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	Window 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	Check frames and paint for lead and asbestos	Lead paint dust and fumes Disturbing asbestos Rules: 40 CFR Part 745 (RRP rule) and 29 CFR 1926.62; 29 CFR 1926.1101 and 40 CFR 61 Subpart M (NESHAP)	**Critical Possible / Fatality**	1.1 Test old paint for lead before you sand, scrape, cut or heat it. [Elimination] 1.2 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitution] 1.3 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Engineering (guarding)] 1.4 Clean up with a HEPA vacuum and wet wipes. Never dry sweep. [Engineering] 1.5 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] 1.6 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] 1.7 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] 1.8 Provide a clean change area and handwashing, and keep food, drink and tobacco out of the work area (29 CFR 1926.62(i)). [Administrative] 1.9 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 1.10 Wear a NIOSH-approved respirator with N100 or P100 filters, disposable coveralls and gloves. [PPE] 1.11 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] 1.12 Seal off the work area and keep everyone else out.	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Engineering (guarding)] 1.13 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with a HEPA vacuum. [Engineering] 1.14 Follow 29 CFR 1926.1101: competent person, work class, regulated area and exposure monitoring. [Administrative] 1.15 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] 1.16 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] 1.17 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 1.18 Wear a fit-tested NIOSH-approved respirator suited to the work class, and disposable coveralls. [PPE]		
2	Protect occupants and furnishings and set exclusion areas inside and out	Working in an occupied home or building Public entering the work area	**High Possible / Serious injury**	2.1 Plan noisy, dusty or risky work for when the building is empty. [Elimination] 2.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Engineering (guarding)] 2.3 Keep fire exits and paths clear at all times. [Administrative] 2.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 2.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 2.6 Clean up dust and debris at the end of each day. [Administrative] 2.7 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 2.8 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 2.9 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.10 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 2.11 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.12 Use a spotter when moving plant or materials across public paths. [Administrative]	**Low Rare / Serious injury**	Site supervisor
3	Set up access for upper floor windows and barricade below	Falling from height Scaffold collapse or fall from	**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.	**Medium Unlikely /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		scaffold Falling tools and materials Rules: 29 CFR 1926 Subpart M; 29 CFR 1926 Subpart L; 29 CFR 1926.501(c)		[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 Scaffold is built, moved and taken down under the supervision of a competent person. [Engineering] 3.8 Fit guardrails, mid rails and toe boards on every platform more than 10 feet above a lower level, or use personal fall arrest (29 CFR 1926.451(g)(1)). [Engineering] 3.9 Use mobile scaffolds only on firm, level ground with casters locked, and guy, tie, brace or fit outriggers once the height is more than 4 times the base width (29 CFR 1926.451(c)(1)). Never move one with anyone on it. [Engineering] 3.10 Every worker on the scaffold is trained by a qualified person (29 CFR 1926.454). [Administrative] 3.11 A competent person inspects the scaffold before each shift and after anything that could affect it (29 CFR 1926.451(f)(3)). [Administrative] 3.12 Do not overload platforms. Know the rated load (light, medium or heavy duty) and stack materials over the legs, not mid-span (29 CFR 1926.451(f)(1)). [Administrative] 3.13 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 3.14 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.15 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.16 Tether hand tools when working at height. [Engineering] 3.17 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]	**Serious injury**	
4	Remove beads and old glass first, wearing cut gloves	Glass handling and breakage Cuts from sharp edges	**High Possible / Serious injury**	4.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 4.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 4.3 Glass handling and breakage: see step 7 for the full controls [Administrative] 4.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.5 Use knives with retractable or self-retracting blades. [Engineering] 4.6 Cut away from your body and keep your other hand clear.	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 4.7 Put used blades in a blade bin or sharps container. [Administrative] 4.8 Use two people to handle large sheets of metal or glass. [Administrative] 4.9 Wear cut-resistant gloves and long sleeves. [PPE]		
