1926 Subpart I	**High Possible / Serious injury**	5.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.5 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 5.6 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 5.7 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 5.8 Use a sharp, undamaged blade made for the material. [Administrative] 5.9 Stand to one side of the blade line, out of the kickback path. [Administrative] 5.10 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 5.11 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 5.12 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 5.13 Use tools with dust extraction and a vacuum for clean up. [Engineering] 5.14 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 5.15 Never dry sweep or blow dust off with compressed air. [Administrative]		
6	Tell someone where you are if working alone, then clean up	Working alone Poor housekeeping and waste	**Medium** **Unlikely / Serious injury**	6.1 Do not do high risk work alone: work at height, confined spaces, live electrical or trenches. [Elimination] 6.2 Set a check-in system: call or text at set times, and someone follows up if there is no reply. [Administrative] 6.3 Tell someone where you are working and when you expect to finish. [Administrative] 6.4 Carry a charged phone. Use a personal alarm or GPS device where there is no signal. [Administrative] 6.5 Keep a first aid kit on hand and know the site address for emergency services. [Administrative] 6.6 Order materials to size and send packaging back where you can. [Elimination] 6.7 Put dumpsters and waste chutes close to the work. [Engineering] 6.8 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.9 Keep exits, stairs and walkways clear at all times. [Administrative] 6.10 Stack materials neatly on level ground, away from edges. [Administrative] 6.11 Wear gloves when handling waste. [PPE]	**Low** **Rare / Serious 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) Work gloves N95 respirator Half-face respirator (P100 cartridges) Coveralls Hard hat (ANSI Z89.1) Hearing protection (earmuffs or plugs)	None required

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Hand tools					
Power drill		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))			
Step ladder		Inspected by a competent person for visible defects periodically and after any event that could affect safe use (29 CFR 1926.1053(b)(15))			
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

- Asbestos awareness training, plus class-specific training for Class I to III work (29 CFR 1926.1101(k)(9)); respirator fit test and medical evaluation (29 CFR 1910.134)
- Lead training under 29 CFR 1926.62(l); EPA RRP Certified Renovator for pre-1978 homes and child-occupied facilities; respirator fit test and medical evaluation (29 CFR 1910.134)
- 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

Name	Role / company	Tickets / licences	Signature	Date