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	Floor tiling	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Tiling

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Prepare and level the floor, grinding with extraction	Silica dust from concrete, brick, stone and tiles Loud noise Rules: 29 CFR 1926.1153; 29 CFR 1926.52	**Critical Likely / Fatality**	1.1 Order materials cut to size, or use low-dust methods such as score and snap or a block splitter. [Substitution] 1.2 Cut outdoors or in a separate area, with other people well away and upwind. [Engineering (guarding)] 1.3 Use wet cutting or on-tool dust collection with a HEPA vacuum, as set out in Table 1 of 29 CFR 1926.1153. [Engineering] 1.4 Clean up with a vacuum or wet methods. Never dry sweep or use compressed air. [Administrative] 1.5 Have a written exposure control plan and a competent person for silica (29 CFR 1926.1153). [Administrative] 1.6 Workers who must wear a respirator 30 or more days a year get a free medical exam every 3 years (29 CFR 1926.1153(h)). [Administrative] 1.7 Wear the respirator Table 1 lists for the task: APF 10 (a fit-tested N95 or half mask) for most tasks, APF 25 (such as a loose-fitting PAPR) for tuckpointing with a handheld grinder for more than 4 hours a shift. [PPE] 1.8 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitution] 1.9 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Engineering (guarding)] 1.10 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 1.11 Limit time on noisy tools and rotate workers. [Administrative] 1.12 If you have to shout to be heard at arm's length, wear hearing protection. [Administrative] 1.13 Wear earplugs or earmuffs rated for the noise. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
2	Move tile boxes with a trolley	Lifting and carrying heavy loads	**High Likely / Recordable /**	2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination]	**Medium Unlikely / Recordable /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
			lost time	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 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]	**lost time**	
3	Cut tiles wet	Silica dust from concrete, brick, stone and tiles Saw cuts and kickback Electric shock from cords and power tools Rules: 29 CFR 1926.1153; 29 CFR 1926 Subpart I; 29 CFR 1926 Subpart K	**Critical Likely / Fatality**	3.1 Silica dust from concrete, brick, stone and tiles: see step 1 for the full controls [Administrative] 3.2 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 3.3 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 3.4 Use a sharp, undamaged blade made for the material. [Administrative] 3.5 Stand to one side of the blade line, out of the kickback path. [Administrative] 3.6 Let the blade stop fully before reaching in or putting the saw down. [Administrative] 3.7 Use battery-powered tools where you can. [Substitution] 3.8 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] 3.9 Keep cords off the ground and out of water, using stands or hooks. [Engineering] 3.10 Check cords, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 3.11 Do not use tools in rain or wet areas unless they are rated for it. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
4	Lay tiles, taking breaks from kneeling	Repetitive work and awkward postures Cuts from sharp edges	**Medium Possible / Recordable / lost time**	4.1 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 4.2 Set work up at waist height on benches or trestles where you can. [Engineering] 4.3 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.4 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.5 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.6 Wear knee pads for kneeling work and gloves for grip.	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[PPE] 4.7 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.8 Use knives with retractable or self-retracting blades. [Engineering] 4.9 Cut away from your body and keep your other hand clear. [Administrative] 4.10 Put used blades in a blade bin or sharps container. [Administrative] 4.11 Use two people to handle large sheets of metal or glass. [Administrative] 4.12 Wear cut-resistant gloves and long sleeves. [PPE]		
5	Grout, seal and keep traffic off	Hazardous chemicals Slips and trips Rules: 29 CFR 1926.59 Hazard Communication	**Medium Possible / Recordable / lost time**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitution] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 5.3 Read the Safety Data Sheet (SDS) and labels before use, following OSHA Hazard Communication. [Administrative] 5.4 Keep chemicals in labeled containers. Never pour them into drink bottles. [Administrative] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 5.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 5.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 5.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 5.9 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 5.10 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.11 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.12 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.13 Keep work areas, stairs and access paths well lit. [Administrative] 5.14 Wear safety boots with good grip, laced up. [PPE]	**Medium Unlikely / Recordable / lost time**	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

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Knee pads Safety glasses (ANSI Z87.1) N95 respirator Chemical-resistant gloves Safety-toe boots (ASTM F2413) Half-face respirator (P100 cartridges) Hearing protection (earmuffs or plugs) Work gloves Cut-resistant gloves Safety goggles (ANSI Z87.1) Coveralls	None required

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Wet tile 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))			
Angle grinder		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

- Silica training on the exposure control plan and Table 1 controls (29 CFR 1926.1153(i)); respirator fit test and medical evaluation (29 CFR 1910.134)
- 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

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