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Job Hazard Analysis (JHA)

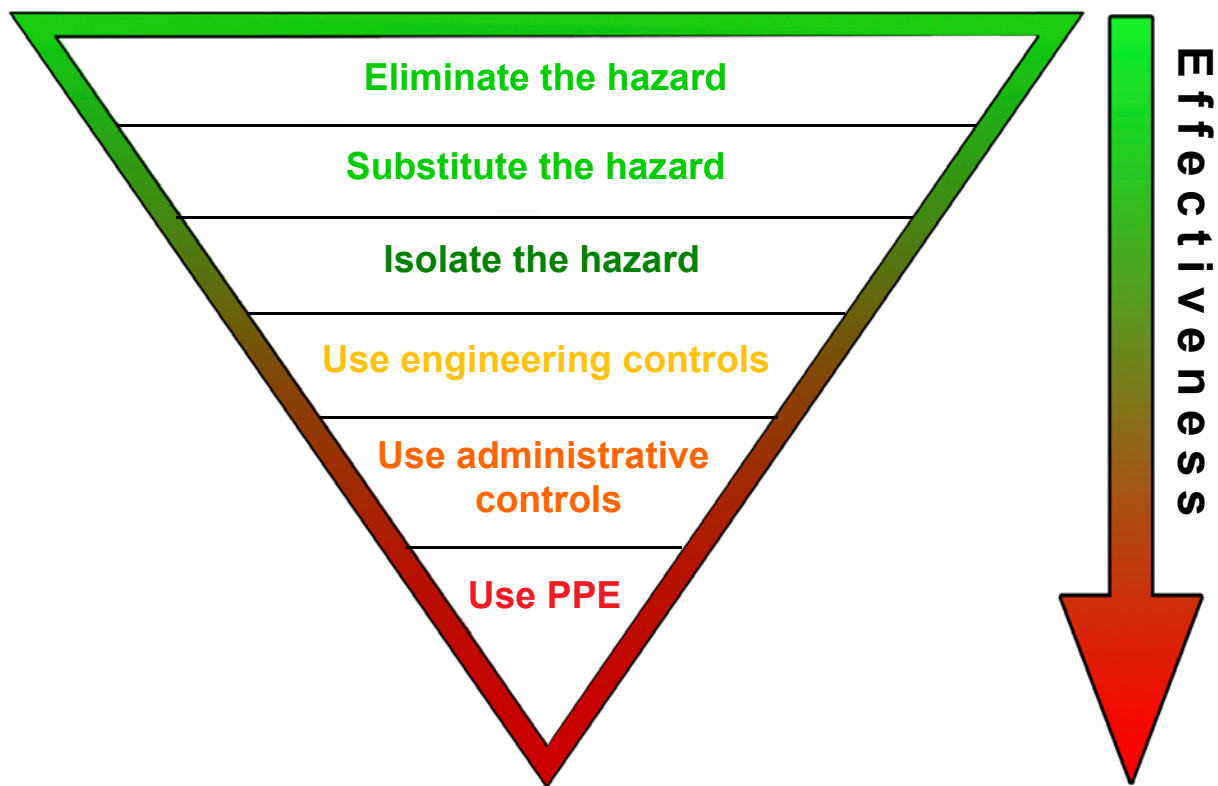
Sample Co Ltd

Part 1: Project and Task Identification						
<i>Process</i> Initiators of JHAs are responsible for consulting the Project Supervisor, Quality OSH Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the JHA. Other persons may be consulted for technical advice or review of the JHA to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this JHA form.						
Client: TotalTrack LLC						
Site: ABC Building, 1152 Fist Sample St Colorado Springs CO 80921					Job ID: 4	
Contact Name	Job Title	Phone	Mobile	FAX	Email	
Scott LeBlanc	Project Manger	719 309 0380			scott.leblanc@totaltrack.com	
Will B. Watchin	Supervisor		719 555 5555		will.b.watchin@totaltrack.com	
B Safe	Safety Manager		719 555 4444		b.safe@totaltrack.com	
JHA Initiated By _____ <div style="text-align: right;">Ben Workin</div>		Date: _____		JHA No. 1	Rev: 0	Rev. Date: 12/08/2021
Supervisor Review _____ (Responsible for monitoring JHA compliance)		Date: _____		Work Locations/Areas: All		
Management Review _____		Date: _____				
Description of Work to be Undertaken:		Installing a Residential Sewer Line				

First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.

