# 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** | Stair installation | **Start date** | Nov 9, 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Carpentry |

## 2. JOB STEPS, HAZARDS AND CONTROLS

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| 1 | Guard the stair void before and during installation | Falling through a floor opening or void<br>Falling from height<br><br>Rules: 29 CFR 1926 Subpart M | **Critical Likely / Fatality** | 1.1 Cover every hole with a secured cover marked "HOLE" or "COVER" that can hold twice the weight it may carry. [Engineering (guarding)]<br>1.2 Put guardrails with toe boards around stairwells, elevator shafts, floor holes and open edges. [Engineering (guarding)]<br>1.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering]<br>1.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative]<br>1.5 Inspect covers and barriers daily and after other trades have been through. [Administrative]<br>1.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative]<br>1.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE]<br>1.8 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination]<br>1.9 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)]<br>1.10 Use a scaffold, mobile work platform or aerial lift instead of working off a ladder. [Engineering]<br>1.11 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering]<br>1.12 Provide fall protection at 6 feet or more and train workers to recognize fall hazards (29 CFR 1926.503). [Administrative]<br>1.13 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Administrative]<br>1.14 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] | **Medium Rare / Fatality** | Site supervisor |
| 2 | Move stair parts in with enough people | Lifting and carrying heavy loads | **High Likely /** | 2.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. | **Medium Unlikely /** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | **Recordable / lost time** | [Elimination]<br>2.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution]<br>2.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering]<br>2.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative]<br>2.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]<br>2.6 Rotate tasks and take breaks on long lifting jobs. [Administrative]<br>2.7 Wear gloves for grip and safety boots to protect your feet. [PPE] | **Recordable / lost time** | |
| 3 | Fit stringers and treads, working from a stable platform | Falling from a ladder<br>Injury from power tools<br><br>Rules: 29 CFR 1926 Subpart X; 29 CFR 1926 Subpart I | **High Possible / Serious injury** | 3.1 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution]<br>3.2 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering]<br>3.3 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering]<br>3.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative]<br>3.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]<br>3.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative]<br>3.7 Check the ladder before each use: feet, rungs, side rails and locks. [Administrative]<br>3.8 Wear non-slip safety boots with clean soles. [PPE]<br>3.9 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering]<br>3.10 Clamp or secure the work piece. Do not hold it by hand. [Engineering]<br>3.11 Only trained, competent people use power tools, following the maker's instructions. [Administrative]<br>3.12 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative]<br>3.13 No loose clothing, jewelry or long hair near spinning parts. [Administrative]<br>3.14 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] | **Medium Unlikely / Serious injury** | Site supervisor |
| 4 | Install handrails and railing as soon as possible | Falling from height<br>Nail gun injuries<br><br>Rules: 29 CFR 1926 Subpart M | **Critical Likely / Fatality** | 4.1 Falling from height: see step 1 for the full controls [Administrative]<br>4.2 Use a nail gun with a sequential (single shot) trigger, not a contact or bump trigger. [Substitution]<br>4.3 Disconnect the air or battery before clearing jams, adjusting or moving between work areas. [Engineering] | **Medium Unlikely / Serious injury** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 4.4 Keep your free hand at least 12 inches from the nailing point. [Administrative]<br>4.5 Never point the gun at anyone or carry it with your finger on the trigger. [Administrative]<br>4.6 Train new users before they use a nail gun, and check for pipes, cables and metal behind the surface. [Administrative]<br>4.7 Wear safety glasses and hearing protection. [PPE] | | |
| 5 | Remove the void guard only once the railing is fixed, then clean up | Poor housekeeping and waste | **Medium Likely / Minor injury** | 5.1 Order materials to size and send packaging back where you can. [Elimination]<br>5.2 Put dumpsters and waste chutes close to the work. [Engineering]<br>5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative]<br>5.4 Keep exits, stairs and walkways clear at all times. [Administrative]<br>5.5 Stack materials neatly on level ground, away from edges. [Administrative]<br>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 |
|---|---|
| Safety-toe boots (ASTM F2413)<br>Safety glasses (ANSI Z87.1)<br>Hearing protection (earmuffs or plugs)<br>Work gloves<br>Hard hat (ANSI Z89.1) | None required |

## 4. PLANT AND EQUIPMENT

| Plant / equipment | License or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| 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)) | | | |
| 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)) | | | |
| Nail gun (pneumatic nailer) | | | | | |

| 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

- 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)

## 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 |
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| Name | Role / company | Tickets / licences | Signature | Date |
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