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	Install a skylight	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Roofing

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Set up roof access and edge protection, and protect the room below from falling debris	Falling from a roof edge Falling from a ladder Falling tools and materials Rules: 29 CFR 1926 Subpart M; 29 CFR 1926 Subpart X; 29 CFR 1926.501(c)	**Critical Likely / Fatality**	1.1 Do what you can from the ground or from a scaffold at the gutter line, for example pre-assemble parts on the ground. [Elimination] 1.2 Install edge protection or guardrails on all open roof edges before work starts. [Engineering (guarding)] 1.3 Use a perimeter scaffold with handrails and toe boards along the eaves where practical. [Engineering] 1.4 Where guardrails cannot be fitted, use fall restraint on certified roof anchors so workers cannot reach the edge. [Engineering] 1.5 Low-slope roofs: guardrails, safety nets, personal fall arrest, or a warning line combined with one of these or with a 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] 1.6 Use one safe, controlled access point and keep others off the roof. [Administrative] 1.7 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 1.8 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 1.9 Falling from a ladder: see step 5 for the full controls [Administrative] 1.10 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 1.11 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 1.12 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 1.13 Tether hand tools when working at height. [Engineering] 1.14 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
2	Mark out the opening,	Electric shock from live wiring	**Critical**	2.1 Isolate the power before any work. Do not work live.	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	checking for cables, pipes and roof framing in the ceiling space	Heat stress Rules: 29 CFR 1926 Subpart K; OSH Act Section 5(a)(1) General Duty Clause; state heat rules where they apply (Cal/OSHA T8 3395, WA WAC 296-62-095, OR OAR 437-002-0156, MD COMAR 09.12.32)	**Possible / Fatality**	[Elimination] 2.2 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)] 2.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 2.4 Only qualified persons work on or near exposed energized parts. [Administrative] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 2.6 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following NFPA 70E. [Administrative] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 2.8 Schedule heavy work for the cooler part of the day. [Elimination] 2.9 Provide shade over work and rest areas, and fans or cooling in attics. [Engineering] 2.10 Supply cool drinking water close by and drink a cup every 15 to 20 minutes. [Administrative] 2.11 Take regular rest breaks in the shade, more often as it gets hotter. [Administrative] 2.12 Let new and returning workers build up to full work in the heat over about a week. [Administrative] 2.13 Watch each other for dizziness, headache, confusion or stopping sweating. Stop work, cool down and get help. [Administrative] 2.14 Have a hot weather plan, including when work stops. [Administrative] 2.15 In California, Washington, Oregon and Maryland, follow the state heat illness rule: written plan, shade, water, rest and high-heat procedures. [Administrative] 2.16 Wear light, loose, long-sleeved clothing, a hat or brim, and sunscreen. [PPE]	**Unlikely / Serious injury**	
3	Cut the roof and ceiling opening, then cover or guard the hole straight away	Falling through a floor opening or void Saw cuts and kickback General dust Rules: 29 CFR 1926 Subpart M; 29 CFR 1926 Subpart I	**Critical Possible / Fatality**	3.1 Cover every hole with a secured cover marked "HOLE" or "COVER" that can hold twice the weight it may carry. [Engineering (guarding)] 3.2 Put guardrails with toe boards around stairwells, elevator shafts, floor holes and open edges. [Engineering (guarding)] 3.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 3.6 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.7 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.8 Use a sharp, undamaged blade made for the material. [Administrative] 3.9 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.10 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 3.11 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 3.12 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 3.13 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.14 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.15 Never dry sweep or blow dust off with compressed air. [Administrative]		
4	Fit the skylight frame and flashing, carrying the glass unit with two people	Lifting and carrying heavy loads Glass handling and breakage Cuts from sharp edges	**High Likely / Recordable / lost time**	4.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 4.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 4.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.6 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 4.7 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 4.8 Use two or more people for large panes, and clear the carry route first. [Administrative] 4.9 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 4.10 Clean up broken glass straight away into a marked container. [Administrative] 4.11 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.12 Use knives with retractable or self-retracting blades. [Engineering] 4.13 Cut away from your body and keep your other hand clear. [Administrative] 4.14 Put used blades in a blade bin or sharps container. [Administrative] 4.15 Use two people to handle large sheets of metal or glass.	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative]		
5	Install the light shaft and patch the ceiling	Falling from a ladder General dust Injury from power tools Rules: 29 CFR 1926 Subpart X; 29 CFR 1926 Subpart I	**High Possible / Serious injury**	5.1 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 5.2 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 5.3 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering] 5.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 5.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 5.6 Wear a dust mask and safety glasses. [PPE] 5.7 General dust: see step 3 for the full controls [Administrative] 5.8 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.9 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.10 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.11 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.12 No loose clothing, jewelry or long hair near spinning parts. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
6	Seal and water test, then clean up and remove access	Poor housekeeping and waste Slips and trips	**Medium Likely / Minor injury**	6.1 Order materials to size and send packaging back where you can. [Elimination] 6.2 Put dumpsters and waste chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges. [Administrative] 6.6 Wear gloves when handling waste. [PPE] 6.7 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 6.8 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 6.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 6.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 6.11 Keep work areas, stairs and access paths well lit. [Administrative] 6.12 Wear safety boots with good grip, laced up. [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:

3. PPE AND PERMITS

Required PPE	Permits and plans
Safety-toe boots (ASTM F2413) Personal fall arrest system (harness) Cut-resistant gloves Safety glasses (ANSI Z87.1) N95 respirator Sun protection (sunscreen, hat, long sleeves) Hard hat (ANSI Z89.1) Hearing protection (earmuffs or plugs) Work gloves	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
Extension 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))			
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))			
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))			
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))			
Hand tools					

5. TRAINING REQUIRED FOR THIS WORK

- Fall protection training by a competent person, with a written certification record (29 CFR 1926.503)
- Ladder safety training by a competent person (29 CFR 1926.1060)
- Qualified person training for work on or near exposed energized parts (29 CFR 1926.416, NFPA 70E)

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