Hierarchy of Controls



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1	Arrive at domestic site with truck and establish unloading area		
1.1	Park truck on site of road	Obstructing traffic	Check for clearways and bike lanes Do not block people's driveways
1.2	Set up unloading area	Being hit by motor vehicles	Watch for oncoming traffic Always wear Hi visibility clothing Set up hi visibility temporary bollards or cones
2	Site Orientation/ Induction		
2.1	Report to client's reception	Entering restricted areas	Follow posted signs and go directly to reception
2.2	Undertake a site induction	Unfamiliarity with emergency procedures	Listen and ensure you obtain information and site emergency and evacuation procedures
		Unawareness of site specific hazards	Listen and ensure you obtain information about any and all site hazards
		Unawareness of restricted areas	Listen and ensure you obtain information about any restricted areas
		Unawareness of other operations or hazardous activities being undertaken on site	Listen and ensure you obtain information about any other activities being undertaken on site
3	Claim Work Area		
3.1	Access the site	Breaching minimum site PPE requirements	Hi visibility clothing must be worn at all times whilst on site Steel toe safety boots must be worn at all times whilst on site Safety glasses must either be worn or carried at all times whilst on site
		Breaching site rules or requirements	NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin Progressive housekeeping clean as you go
3.2	Establish safe perimeter	People entering work area	Controlled by Site Manager Bunting or Caution tape shall define the work area by providing a 3 meter barrier or denying access whichever is more appropriate.
4	Working where there is movement of powered mobile plant		
4.1	Enter the work area where powered mobile plant is or will be operating	Being hit or runover by powered mobile plant	All team members must wear Hi-Visibility vests or clothing Ensure constant communication with all personnel in the immediate area Never assume the plant operator has seen you or knows where you are Establish eye contact with the operator Communicate your intentions with the plant operator via radio or hand or head signals and ensure an appropriate response

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		Crushing	Never stand or traverse between the machine and a fixed structure at any time Never assume others have seen or are aware of any impeding obstacle
		Tripping hazard	Be aware of surroundings, risers and set downs
5	Unload skid steer excavator from trailer using aluminium ramps		
5.1	Place ramps in position	Muscle strain - musculoskeletal disorders	Ensure correct manual handling procedures Keep Load close to body
		Dropping components	Ensure a firm grip Wear safety boots
		Ramps may strike personnel	Ensure locating pins are securely in place
5.2	Release machine restraints	Machine may move	Ensure machine is stable before tie down tension is released Ensure truck is parked on level hard surface Due care by personnel
5.3	Board the Machine	Falling from machine	Gain access and egress from the manufactured entry/ exit opening only Keep three points of contact during access and egress
5.4	Unload and drive machine to ground	Machine can tip, slip or fall down ramps	Ensure firm ground Experienced and competent operator with VOC to perform task
5.5	Moving or driving the machine	Injury to people, damage to product or equipment from running into or over	Only trained and authorised employees with VOC may operate this equipment
6	Safety check and operation of Excavator for trenching and excavations		
6.1	Safety check of unit. Fill out Pre-trip/ Daily Inspection	Faulty equipment machine failure	Check for dents, cracks and faulty welds Check all hydraulic rams and lines, controls for leaks Check all safety devices Check for leaking Fluids Check tracks for tightness and rollers, idlers, and sprockets for damage
6.2	Boarding the machine	Falling from Ladder	Ensure 3 points of contact
6.3	Operating / traveling with or without a load	Injury to people, damage to product or equipment from running into or over	Only trained and authorised employees with VOC may operate this equipment
		Thrown out of cab or against cab interior	Always wear seatbelt
		Personal Injury	Allow no one to ride outside of the cab Never use the basket or other attachments as a staging platform for workers
		Tipping over	Be alert for trenches, open cuts, sump holes and pits

