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	Garden maintenance: mowing and hedges	**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	Walk the area first, removing rocks and looking for hazards	Slips and trips Bites and stings	**Medium** **Possible / Recordable / lost time**	1.1 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 1.2 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 1.3 Slips and trips: see step 3 for the full controls [Administrative] 1.4 Check work areas before starting, and get pest control to remove nests. [Elimination] 1.5 Look before you reach into dark spaces. [Administrative] 1.6 Ask owners to keep pets away from the work area. [Administrative] 1.7 Know who has allergies and keep their medication, such as an epinephrine auto-injector, close by. [Administrative] 1.8 Wear gloves, long sleeves and boots. Use insect repellent outdoors. [PPE]	**Medium** **Unlikely / Recordable / lost time**	Site supervisor
2	Keep people and pets away when mowing and trimming	Public entering the work area Eye injuries	**High** **Possible / Serious injury**	2.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 2.2 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 2.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.4 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 2.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.6 Use a spotter when moving plant or materials across public paths. [Administrative] 2.7 Use tool guards and screens to stop flying particles. [Engineering] 2.8 Use dust extraction and water to keep dust out of the air. [Engineering] 2.9 Keep others out of the area when cutting, grinding or	**Low** **Rare / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				chipping. [Administrative] 2.10 Keep an eye wash station or eye wash bottles on site. [Administrative] 2.11 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE]		
3	Mow slopes across, not up and down	Being hit by heavy equipment Slips and trips Rules: 29 CFR 1926 Subpart O	**Critical Possible / Fatality**	3.1 Separate people and equipment with barriers, exclusion zones and marked walkways. [Engineering (guarding)] 3.2 Use equipment with working backup alarms, cameras and lights. [Engineering] 3.3 Have a site traffic plan showing equipment routes, loading areas and pedestrian paths. [Administrative] 3.4 Use a spotter when backing up or working near people. [Administrative] 3.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 3.6 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 1926.602(d)). [Administrative] 3.7 Do a pre-start check on each machine every day and record it. [Administrative] 3.8 Wear hi-vis clothing and a hard hat. [PPE] 3.9 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 3.10 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 3.11 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 3.12 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 3.13 Keep work areas, stairs and access paths well lit. [Administrative] 3.14 Wear safety boots with good grip, laced up. [PPE]	**Medium Rare / Fatality**	Site supervisor
4	Trim hedges from a platform, not a ladder	Falling from a ladder Injury from power tools Rules: 29 CFR 1926 Subpart X; 29 CFR 1926 Subpart I	**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 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]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				4.8 Wear non-slip safety boots with clean soles. [PPE] 4.9 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 4.10 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 4.11 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 4.12 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 4.13 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 4.14 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE]		
5	Spray weeds as the label says, in calm weather	Hazardous chemicals Strong wind and storms Rules: 29 CFR 1926.59 Hazard Communication	**High Possible / Serious injury**	5.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitution] 5.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 5.3 Read the Safety Data Sheet (SDS) and labels before use, following OSHA Hazard Communication. [Administrative] 5.4 Keep chemicals in labeled containers. Never pour them into drink bottles. [Administrative] 5.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 5.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 5.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 5.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 5.9 Check the forecast each morning and plan work at height and lifting around the weather. [Elimination] 5.10 Tie down or weigh down loose sheets, panels, boards and rubbish at the end of each shift. [Engineering] 5.11 Set wind limits for roof work, platforms and cranes, using the manufacturer's limits, and stop when they are reached. [Administrative] 5.12 Stop work and get down in lightning. Wait 30 minutes after the last thunder before going back up. [Administrative] 5.13 Check scaffold, fencing and edge protection after strong wind before anyone uses them. [Administrative] 5.14 Do not carry large sheets on roofs in wind. [Administrative] 5.15 Wear a hard hat with a chin strap at height in windy conditions. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
6	Clean up green waste	Lifting and carrying heavy loads Hand-arm and whole-body vibration	**High Likely / Recordable /**	6.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination]	**Medium Unlikely / Recordable /**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Loud noise Poor housekeeping and waste Rules: 29 CFR 1926.52	lost time	6.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 6.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 6.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 6.5 Use low-vibration tools and methods, such as a breaker on an excavator instead of a hand jackhammer. [Substitution] 6.6 Keep tools sharp and well maintained, and use anti-vibration handles and seats. [Engineering] 6.7 Limit trigger time on high-vibration tools and rotate workers. [Administrative] 6.8 Keep hands warm and dry, and take regular breaks. [Administrative] 6.9 Use quieter tools and methods, such as cut-to-size materials, low-noise machines and battery tools. [Substitution] 6.10 Keep noisy plant away from work areas, and use screens or distance between the noise and people. [Engineering (guarding)] 6.11 Keep tools maintained and use mufflers on compressors and generators. [Engineering] 6.12 Limit time on noisy tools and rotate workers. [Administrative] 6.13 Order materials to size and send packaging back where you can. [Elimination] 6.14 Put dumpsters and waste chutes close to the work. [Engineering] 6.15 Clean as you go, and do a full clean up at the end of each day. [Administrative] 6.16 Keep exits, stairs and walkways clear at all times. [Administrative]	lost time	

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) Hearing protection (earmuffs or plugs) Work gloves Sun protection (sunscreen, hat, long sleeves) Coveralls High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Safety goggles (ANSI Z87.1)	None required

Required PPE	Permits and plans
Face shield (ANSI Z87.1) Hard hat (ANSI Z89.1) Chemical-resistant gloves Half-face respirator (P100 cartridges)	

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Lawn mower					
String trimmer					
Hedge trimmer					
Backpack sprayer	State pesticide applicator license for commercial herbicide work				
Trailer					

5. TRAINING REQUIRED FOR THIS WORK

- 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))
- 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