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	Replace gutters and downspouts	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Roofing

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Barricade the area below and check for power lines near the gutter line	Public entering the work area Contact with overhead power lines Falling tools and materials Rules: 29 CFR 1926.1408 and 1926.416; 29 CFR 1926.501(c)	**High Possible / Serious injury**	1.1 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 1.2 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)] 1.3 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 1.4 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 1.5 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 1.6 Ask the utility to de-energize, move or insulate the lines before work starts. [Elimination] 1.7 Use non-conductive (fiberglass) ladders near any power lines. [Substitution] 1.8 Mark the safe distance with flags, tape or warning lines and keep all equipment and people outside it. [Engineering (guarding)] 1.9 Keep equipment at least 10 feet from lines up to 50 kV once the utility confirms the voltage, more for higher voltages, and 20 feet when the voltage is unknown (29 CFR 1926.1408). [Administrative] 1.10 Use a dedicated spotter whenever equipment moves or raises anything near lines. [Administrative] 1.11 Treat all lines as energized. If equipment touches a line, the operator stays in the cab and everyone else keeps well away. [Administrative] 1.12 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 1.13 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 1.14 Falling tools and materials: see step 5 for the full controls [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
2	Check old gutters, fascia and eaves sheeting for asbestos, and old paint for lead, before cutting	Disturbing asbestos Lead paint dust and fumes Rules: 29 CFR 1926.1101 and 40 CFR 61 Subpart M (NESHAP); 40 CFR Part 745 (RRP rule) and 29 CFR 1926.62	**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] 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] 2.9 Test old paint for lead before you sand, scrape, cut or heat it. [Elimination] 2.10 Use wet scraping, chemical strippers or shrouded tools with extraction instead of dry sanding. Never burn off lead paint with an open flame. [Substitution] 2.11 Seal off the work area with plastic sheeting and keep residents, children and pets out. [Engineering (guarding)] 2.12 Clean up with a HEPA vacuum and wet wipes. Never dry sweep. [Engineering] 2.13 In homes and child-occupied facilities built before 1978 (such as child care centers, preschools and kindergarten classrooms), work that disturbs more than 6 sq ft inside or 20 sq ft outside is done by an EPA Lead-Safe Certified firm with a certified renovator (RRP rule). [Administrative] 2.14 Do an initial lead exposure assessment and protect workers as if over the limit until results are in. Over 50 micrograms per cubic meter, follow a written lead compliance program (29 CFR 1926.62(d), (e)). [Administrative] 2.15 Never torch painted surfaces, keep heat guns below 1,100 degrees F, and use sanders, grinders or planers only with a shroud and HEPA vacuum attachment (40 CFR 745.85(a)(3)). [Administrative] 2.16 Provide a clean change area and handwashing, and keep food, drink and tobacco out of the work area (29 CFR 1926.62(i)). [Administrative]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.17 Wash hands and face before eating, drinking or smoking. Change out of dusty clothes before going home. [Administrative] 2.18 Wear a NIOSH-approved respirator with N100 or P100 filters, disposable coveralls and gloves. [PPE]		
3	Set up a mobile scaffold, aerial lift or roof edge protection; use a secured ladder only for short, light work with three points of contact	Falling from height Falling from a ladder Aerial lift tip-over or crush Scaffold collapse or fall from scaffold Rules: 29 CFR 1926 Subpart M; 29 CFR 1926 Subpart X; 29 CFR 1926.453 (boom lifts); 1926.452(w) and 1926.454 (scissor lifts); 29 CFR 1926 Subpart L	**Critical Likely / Fatality**	3.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination] 3.2 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)] 3.3 Use a scaffold, mobile work platform or aerial lift instead of working off a ladder. [Engineering] 3.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 3.5 Provide fall protection at 6 feet or more and train workers to recognize fall hazards (29 CFR 1926.503). [Administrative] 3.6 Use a platform ladder, mobile scaffold or aerial lift for longer jobs instead of a straight ladder. [Substitution] 3.7 Use Type I, IA or IAA ladders in good condition. Tag and remove any damaged ladder. [Engineering] 3.8 Set extension ladders at a 4 to 1 angle on firm, level ground, secured, and reaching 3 feet above the landing. [Engineering] 3.9 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 3.10 Check the ground before setting up. Use outriggers and spreader pads, and keep clear of trenches, pits and slopes. [Engineering] 3.11 Use a platform with tilt alarm and secondary guarding (anti-entrapment) where there is an overhead crush risk. [Engineering] 3.12 Only trained and authorized operators use aerial lifts and scissor lifts (29 CFR 1926.453 for boom lifts, 1926.452(w) and 1926.454 for scissor lifts). [Administrative] 3.13 Do a pre-start check each day. Keep a trained person on the ground who can lower the platform in an emergency. [Administrative] 3.14 Never exceed the safe working load, climb on the rails or use a ladder in the basket. [Administrative] 3.15 Scaffold is built, moved and taken down under the supervision of a competent person. [Engineering] 3.16 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] 3.17 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]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.18 Every worker on the scaffold is trained by a qualified person (29 CFR 1926.454). [Administrative] 3.19 A competent person inspects the scaffold before each shift and after anything that could affect it (29 CFR 1926.451(f)(3)). [Administrative]		