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			Keep the machine as level as possible when operating
		Electrocution	Always check for overhead power lines
6.4	Dig	Digging up underground services	Any suspected services should be uncovered by hand digging and clearly marked so as to be visible to plant operators on site Obtain service location from property owner Dial 811 before you dig
		Ground collapse	All stockpile materials must be "put out of the zone of influence" If excavations exceed 5 feet (1.5m) no persons should work in the trench without support If excavations exceed 5 feet (1.5m) undertake benching , battering or shoring Plant is not to travel up to 3 feet (1m) from edge of trench unless the trench is only 3 feet (1m) deep (zone of influence)
		Environmental - Disturb Cultural Heritage Sites	Stop all works if sub-surface archaeological deposits are discovered
		Environmental - Spreading of Weeds and pests	Contain weeds if present for disposal
		Environmental - Dust	Wet down area in dry dusty conditions
6.5	Load the truck	Running over someone	Be aware of everyone's location in the work area
		Dropping material on cab and driver	Do not move bucket near cab of truck.
		Uneven loading may affect control of truck	Load truck evenly
6.6	Backing up	Reversing/ Running over people and equipment and not very good visual	Make sure that your back up alarm is working
7	Working in open trench		
7.1	Gain access to trench via a ladder	Ground collapse	Inspect excavation daily for water, ground movement, undermining collapses and any other changes from previous day. Ensure all team members have read and understand the Trench and Excavations Incident Emergency Response Procedure If excavations exceed 5 feet (1.5m) no persons should work in the trench without support If excavations exceed 1.5m undertake benching , battering or shoring
		Falling from Ladder	Ensure firm ground support Ensure correct slope of ladder (4m up - 1m out) Do not face away from the ladder when going up or down Materials or tools must not be carried while climbing the ladder—use a tool belt or side pouch
7.2	Working in trench	Restricted entry or exit	Provide ladder access points required every 32 feet (10m)
		Unauthorized access	Remove ladder if no one is working in excavation

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8	Dig/ clean trench by hand		
8.1	Dig into ground with Shovel	Digging up underground services	Dial 1100 before you dig Obtain service location from facility manager
		Muscle strain - musculoskeletal disorders	Do not over reach with shovel Stand firmly in braced position before exerting force
		Environmental - Disturbance to Plants or animals - removal of vegetation	Ensure fragile vegetation is removed carefully for reinstatement
		Environmental - Dust	Wet down area in dry dusty conditions
		Environmental - Spreading of Weeds and pests	Contain weeds if present for disposal
8.2	Check gradient by laying pipe into trench and setting level	Moving Machinery	Ensure constant communication with co-workers Wear Hi visibility clothing
		Falling into trench	Be aware of loose edges
9	Installation of UPVC Pipe		
9.1	Cut pipe to length with hand saw	Cut through body parts	Ensure the user has been inducted with SOP Ensure opposite hand is well clear of cutting area
		Environmental - Waste Generation	Measure twice and cut once
9.2	Apply Cleaning Fluid to Pipes	Inhalation of toxic and noxious fumes	Provide adequate fan forced ventilation Read SDS to know the specific hazards of the substance you are using
		Skin irritation	Wash hands immediately if contact with skin occurs
9.3	Apply glue to pipe ends	Inhalation of toxic and noxious fumes	Ensure adequate ventilation Read SDS to know the specific hazards of the substance you are using
		Skin irritation	Refer to manufacturers Safety Data Sheet (SDS) prior to commencement Wash hands immediately if contact with skin occurs
		Environmental - Spills to land contamination	Immediately clean up any spillage
9.4	Fit pipes together	Skin irritation	Wash hands immediately if contact with skin occurs
10	Back Fill trench using excavator with sand and original spoil		
10.1	Boarding the machine	Falling from Ladder	Ensure 3 points of contact
10.2	Operating / traveling with or without a load	Injury to people, damage to product or equipment from running into or over	Only trained and authorised employees with VOC may operate this equipment
		Thrown out of cab or against cab interior	Always wear seatbelt
		Personal Injury	Allow no one to ride outside of the cab Never use the basket or other attachments as a staging platform for

