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	Broken glass replacement	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Glazing

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Make the area safe and keep people away from broken glass	Glass handling and breakage Public entering the work area	**High Possible / Serious injury**	1.1 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 1.2 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 1.3 Glass handling and breakage: see step 3 for the full controls [Administrative] 1.4 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 1.5 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 1.6 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.7 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 1.8 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.9 Use a spotter when moving plant or materials across public paths. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
2	Remove broken glass from the top down, wearing cut gloves and glasses	Glass handling and breakage Cuts from sharp edges Eye injuries	**High Possible / Serious injury**	2.1 Use two or more people for large panes, and clear the carry route first. [Administrative] 2.2 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 2.3 Glass handling and breakage: see step 3 for the full controls [Administrative] 2.4 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 2.5 Use knives with retractable or self-retracting blades. [Engineering] 2.6 Cut away from your body and keep your other hand clear. [Administrative] 2.7 Put used blades in a blade bin or sharps container. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.8 Use two people to handle large sheets of metal or glass. [Administrative] 2.9 Use tool guards and screens to stop flying particles. [Engineering] 2.10 Use dust extraction and water to keep dust out of the air. [Engineering] 2.11 Keep others out of the area when cutting, grinding or chipping. [Administrative] 2.12 Keep an eye wash station or eye wash bottles on site. [Administrative] 2.13 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
3	Carry glass on edge with gloves and a suction lifter	Lifting and carrying heavy loads Glass handling and breakage	**High Likely / Recordable / lost time**	3.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 3.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 3.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 3.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 3.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 3.6 Rotate tasks and take breaks on long lifting jobs. [Administrative] 3.7 Wear gloves for grip and safety boots to protect your feet. [PPE] 3.8 Use suction lifters, glass trolleys or a glazing robot for large panes. [Engineering] 3.9 Store glass upright on racks and secure it. Never lay it flat or lean it loosely. [Engineering] 3.10 Use two or more people for large panes, and clear the carry route first. [Administrative] 3.11 Mark new glass with tape or stickers so nobody walks into it. [Administrative] 3.12 Clean up broken glass straight away into a marked container. [Administrative] 3.13 Wear cut-resistant gloves, arm guards, safety glasses and safety boots. [PPE]	**Medium Unlikely / Serious injury**	Site supervisor
4	Fit and bead the new glass	Falling from a ladder Hazardous chemicals Rules: 29 CFR 1926 Subpart X; 29 CFR 1926.59 Hazard Communication	**High Possible / Serious injury**	4.1 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 4.2 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 4.3 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering] 4.4 Use ladders only for short, light work. Do not carry heavy	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				or awkward loads up a ladder. [Administrative] 4.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 4.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 4.7 Check the ladder before each use: feet, rungs, side rails and locks. [Administrative] 4.8 Wear non-slip safety boots with clean soles. [PPE] 4.9 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitution] 4.10 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 4.11 Read the Safety Data Sheet (SDS) and labels before use, following OSHA Hazard Communication. [Administrative] 4.12 Keep chemicals in labeled containers. Never pour them into drink bottles. [Administrative] 4.13 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 4.14 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 4.15 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 4.16 Use a respirator with the right cartridge if the SDS calls for one. [PPE]		
5	Sweep and vacuum all glass fragments	Poor housekeeping and waste	**Medium Likely / Minor injury**	5.1 Order materials to size and send packaging back where you can. [Elimination] 5.2 Put dumpsters and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges. [Administrative] 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
Cut-resistant gloves Safety glasses (ANSI Z87.1) Safety-toe boots (ASTM F2413)	None required

Required PPE	Permits and plans
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) Work gloves Hard hat (ANSI Z89.1) Chemical-resistant gloves Half-face respirator (P100 cartridges) Coveralls	

4. PLANT AND EQUIPMENT

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

- Ladder safety training by a competent person (29 CFR 1926.1060)
- Hazard communication training on the written program, labels and SDS (29 CFR 1910.1200(h), via 1926.59); respirator fit test and medical evaluation if a respirator is used (29 CFR 1910.134)

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