4	Clean out the old gutter with gloves on, watching for sharp edges and wasp nests. Wet down any bird or possum droppings and wear a dust mask if there are a lot	Cuts from sharp edges Bites and stings	**Medium Possible / Recordable / lost time**	4.1 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 4.2 Use knives with retractable or self-retracting blades. [Engineering] 4.3 Cut away from your body and keep your other hand clear. [Administrative] 4.4 Put used blades in a blade bin or sharps container. [Administrative] 4.5 Use two people to handle large sheets of metal or glass. [Administrative] 4.6 Wear cut-resistant gloves and long sleeves. [PPE] 4.7 Check work areas before starting, and get pest control to remove nests. [Elimination] 4.8 Look before you reach into dark spaces. [Administrative] 4.9 Ask owners to keep pets away from the work area. [Administrative] 4.10 Know who has allergies and keep their medication, such as an epinephrine auto-injector, close by. [Administrative] 4.11 Wear gloves, long sleeves and boots. Use insect repellent outdoors. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
5	Cut old gutters into short lengths and lower them down; never drop them	Lifting and carrying heavy loads Cuts from sharp edges Falling tools and materials Rules: 29 CFR 1926.501(c)	**High Likely / Recordable / lost time**	5.1 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Elimination] 5.2 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitution] 5.3 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 5.4 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.5 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.6 Cuts from sharp edges: see step 4 for the full controls [Administrative] 5.7 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 5.8 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 5.9 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 5.10 Tether hand tools when working at height. [Engineering] 5.11 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
6	Check the fascia is sound and replace any rotten sections before fixing brackets	Falling from height Injury from power tools Wood and MDF dust Rules: 29 CFR 1926 Subpart M; 29 CFR 1926 Subpart I	**Critical Likely / Fatality**	6.1 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Administrative] 6.2 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 6.3 Falling from height: see step 3 for the full controls [Administrative] 6.4 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 6.5 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 6.6 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 6.7 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 6.8 No loose clothing, jewelry or long hair near spinning parts. [Administrative] 6.9 Buy pre-cut or pre-finished lumber where you can. [Substitution] 6.10 Cut outdoors or in a well-ventilated area away from others. [Engineering (guarding)] 6.11 Use saws and sanders with dust collection connected to a HEPA vacuum. [Engineering] 6.12 Clean up with a vacuum, not a broom or compressed air. [Administrative] 6.13 Wear an N95 respirator for cutting and sanding. [PPE]	**Medium Unlikely / Recordable / lost time**	Site supervisor
7	Fix brackets to the right fall, then fit the new gutter and downspouts, keeping tools tethered at height	Injury from power tools Cuts from sharp edges Falling tools and materials Sun exposure (UV) Rules: 29 CFR 1926 Subpart I; 29 CFR 1926.501(c)	**High Possible / Serious injury**	7.1 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 7.2 Injury from power tools: see step 6 for the full controls [Administrative] 7.3 Cuts from sharp edges: see step 4 for the full controls [Administrative] 7.4 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 7.5 Wear a hard hat anywhere objects could fall. [PPE] 7.6 Falling tools and materials: see step 5 for the full controls [Administrative] 7.7 Plan outdoor work for early morning or late afternoon when UV is lower. [Elimination] 7.8 Put shade covers over fixed work areas. [Engineering] 7.9 Check the UV index each day. Use sun protection when it is 3 or higher. [Administrative] 7.10 Check your skin regularly and see a doctor about any new or changing spots. [Administrative]	**Medium Unlikely / Serious injury**	Site supervisor
8	Seal joints and connect downspouts to the storm drain system	Hazardous chemicals Lifting and carrying heavy loads Rules: 29 CFR 1926.59 Hazard Communication	**High Likely / Recordable / lost time**	8.1 Choose the least harmful product that does the job, for example water-based instead of solvent-based. [Substitution] 8.2 Use chemicals in well-ventilated areas, or use fans and extraction in closed rooms. [Engineering] 8.3 Read the Safety Data Sheet (SDS) and labels before use,	**Medium Unlikely / Recordable / lost time**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				following OSHA Hazard Communication. [Administrative] 8.4 Keep chemicals in labeled containers. Never pour them into drink bottles. [Administrative] 8.5 Store chemicals away from heat, food and drink, and keep products that react with each other apart. [Administrative] 8.6 Have eye wash and a spill kit nearby, and wash hands before eating. [Administrative] 8.7 Wear chemical-resistant gloves and safety glasses or goggles as listed on the SDS. [PPE] 8.8 Use a respirator with the right cartridge if the SDS calls for one. [PPE] 8.9 Rotate tasks and take breaks on long lifting jobs. [Administrative] 8.10 Wear gloves for grip and safety boots to protect your feet. [PPE] 8.11 Lifting and carrying heavy loads: see step 5 for the full controls [Administrative]		
9	Water test the gutter, clean up swarf and offcuts, and remove access equipment	Poor housekeeping and waste Slips and trips	**Medium** **Likely / Minor injury**	9.1 Order materials to size and send packaging back where you can. [Elimination] 9.2 Put dumpsters and waste chutes close to the work. [Engineering] 9.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 9.4 Keep exits, stairs and walkways clear at all times. [Administrative] 9.5 Stack materials neatly on level ground, away from edges. [Administrative] 9.6 Wear gloves when handling waste. [PPE] 9.7 Plan walkways and keep them clear of materials, hoses and leads. [Elimination] 9.8 Run cords and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 9.9 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 9.10 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 9.11 Keep work areas, stairs and access paths well lit. [Administrative] 9.12 Wear safety boots with good grip, laced up. [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

