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	Portable electrical equipment inspection	**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	Agree with the client which items to test and when they can be unplugged	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] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Engineering (guarding)] 1.3 Keep fire exits and paths clear at all times. [Administrative] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative] 1.6 Clean up dust and debris at the end of each day. [Administrative]	**Low Rare / Recordable / lost time**	Site supervisor
2	Visually inspect each lead and tool for damage before testing	Electric shock from cords and power tools Cuts from sharp edges Rules: 29 CFR 1926 Subpart K	**High Possible / Serious injury**	2.1 Use battery-powered tools where you can. [Substitution] 2.2 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] 2.3 Keep cords off the ground and out of water, using stands or hooks. [Engineering] 2.4 Check cords, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 2.5 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 2.6 Wear safety boots and dry gloves. [PPE] 2.7 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 2.8 Use knives with retractable or self-retracting blades. [Engineering] 2.9 Cut away from your body and keep your other hand clear. [Administrative] 2.10 Put used blades in a blade bin or sharps container. [Administrative] 2.11 Use two people to handle large sheets of metal or glass. [Administrative]	**Low Rare / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.12 Wear cut-resistant gloves and long sleeves. [PPE]		
3	Test each item with the tester, keeping hands clear during the leakage and insulation tests	Electric shock from live wiring Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	3.1 Isolate the power before any work. Do not work live. [Elimination] 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)] 3.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 3.4 Only qualified persons work on or near exposed energized parts. [Administrative] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 3.6 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following NFPA 70E. [Administrative] 3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Fatality**	Site supervisor
4	Tag items that pass, and take failed items out of service with a danger tag	Electric shock from cords and power tools Rules: 29 CFR 1926 Subpart K	**High Possible / Serious injury**	4.1 Electric shock from cords and power tools: see step 2 for the full controls [Administrative]	**Low Rare / Serious injury**	Site supervisor
5	Coil leads, keep walkways clear and record results	Slips and trips Lifting and carrying heavy loads	**High Likely / Recordable / lost time**	5.1 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 5.2 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.5 Keep work areas, stairs and access paths well lit. [Administrative] 5.6 Wear safety boots with good grip, laced up. [PPE] 5.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 5.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 5.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 5.10 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.11 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.12 Rotate tasks and take breaks on long lifting jobs. [Administrative]	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				5.13 Wear gloves for grip and safety boots to protect your feet. [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) N95 respirator Work gloves Cut-resistant gloves Rubber insulating gloves Arc flash PPE (NFPA 70E)	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)			

5. TRAINING REQUIRED FOR THIS WORK

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

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