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	Site set up and establishment	**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	Get 811 locates and check for overhead power lines	Hitting underground services Contact with overhead power lines Rules: 29 CFR 1926.651(b) and your state 811 law; 29 CFR 1926.1408 and 1926.416	**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 Ask the utility to de-energize, move or insulate the lines before work starts. [Elimination] 1.10 Use non-conductive (fiberglass) ladders near any power lines. [Substitution] 1.11 Mark the safe distance with flags, tape or warning lines and keep all equipment and people outside it. [Engineering (guarding)] 1.12 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] 1.13 Use a dedicated spotter whenever equipment moves or raises anything near lines. [Administrative] 1.14 Treat all lines as energized. If equipment touches a line, the operator stays in the cab and everyone else keeps well away. [Administrative]	**Medium Rare / Fatality**	Site supervisor
2	Install site fencing and signs to keep the public out	Public entering the work area Lifting and carrying heavy loads	**High Possible /**	2.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)]	**Medium Unlikely /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
			Serious injury	2.2 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 2.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.4 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 2.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.6 Use a spotter when moving plant or materials across public paths. [Administrative] 2.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 2.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 2.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.10 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.11 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 2.12 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.13 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Recordable / lost time**	
3	Set up toilets, first aid, fire extinguishers and the sign in area	Fire and emergencies Poor housekeeping and waste Rules: 29 CFR 1926 Subpart F	**High Unlikely / Fatality**	3.1 Provide fire extinguishers suited to the site, checked and easy to reach. [Engineering] 3.2 Keep exits and escape routes clear and signed. [Engineering] 3.3 Have a site emergency plan: alarm, exits, assembly point and emergency contacts. [Administrative] 3.4 Keep a stocked first aid kit and at least one trained first aider on site. [Administrative] 3.5 Know the site address and how emergency services get in. Call 911. [Administrative] 3.6 Go through the emergency plan with every worker and visitor at induction. [Administrative] 3.7 Keep flammable materials and rubbish away from exits and escape routes. [Administrative] 3.8 Order materials to size and send packaging back where you can. [Elimination] 3.9 Put dumpsters and waste chutes close to the work. [Engineering] 3.10 Clean as you go, and do a full clean up at the end of each day. [Administrative] 3.11 Keep exits, stairs and walkways clear at all times.	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 3.12 Stack materials neatly on level ground, away from edges. [Administrative] 3.13 Wear gloves when handling waste. [PPE]		
4	Arrange temporary power with GFCI protection	Electric shock from cords and power tools Electric shock from live wiring Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	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 Isolate the power before any work. Do not work live. [Elimination] 4.8 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)] 4.9 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 4.10 Only qualified persons work on or near exposed energized parts. [Administrative] 4.11 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 4.12 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following NFPA 70E. [Administrative] 4.13 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Fatality**	Site supervisor
5	Mark delivery routes and parking, away from walkways	Road traffic Being hit by heavy equipment Rules: MUTCD Part 6 and 29 CFR 1926 Subpart G; 29 CFR 1926 Subpart O	**Critical Possible / Fatality**	5.1 Do the work at low-traffic times, or close the road or lane with approval. [Elimination] 5.2 Put solid barriers between the work and traffic where speeds are high, not just cones. [Engineering (guarding)] 5.3 Use a truck-mounted attenuator or buffer vehicle on high speed roads. [Engineering] 5.4 Set up work zone signs and cones to MUTCD Part 6, with trained flaggers. [Administrative] 5.5 Get any permit needed from the city, county or state DOT before you start. [Administrative] 5.6 Park work vehicles to shield the work zone, with beacons on. [Administrative] 5.7 Wear ANSI/ISEA 107 Class 2 or 3 high-visibility clothing. [PPE] 5.8 Separate people and equipment with barriers, exclusion	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				zones and marked walkways. [Engineering (guarding)] 5.9 Use equipment with working backup alarms, cameras and lights. [Engineering] 5.10 Have a site traffic plan showing equipment routes, loading areas and pedestrian paths. [Administrative] 5.11 Use a spotter when backing up or working near people. [Administrative] 5.12 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 5.13 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] 5.14 Do a pre-start check on each machine every day and record it. [Administrative] 5.15 Wear hi-vis clothing and a hard hat. [PPE]		
6	Run the site induction for every worker	Working alone Fatigue	**High** **Possible / 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 Plan hours so workers get a proper break between shifts and do not work long stretches without a day off. [Elimination] 6.7 Avoid high risk tasks at the end of long shifts. [Administrative] 6.8 Take regular breaks and rotate tiring tasks. [Administrative] 6.9 Speak up if you or a workmate are too tired to work safely. [Administrative] 6.10 Plan travel so nobody drives a long way home after a long shift. [Administrative]	**Medium** **Unlikely / 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) High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Hard hat (ANSI Z89.1) Work gloves	None required

4. PLANT AND EQUIPMENT

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

5. TRAINING REQUIRED FOR THIS WORK

- Qualified person training for work on or near exposed energized parts (29 CFR 1926.416, NFPA 70E)
- 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))

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

Rev	Date	By	What changed

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