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Safety-toe boots (ASTM F2413) Cut-resistant gloves Safety glasses (ANSI Z87.1) Sun protection (sunscreen, hat, long sleeves) High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Hard hat (ANSI Z89.1) Half-face respirator (P100 cartridges) Coveralls Work gloves Personal fall arrest system (harness) Hearing protection (earmuffs or plugs) N95 respirator Chemical-resistant gloves Safety goggles (ANSI Z87.1)	Written fall protection plan (only where guardrails, nets or personal fall arrest are not feasible, 1926.502(k))

4. PLANT AND EQUIPMENT

Plant / equipment	License or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Extension 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))			
Scissor lift	Trained operator: OSHA treats scissor lifts as mobile scaffolds (29 CFR 1926.452(w), 1926.454); ANSI A92.24 training and familiarization	Operator pre-start inspection each shift; frequent and annual inspections to ANSI A92.22 and the manufacturer; as a mobile scaffold, competent person inspection before each shift (29 CFR 1926.451(f)(3))			
Hand tools					
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))			

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)
- Lead training under 29 CFR 1926.62(l); EPA RRP Certified Renovator for pre-1978 homes and child-occupied facilities; 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)
- Ladder safety training by a competent person (29 CFR 1926.1060)
- Aerial lift operator training and familiarization (29 CFR 1926.453 or 1926.454, ANSI A92.24)
- Scaffold user training by a qualified person; erectors trained by a competent person (29 CFR 1926.454)
- 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