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	Sliding glass door installation	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Glazing

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Remove the old door, wearing cut gloves	Glass handling and breakage Cuts from sharp edges	**High** **Possible / Serious injury**	1.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 1.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 1.3 Use two or more people for large panes, and clear the carry route first. [Administrative] 1.4 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 1.5 Clean up broken glass straight away into a marked container. [Administrative] 1.6 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE] 1.7 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 1.8 Use knives with retractable or self-retracting blades. [Engineering] 1.9 Cut away from your body and keep your other hand clear. [Administrative] 1.10 Put used blades in a blade bin or sharps container. [Administrative] 1.11 Use two people to handle large sheets of metal or glass. [Administrative] 1.12 Wear cut-resistant gloves and long sleeves. [PPE]	**Medium** **Unlikely / Serious injury**	Site supervisor
2	Carry panels with enough people or a glass trolley	Lifting and carrying heavy loads	**High** **Likely / Recordable / lost time**	2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 2.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 2.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 2.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 2.5 Keep the load close, back straight and no twisting. Turn	**Medium** **Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				with your feet. [Administrative] 2.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 2.7 Wear gloves for grip and safety boots to protect your feet. [PPE]		
3	Fit and level the frame	Injury from power tools Repetitive work and awkward postures Rules: 29 CFR 1926 Subpart I	**Medium Possible / Recordable / lost time**	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 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 3.8 Set work up at waist height on benches or trestles where you can. [Engineering] 3.9 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 3.10 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 3.11 Warm up before heavy physical work and report aches and pains early. [Administrative] 3.12 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
4	Install panels and test the door	Glass handling and breakage Lifting and carrying heavy loads	**High Possible / Serious injury**	4.1 Glass handling and breakage: see step 1 for the full controls [Administrative] 4.2 Lifting and carrying heavy loads: see step 2 for the full controls [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
5	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
Cut-resistant gloves Safety glasses (ANSI Z87.1) Safety-toe boots (ASTM F2413) Work gloves Hearing protection (earmuffs or plugs) Knee pads	None required

4. PLANT AND EQUIPMENT

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

5. CREW TRAINING AND CERTIFICATIONS

Crew listed at sign-on below, with ticket and licence numbers.

6. 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.		

7. 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.

8. REVISION HISTORY

Rev	Date	By	What changed
1	Nov 9, 2026		First issue

9. 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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