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	Lighting installation	**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	Isolate the lighting circuit, apply lockout/tagout and test to prove dead	Electric shock from live wiring Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	1.1 Isolate the power before any work. Do not work live. [Elimination] 1.2 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)] 1.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 1.4 Only qualified persons work on or near exposed energized parts. [Administrative] 1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following NFPA 70E. [Administrative] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Fatality**	Site supervisor
2	Set up a platform ladder or aerial lift on level ground under the work	Falling from a ladder Falling from height Aerial lift tip-over or crush Rules: 29 CFR 1926 Subpart X; 29 CFR 1926 Subpart M; 29 CFR 1926.453 (boom lifts); 1926.452(w) and 1926.454 (scissor lifts)	**Critical Likely / Fatality**	2.1 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 2.2 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 2.3 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering] 2.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 2.6 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination] 2.7 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)] 2.8 Use a scaffold, mobile work platform or aerial lift instead	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				of working off a ladder. [Engineering] 2.9 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 2.10 Provide fall protection at 6 feet or more and train workers to recognize fall hazards (29 CFR 1926.503). [Administrative] 2.11 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Administrative] 2.12 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering] 2.13 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 2.14 Only trained and authorized operators use aerial lifts and scissor lifts (29 CFR 1926.453 for boom lifts, 1926.452(w) and 1926.454 for scissor lifts). [Administrative] 2.15 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative] 2.16 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 2.17 In boom-type platforms, wear a harness clipped to the basket anchor point. [PPE]		
3	Cut holes for downlights, wearing glasses and a dust mask and checking for insulation and cables	General dust Eye injuries Falling through a floor opening or void Rules: 29 CFR 1926 Subpart M	**Critical Possible / Fatality**	3.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 3.2 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 3.3 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.5 Never dry sweep or blow dust off with compressed air. [Administrative] 3.6 Use tool guards and screens to stop flying particles. [Engineering] 3.7 Use dust extraction and water to keep dust out of the air. [Engineering] 3.8 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.9 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Cover every hole with a secured cover marked "HOLE" or "COVER" that can hold twice the weight it may carry. [Engineering (guarding)] 3.12 Put guardrails with toe boards around stairwells, elevator shafts, floor holes and open edges. [Engineering	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				(guarding)] 3.13 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.14 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.15 Inspect covers and barriers daily and after other trades have been through. [Administrative]		
4	Mount fittings, keeping clearance from insulation and timber	Fire from hot works Repetitive work and awkward postures Rules: 29 CFR 1926.352 and NFPA 51B (35 ft rule also in 1910.252(a))	**Critical Possible / Fatality**	4.1 Use cold work methods where you can, such as bolting, press fittings or cutting with a saw instead of a torch. [Elimination] 4.2 Move anything that can burn at least 35 feet away, or cover it with fire blankets. [Engineering (guarding)] 4.3 Use fire-resistant screens to stop sparks reaching people or gaps in walls and floors. [Engineering] 4.4 Get a hot work permit before starting. [Administrative] 4.5 Keep a charged fire extinguisher and fire blanket at the work spot. [Administrative] 4.6 Keep a fire watch during the work and for at least 60 minutes after you finish (NFPA 51B), longer if the permit says so. [Administrative] 4.7 Check for smoldering behind walls, in ceilings and under floors before you leave. [Administrative] 4.8 Wear flame-resistant clothing, welding gloves and eye or face protection. [PPE] 4.9 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 4.10 Set work up at waist height on benches or trestles where you can. [Engineering] 4.11 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.12 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.13 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.14 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
5	Test, restore power and clean up	Electric shock from live wiring Poor housekeeping and waste Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	5.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 5.2 Order materials to size and send packaging back where you can. [Elimination] 5.3 Put dumpsters and waste chutes close to the work. [Engineering] 5.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.5 Keep exits, stairs and walkways clear at all times. [Administrative] 5.6 Stack materials neatly on level ground, away from edges.	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 5.7 Wear gloves when handling waste. [PPE]		

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) Safety glasses (ANSI Z87.1) Work gloves N95 respirator Rubber insulating gloves Arc flash PPE (NFPA 70E) Hard hat (ANSI Z89.1) Personal fall arrest system (harness) High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Safety goggles (ANSI Z87.1) Face shield (ANSI Z87.1) Welding gloves Coveralls Knee pads	Lockout/tagout (1926.417) Written fall protection plan (only where guardrails, nets or personal fall arrest are not feasible, 1926.502(k)) Hot work permit (fire watch at least 60 minutes after, NFPA 51B)

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)			
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))			
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))			
Hand tools					
Scissor lift	Trained operator: OSHA treats scissor lifts as mobile scaffolds (29 CFR 1926.452(w), 1926.454); ANSI A92.24 training and familiarization	Operator pre-start inspection each shift; frequent and annual inspections to ANSI A92.22 and the manufacturer; as a mobile scaffold, competent person inspection before each shift (29 CFR 1926.451(f)(3))			

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)
- Fall protection training by a competent person, with a written certification record (29 CFR 1926.503)
- Aerial lift operator training and familiarization (29 CFR 1926.453 or 1926.454, ANSI A92.24)

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