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	Fence installation	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Landscaping

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Get 811 locates and agree the boundary with neighbours	Hitting underground services Public entering the work area Rules: 29 CFR 1926.651(b) and your state 811 law	**Critical Possible / Fatality**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Engineering (guarding)] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Call 811 before you dig and wait until all utilities have marked their lines. [Administrative] 1.5 Keep plans or locate tickets on site and check them again if the work area grows. [Administrative] 1.6 Support or protect exposed utilities so they cannot sag or break while the excavation is open (29 CFR 1926.651(b)(4)). [Administrative] 1.7 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.8 Wear safety boots, gloves and hi-vis when digging. [PPE] 1.9 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 1.10 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 1.11 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.12 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 1.13 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.14 Use a spotter when moving plant or materials across public paths. [Administrative]	**Medium Rare / Fatality**	Site supervisor
2	Check old fencing for asbestos before removal	Disturbing asbestos Rules: 29 CFR 1926.1101 and 40 CFR 61 Subpart M	**Critical Possible / Fatality**	2.1 Treat insulation, surfacing and resilient flooring in buildings built before 1981 as asbestos unless testing shows otherwise, and get the owner's asbestos survey before you start. [Elimination]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		(NESHAP)		2.2 Seal off the work area and keep everyone else out. [Engineering (guarding)] 2.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with a HEPA vacuum. [Engineering] 2.4 Follow 29 CFR 1926.1101: competent person, work class, regulated area and exposure monitoring. [Administrative] 2.5 Commercial renovation and any demolition need a NESHAP asbestos inspection first, and demolition needs written notice to the state or EPA 10 working days before work starts (40 CFR 61 Subpart M). [Administrative] 2.6 Roofing felts, cement shingles and siding, roof coatings and old panel backboards can also contain asbestos. Test them or treat them as asbestos; asbestos roofing is removed intact with hand tools by trained workers (29 CFR 1926.1101(g)(8)). [Administrative] 2.7 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 2.8 Wear a fit-tested NIOSH-approved respirator suited to the work class, and disposable coveralls. [PPE]		
3	Dig post holes and cover open holes	Falling through a floor opening or void Being hit by heavy equipment Rules: 29 CFR 1926 Subpart M; 29 CFR 1926 Subpart O	**Critical Possible / Fatality**	3.1 Cover every hole with a secured cover marked "HOLE" or "COVER" that can hold twice the weight it may carry. [Engineering (guarding)] 3.2 Put guardrails with toe boards around stairwells, elevator shafts, floor holes and open edges. [Engineering (guarding)] 3.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 3.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 3.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 3.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 3.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 3.8 Separate people and equipment with barriers, exclusion zones and marked walkways. [Engineering (guarding)] 3.9 Use equipment with working backup alarms, cameras and lights. [Engineering] 3.10 Have a site traffic plan showing equipment routes, loading areas and pedestrian paths. [Administrative] 3.11 Use a spotter when backing up or working near people. [Administrative] 3.12 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 3.13 Operators are trained and authorized for each machine. Forklift and telehandler operators are trained, evaluated and certified by the employer (29 CFR 1910.178(l), via	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1926.602(d)). [Administrative] 3.14 Do a pre-start check on each machine every day and record it. [Administrative] 3.15 Wear hi-vis clothing and a hard hat. [PPE]		
4	Set posts in concrete	Wet concrete and cement burns Lifting and carrying heavy loads	**High Likely / Recordable / lost time**	4.1 Use long-handled tools and pumps to cut down contact. [Engineering] 4.2 Wash concrete off skin straight away with clean water. [Administrative] 4.3 Have clean water and eye wash at the pour. [Administrative] 4.4 Wear waterproof gloves, long sleeves and rubber boots with pants worn over the top. [PPE] 4.5 Wear safety glasses or goggles to stop splashes. [PPE] 4.6 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 4.7 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 4.8 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 4.9 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 4.10 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 4.11 Rotate tasks and take breaks on long lifting jobs. [Administrative] 4.12 Wear gloves for grip and safety boots to protect your feet. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
5	Fix rails and sheets, watching sharp edges	Cuts from sharp edges Injury from power tools Saw cuts and kickback Rules: 29 CFR 1926 Subpart I	**High Possible / Serious injury**	5.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 5.2 Use knives with retractable or self-retracting blades. [Engineering] 5.3 Cut away from your body and keep your other hand clear. [Administrative] 5.4 Put used blades in a blade bin or sharps container. [Administrative] 5.5 Use two people to handle large sheets of metal or glass. [Administrative] 5.6 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 5.7 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 5.8 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 5.9 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 5.10 No loose clothing, jewelry or long hair near spinning	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				parts. [Administrative] 5.11 Keep blade guards fitted and working, and use the riving knife on table saws. [Engineering] 5.12 Use push sticks and clamps, and support long pieces so they do not pinch the blade. [Engineering] 5.13 Use a sharp, undamaged blade made for the material. [Administrative] 5.14 Stand to one side of the blade line, out of the kickback path. [Administrative] 5.15 Let the blade stop fully before reaching in or putting the saw down. [Administrative]		
6	Clean up	Poor housekeeping and waste Sun exposure (UV)	**High Likely / Recordable / lost time**	6.1 Order materials to size and send packaging back where you can. [Elimination] 6.2 Put dumpsters and waste chutes close to the work. [Engineering] 6.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.4 Keep exits, stairs and walkways clear at all times. [Administrative] 6.5 Stack materials neatly on level ground, away from edges. [Administrative] 6.6 Wear gloves when handling waste. [PPE] 6.7 Plan outdoor work for early morning or late afternoon when UV is lower. [Elimination] 6.8 Put shade covers over fixed work areas. [Engineering] 6.9 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 6.10 Check your skin regularly and see a doctor about any new or changing spots. [Administrative] 6.11 Wear a broad-brim hat or hard hat brim, long sleeves, sunglasses and SPF 30 or higher sunscreen, reapplied every 2 hours. [PPE]	**Medium Unlikely / Recordable / lost time**	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) Safety glasses (ANSI Z87.1) Cut-resistant gloves Hearing protection (earmuffs or plugs) Sun protection (sunscreen, hat, long sleeves) High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Half-face respirator (P100 cartridges) Coveralls	None required

Required PPE	Permits and plans
Work gloves Hard hat (ANSI Z89.1) Chemical-resistant gloves Safety goggles (ANSI Z87.1) Knee pads N95 respirator	

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator					
Cement mixer		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))			
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))			
Hand tools					

5. TRAINING REQUIRED FOR THIS WORK

- Asbestos awareness training, plus class-specific training for Class I to III work (29 CFR 1926.1101(k)(9)); respirator fit test and medical evaluation (29 CFR 1910.134)
- Fall protection training by a competent person, with a written certification record (29 CFR 1926.503)
- Equipment operator training (29 CFR 1926.20(b)(4)); forklift and telehandler operators trained, evaluated and certified, re-evaluated every 3 years (29 CFR 1910.178(l))

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