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	Scaffold alteration	**Start date**	Nov 9, 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Scaffolding

2. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Only licensed or carded scaffolders alter scaffold; tag it out first	Scaffold collapse or fall from scaffold Rules: 29 CFR 1926 Subpart L	**Critical Possible / Fatality**	1.1 Scaffold is built, moved and taken down under the supervision of a competent person. [Engineering] 1.2 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] 1.3 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] 1.4 Every worker on the scaffold is trained by a qualified person (29 CFR 1926.454). [Administrative] 1.5 A competent person inspects the scaffold before each shift and after anything that could affect it (29 CFR 1926.451(f)(3)). [Administrative] 1.6 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] 1.7 Never remove ties, braces, guardrails or planks. Only the erection crew alters the scaffold, under the direction of the competent person (29 CFR 1926.451(f)(7)). [Administrative] 1.8 Wear a hard hat and safety boots on and around the scaffold. [PPE]	**Medium Rare / Fatality**	Site supervisor
2	Clear other workers from the area	Falling tools and materials Public entering the work area Rules: 29 CFR 1926.501(c)	**High Possible / Serious injury**	2.1 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 2.2 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 2.3 Falling tools and materials: see step 4 for the full controls [Administrative] 2.4 Fence off the site with secure temporary fencing and lock the gates when you leave. [Engineering (guarding)] 2.5 Give pedestrians a safe, marked path around the work, with ramps for strollers and wheelchairs. [Engineering (guarding)]	**Medium Unlikely / Serious injury**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				2.6 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 2.7 Put signs at each entry: site name, contact number and "No unauthorized entry". [Administrative] 2.8 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 2.9 Use a spotter when moving plant or materials across public paths. [Administrative]		
3	Make the change, keeping ties and bracing in place	Scaffold collapse or fall from scaffold Falling from height Rules: 29 CFR 1926 Subpart L; 29 CFR 1926 Subpart M	**Critical Likely / Fatality**	3.1 Scaffold collapse or fall from scaffold: see step 1 for the full controls [Administrative] 3.2 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination] 3.3 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)] 3.4 Falling from height: see step 4 for the full controls [Administrative]	**Medium Rare / Fatality**	Site supervisor
4	Reinstate guardrails and toe boards	Falling from height Falling tools and materials Rules: 29 CFR 1926 Subpart M; 29 CFR 1926.501(c)	**Critical Likely / Fatality**	4.1 Do the work from the ground where you can, for example pre-assemble on the ground or use extension poles. [Elimination] 4.2 Install guardrails or edge protection on all open edges before work starts. [Engineering (guarding)] 4.3 Use a scaffold, mobile work platform or aerial lift instead of working off a ladder. [Engineering] 4.4 Where edge protection is not practical, use a fall restraint or fall arrest system on a rated anchor point. [Engineering] 4.5 Provide fall protection at 6 feet or more and train workers to recognize fall hazards (29 CFR 1926.503). [Administrative] 4.6 Have a rescue plan so a worker hanging in a harness can be brought down within minutes. [Administrative] 4.7 Wear a full body harness with a shock-absorbing lanyard, clipped on at all times when using fall arrest. [PPE] 4.8 Barricade and sign the drop zone under overhead work so nobody walks beneath. [Engineering (guarding)] 4.9 Fit toe boards, kick plates and mesh screens on scaffolds and edges. [Engineering] 4.10 Use catch fans, debris netting or covered walkways where people pass below. [Engineering] 4.11 Tether hand tools when working at height. [Engineering] 4.12 Keep platforms tidy. Do not stack materials near edges or above toe board height. [Administrative] 4.13 Lower materials with a hoist, chute or rope. Never throw or drop anything down. [Administrative] 4.14 Wear a hard hat anywhere objects could fall. [PPE]	**Medium Unlikely / Serious injury**	Site supervisor
5	Re-inspect and re-tag	Scaffold collapse or fall from scaffold	**Critical Possible /**	5.1 Scaffold collapse or fall from scaffold: see step 1 for the full controls [Administrative]	**Medium Rare / Fatality**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: 29 CFR 1926 Subpart L	Fatality			

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) Hard hat (ANSI Z89.1) Personal fall arrest system (harness) Work gloves High-visibility safety apparel, ANSI/ISEA 107 Class 2 or 3 (Type R near roadways) Safety glasses (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
Supported 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))			
Hand tools					

5. TRAINING REQUIRED FOR THIS WORK

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

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