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	Ceiling sheeting	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Drywall

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Set up a mobile scaffold or trestles at the right height	Falling from height Scaffold collapse or fall from scaffold Rules: 29 CFR 1926 Subpart M; 29 CFR 1926 Subpart L	**Critical** **Likely / Fatality**	1.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination] 1.2 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)] 1.3 Use a scaffold, mobile work platform or aerial lift instead of working off a ladder. [Engineering] 1.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 1.5 Provide fall protection at 6 feet or more and train workers to recognize fall hazards (29 CFR 1926.503). [Administrative] 1.6 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Administrative] 1.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 1.8 Scaffold is built, moved and taken down under the supervision of a competent person. [Engineering] 1.9 Fit guardrails, mid rails and toe boards on every platform more than 10 feet above a lower level, or use personal fall arrest (29 CFR 1926.451(g)(1)). [Engineering] 1.10 Use mobile scaffolds only on firm, level ground with casters locked, and guy, tie, brace or fit outriggers once the height is more than 4 times the base width (29 CFR 1926.451(c)(1)). Never move one with anyone on it. [Engineering] 1.11 Every worker on the scaffold is trained by a qualified person (29 CFR 1926.454). [Administrative] 1.12 A competent person inspects the scaffold before each shift and after anything that could affect it (29 CFR 1926.451(f)(3)). [Administrative] 1.13 Do not overload platforms. Know the rated load (light, medium or heavy duty) and stack materials over the legs, not mid-span (29 CFR 1926.451(f)(1)). [Administrative] 1.14 Never remove ties, braces, guardrails or planks. Only the erection crew alters the scaffold, under the direction of	**Medium** **Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				the competent person (29 CFR 1926.451(f)(7)). [Administrative] 1.15 Wear a hard hat and safety boots on and around the scaffold. [PPE]		
2	Check for cables and pipes in the ceiling space	Electric shock from live wiring Rules: 29 CFR 1926 Subpart K	**Critical Possible / Fatality**	2.1 Isolate the power before any work. Do not work live. [Elimination] 2.2 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)] 2.3 Test before you touch: prove dead at the point of work with a tested voltage tester. [Engineering] 2.4 Only qualified persons work on or near exposed energized parts. [Administrative] 2.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 2.6 If energized work cannot be avoided, use an energized work permit, a safety observer and insulated tools, following NFPA 70E. [Administrative] 2.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]	**Medium Rare / Fatality**	Site supervisor
3	Lift sheets with a sheet lifter and two people	Lifting and carrying heavy loads Falling tools and materials Rules: 29 CFR 1926.501(c)	**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 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 3.9 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 3.10 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 3.11 Tether hand tools when working at height. [Engineering] 3.12 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 3.13 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.14 Wear a hard hat anywhere objects could fall. [PPE]		
4	Fix sheets and support until fixed	Injury from power tools Repetitive work and awkward postures Rules: 29 CFR 1926 Subpart I	**Medium Possible / Recordable / lost time**	4.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 4.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 4.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 4.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 4.5 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 4.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 4.7 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 4.8 Set work up at waist height on benches or trestles where you can. [Engineering] 4.9 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.10 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.11 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.12 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
5	Clean up	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
Safety-toe boots (ASTM F2413) Safety glasses (ANSI Z87.1)	Written fall protection plan (only where guardrails, nets or personal fall arrest are not feasible, 1926.502(k))

Required PPE	Permits and plans
Hard hat (ANSI Z89.1) N95 respirator High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Work gloves Hearing protection (earmuffs or plugs) Knee pads	

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
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))			
Mobile (rolling) scaffold	Erected under a competent person (29 CFR 1926.451)	Inspected by a competent person for visible defects before each work shift and after any occurrence that could affect its integrity (29 CFR 1926.451(f)(3))			
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

- Fall protection training by a competent person, with a written certification record (29 CFR 1926.503)
- Scaffold user training by a qualified person; erectors trained by a competent person (29 CFR 1926.454)
- 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