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	Set, tape and finish drywall	**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	Mix compound with a paddle mixer, lifting bags carefully	Lifting and carrying heavy loads General dust Injury from power tools Rules: 29 CFR 1926 Subpart I	**High Likely / Recordable / lost time**	1.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 1.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 1.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 1.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 1.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 1.6 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 1.7 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 1.8 General dust: see step 3 for the full controls [Administrative] 1.9 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 1.10 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 1.11 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 1.12 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 1.13 No loose clothing, jewelry or long hair near spinning parts. [Administrative]	**Medium Unlikely / Recordable / lost time**	Site supervisor
2	Apply coats from a platform, not stilts on cluttered floors	Falling from a ladder Slips and trips Rules: 29 CFR 1926 Subpart X	**High Possible / Serious injury**	2.1 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 2.2 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 2.3 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing.	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Engineering] 2.4 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 2.5 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative] 2.6 Do not stand on the top three rungs of an extension ladder or the top step of a stepladder. [Administrative] 2.7 Check the ladder before each use: feet, rungs, side rails and locks. [Administrative] 2.8 Wear non-slip safety boots with clean soles. [PPE] 2.9 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 2.10 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 2.11 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 2.12 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 2.13 Keep work areas, stairs and access paths well lit. [Administrative] 2.14 Wear safety boots with good grip, laced up. [PPE]		
3	Sand using a vacuum sander and dust mask	General dust Eye injuries Repetitive work and awkward postures	**Medium Possible / Recordable / lost time**	3.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitution] 3.2 Seal off the work area with plastic sheeting in occupied buildings. [Engineering (guarding)] 3.3 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.5 Never dry sweep or blow dust off with compressed air. [Administrative] 3.6 Use tool guards and screens to stop flying particles. [Engineering] 3.7 Use dust extraction and water to keep dust out of the air. [Engineering] 3.8 Keep others out of the area when cutting, grinding or chipping. [Administrative] 3.9 Keep an eye wash station or eye wash bottles on site. [Administrative] 3.10 Wear safety glasses at all times, goggles for dust and chemicals, and a face shield for grinding. [PPE] 3.11 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 3.12 Set work up at waist height on benches or trestles where you can. [Engineering] 3.13 Repetitive work and awkward postures: see step 4 for the full controls [Administrative]	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
4	Take breaks from overhead work	Repetitive work and awkward postures	**Medium Possible / Recordable / lost time**	4.1 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitution] 4.2 Set work up at waist height on benches or trestles where you can. [Engineering] 4.3 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.4 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.5 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.6 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
5	Vacuum dust and 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
N95 respirator Safety glasses (ANSI Z87.1) Safety-toe boots (ASTM F2413) Work gloves Hearing protection (earmuffs or plugs) Hard hat (ANSI Z89.1) Safety goggles (ANSI Z87.1) Face shield (ANSI Z87.1) Knee pads	None required

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report

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Power sander		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))			
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))			
HEPA vacuum		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

- Ladder safety training by a competent person (29 CFR 1926.1060)

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

Rev	Date	By	What changed

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

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