5	Remove the old frame, guarding the open hole	Falling through a floor opening or void Lifting and carrying heavy loads Rules: 29 CFR 1926 Subpart M	**Critical Possible / Fatality**	5.1 Cover every hole with a secured cover marked "HOLE" or "COVER" that can hold twice the weight it may carry. [Engineering (guarding)] 5.2 Put guardrails with toe boards around stairwells, elevator shafts, floor holes and open edges. [Engineering (guarding)] 5.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 5.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 5.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 5.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 5.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 5.8 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 5.9 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 5.10 Lifting and carrying heavy loads: see step 7 for the full controls [Administrative]	**Medium Unlikely / Recordable / lost time**	Site supervisor
6	Check the opening and lintel, and prop it if it is not sound	Structural collapse during alterations	**High Unlikely / Fatality**	6.1 Get an engineer to check before removing any wall, beam, post or bracing that may be load-bearing. [Elimination] 6.2 Keep everyone clear of the area under and next to the work. [Engineering (guarding)] 6.3 Install temporary props, needles or shoring as designed before removing any support. [Engineering] 6.4 Follow the engineer's sequence. Do not change it without approval. [Administrative] 6.5 Check props daily. Do not remove them until the permanent support is in and approved. [Administrative] 6.6 Wear a hard hat and safety boots. [PPE]	**Medium Rare / Fatality**	Site supervisor
7	Lift new windows with two people or suction lifters	Lifting and carrying heavy loads Glass handling and breakage	**High Likely / Recordable / lost time**	7.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 7.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 7.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				instead of carrying by hand. [Engineering] 7.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 7.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 7.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 7.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 7.8 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 7.9 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 7.10 Use two or more people for large panes, and clear the carry route first. [Administrative] 7.11 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 7.12 Clean up broken glass straight away into a marked container. [Administrative] 7.13 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]		
8	Fix, pack, seal and flash the window	Injury from power tools Hazardous chemicals Rules: 29 CFR 1926 Subpart I; 29 CFR 1926.59 Hazard Communication	**Medium Possible / Recordable / lost time**	8.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 8.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 8.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 8.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 8.5 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 8.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 8.7 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitution] 8.8 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 8.9 Read the Safety Data Sheet (SDS) and labels before use, following OSHA Hazard Communication. [Administrative] 8.10 Keep chemicals in labeled containers. Never pour them into drink bottles. [Administrative] 8.11 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 8.12 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 8.13 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 8.14 Use a respirator with the right cartridge if the SDS calls	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				for one. [PPE]		
9	Make good, then clean up broken glass and waste	Poor housekeeping and waste Cuts from sharp edges	**Medium** **Likely / Minor injury**	9.1 Order materials to size and send packaging back where you can. [Elimination] 9.2 Put dumpsters and waste chutes close to the work. [Engineering] 9.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.4 Keep exits, stairs and walkways clear at all times. [Administrative] 9.5 Stack materials neatly on level ground, away from edges. [Administrative] 9.6 Wear gloves when handling waste. [PPE] 9.7 Cuts from sharp edges: see step 4 for the full controls [Administrative]	**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) Cut-resistant gloves Safety glasses (ANSI Z87.1) Hard hat (ANSI Z89.1) Half-face respirator (P100 cartridges) Coveralls Work gloves N95 respirator High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Hearing protection (earmuffs or plugs) Chemical-resistant gloves Safety goggles (ANSI Z87.1)	Written fall protection plan (only where guardrails, nets or personal fall arrest are not feasible, 1926.502(k))

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))			
Mobile (rolling) 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))			

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

5. TRAINING REQUIRED FOR THIS WORK

- 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)
- 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)
- Fall protection training by a competent person, with a written certification record (29 CFR 1926.503)
- Scaffold user training by a qualified person; erectors trained by a competent person (29 CFR 1926.454)
- Hazard communication training on the written program, labels and SDS (29 CFR 1910.1200(h), via 1926.59); respirator fit test and medical evaluation if a respirator is used (29 CFR 1910.134)

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