# 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** | Electrical fault finding | **Start date** | Nov 9, 2026 |
| **Working hours** | 7:00 am to 3:30 pm | **Trade** | Electrical |

## 2. JOB STEPS, HAZARDS AND CONTROLS

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| 1 | Talk to the client about the fault and keep people away from the electrical panel | Working in an occupied home or building | **Medium Possible / Recordable / lost time** | 1.1 Plan noisy, dusty or risky work for when the building is empty. [Elimination]<br>1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Engineering (guarding)]<br>1.3 Keep fire exits and paths clear at all times. [Administrative]<br>1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative]<br>1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative]<br>1.6 Clean up dust and debris at the end of each day. [Administrative] | **Low Rare / Recordable / lost time** | Site supervisor |
| 2 | Check the test meter on a known source before and after use | Electric shock from live wiring<br><br>Rules: 29 CFR 1926 Subpart K | **Critical Possible / Fatality** | 2.1 Isolate the power before any work. Do not work live. [Elimination]<br>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)]<br>2.3 Electric shock from live wiring: see step 3 for the full controls [Administrative] | **Medium Rare / Fatality** | Site supervisor |
| 3 | Do live testing only when it cannot be done dead, using insulated tools, mats and arc rated gear | Electric shock from live wiring Stored energy<br><br>Rules: 29 CFR 1926 Subpart K | **Critical Possible / Fatality** | 3.1 Isolate the power before any work. Do not work live. [Elimination]<br>3.2 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)]<br>3.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering]<br>3.4 Only qualified persons work on or near exposed energized parts. [Administrative]<br>3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative]<br>3.6 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following | **Medium Rare / Fatality** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | NFPA 70E. [Administrative]<br>3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]<br>3.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Elimination]<br>3.9 Lock out and tag all energy sources with personal locks. [Engineering (guarding)]<br>3.10 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering]<br>3.11 Test that the system is dead and nothing can move before you start. [Administrative]<br>3.12 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative]<br>3.13 Wear safety glasses and gloves. [PPE] | | |
| 4 | Isolate the faulty circuit, apply lockout/tagout and prove dead before any repair | Electric shock from live wiring<br><br>Rules: 29 CFR 1926 Subpart K | **Critical Possible / Fatality** | 4.1 Electric shock from live wiring: see step 3 for the full controls [Administrative] | **Medium Rare / Fatality** | Site supervisor |
| 5 | Repair or replace the faulty part | Electric shock from cords and power tools<br>Cuts from sharp edges<br>Falling from a ladder<br><br>Rules: 29 CFR 1926 Subpart K; 29 CFR 1926 Subpart X | **High Possible / Serious injury** | 5.1 Use battery-powered tools where you can. [Substitution]<br>5.2 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]<br>5.3 Keep cords off the ground and out of water, using stands or hooks. [Engineering]<br>5.4 Check cords, plugs and tools before every use. Tag out and remove anything damaged. [Administrative]<br>5.5 Do not use tools in rain or wet areas unless they are rated for it. [Administrative]<br>5.6 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering]<br>5.7 Use knives with retractable or self-retracting blades. [Engineering]<br>5.8 Cut away from your body and keep your other hand clear. [Administrative]<br>5.9 Put used blades in a blade bin or sharps container. [Administrative]<br>5.10 Use two people to handle large sheets of metal or glass. [Administrative]<br>5.11 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution]<br>5.12 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering]<br>5.13 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering]<br>5.14 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] | **Medium Unlikely / Serious injury** | Site supervisor |

| # | Job step | Hazards | Risk before | Controls | Risk after | Responsible |
|---|---|---|---|---|---|---|
| | | | | 5.15 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] | | |
| 6 | Retest, restore power and record what was found | Electric shock from live wiring<br>Working alone<br><br>Rules: 29 CFR 1926 Subpart K | **Critical Possible / Fatality** | 6.1 Electric shock from live wiring: see step 3 for the full controls [Administrative]<br>6.2 Do not do high risk work alone: work at height, confined spaces, live electrical or trenches. [Elimination]<br>6.3 Set a check-in system: call or text at set times, and someone follows up if there is no reply. [Administrative]<br>6.4 Tell someone where you are working and when you expect to finish. [Administrative]<br>6.5 Carry a charged phone. Use a personal alarm or GPS device where there is no signal. [Administrative]<br>6.6 Keep a first aid kit on hand and know the site address for emergency services. [Administrative] | **Medium Rare / Fatality** | 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>Rubber insulating gloves<br>Arc flash PPE (NFPA 70E)<br>N95 respirator<br>Work gloves<br>Cut-resistant gloves<br>Hard hat (ANSI Z89.1) | Lockout/tagout (1926.417) |

## 4. PLANT AND EQUIPMENT

| Plant / equipment | License or training needed | Inspection needed | Rego / ID | Last inspected | Certificate / report |
|---|---|---|---|---|---|
| Electrical test meter | | Rated for the voltage and category (CAT III or IV), inspected before each use, and checked on a known source before and after testing (NFPA 70E) | | | |
| Hand tools | | | | | |
| Step 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

- Qualified person training for work on or near exposed energized parts (29 CFR 1926.416, NFPA 70E)
- 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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