JOB HAZARD ANALYSIS (JHA)

Business name

Document: JHA-001 Rev 1
Prepared: _____
Review by: _____

1. BUSINESS AND JOB DETAILS

Company		**License or EIN**	
Business address		**Contact**	
Job		**Project / job number**	
Site address		**Client**	
General contractor		**General contractor contact**	
Start date		**Duration**	
Working hours	7:00 am to 3:30 pm	**Trade**	Roofing
Supervisor		**Prepared by**	
Approved by		**Competent person**	
Principal designer		**HSE F10 notification**	
Construction phase plan / site rules		**Given to principal contractor**	
Consulted in preparing it		**Regulator**	

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible

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

4. PLANT AND EQUIPMENT

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

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5. CREW TRAINING AND CERTIFICATIONS

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

6. HAZARDOUS CHEMICALS

Product	Main hazard	Controls	SDS location

7. EMERGENCY ARRANGEMENTS

Emergency number	911	**Site address for emergency services**	
Nearest emergency room		**Assembly point**	
First aid / CPR person		**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.
Rescue plan		**Working alone check-in**	
Locate ticket		**Asbestos information**	
Lift plan		**Reporting incidents**	Report a fatality to OSHA within 8 hours, and an in-patient hospitalization, amputation or eye loss within 24 hours.
Other			

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			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