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			workers
		Tipping over	Be alert for trenches, open cuts, sump holes and pits Keep the machine as level as possible when operating
		Electrocution	Always check for overhead power lines
10.3	Fill the trench	Running over someone	Be aware of everyone's location in the work area Stop work immediately if the exclusion zone has been breached
		Crushing	Check for services (tap stands, stormwater pipes etc) Ensure rocks and sharp objects are not in contact with pipes
		Digging up underground services	Ensure warning tape is placed in the trench when it is halfway back filled
10.4	Backing up	Reversing/ Running over people and equipment and not very good visual	Make sure that your back up alarm is working
11	Spreading soil with Shovel and Rake		
11.1	Spread with rake or shovel	Faulty or unsafe hand tools	Inspect rake or shovel for defects or damage (e.g., splintered, loose, bent, or cracked tool handles, loose connections, and damaged tines or blade) If a rake or shovel fails your inspection, remove it from use
		Muscle strain - musculoskeletal disorders	Do not over reach Use a rake or shovel that is comfortable for your height and strength Do not use a rake or shovel that is too long or heavy for you Never twist your trunk when raking or moving a shovel load. Always turn your feet and body in the direction where you wish to pile leaves or spread or drop the shovel load. Never overextend your arms or shoulders to load a shovel Shovel loads should not be thrown above about 1200mm or further than about 900mm
		Injury from using hand tools	All personnel are to be trained in the safe operating procedure of hand tools Be on the lookout for signs of repetitive stress. Early detection might prevent a serious injury When raking, stand upright and use the rake to pull leaves or dirt towards you Before shoveling, inspect the area for obstructions such as cables and pipes When shoveling, stand upright and bend your knees so your legs carry most of the load Push the shovel blade into the soil or material to obtain a shovel load Keep your arms and elbows close to your body when handling a shovel load

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			When digging, use the ball of your foot to push the shovel blade into the ground
			When raking or shoveling for long periods, vary your arm and leg positions and movements
			Never lay a garden rake down with the teeth pointing up – the teeth should always be pointing down
		Back injury	Lift the shovel load by straightening your legs
		hand injury	Wear gloves
		Striking foot	Wear safety boots
12	Compact area using a gasoline powered leg rammer		
12.1	Carry the machine to the work area	Muscle strain - musculoskeletal disorders	Ensure correct manual handling procedures Ensure adequate personnel is utilised to distribute the load
12.2	Perform prestart inspection	Faulty equipment machine failure	Check for dents, cracks and faulty welds Check and top up fuel levels Check all hoses for cracks and leaks Check for leaking Fluids Check oil levels Do not operate unit that has faulty parts or equipment. If a problem is found, contact supervisor to initiate repairs of any damage or abnormalities
12.3	Start the machine	Inhalation of toxic and noxious fumes	Ensure adequate ventilation Never start the machine indoors. Exhaust fumes can be dangerous if inhaled.
		Damage to machinery and personal injury from incorrect operation	The operator must have received instruction and training in the safe operation of the equipment
		Hearing damage	Use correct PPE - Ear Muffs / Ear Plugs
12.4	Operate the machine	Runaway machinery	Do not let go of the handle
		Striking foot	Wear safety boots
		Vibration	Do not exceed the maximum hours of daily exposure as per the manufacturers recommendations
13	Monitoring and review of JHA		
13.1	Monitor the JHA	Ineffective JHA	Review the JHA at a minimum of 3 monthly intervals Monitor and complete an inspection of a minimum of 2 task observations
		JHA Failure	Stop Work In conjunction with workers and all involved, review and formulate a new

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			JHA ----- Implement new controls ----- Conduct a toolbox meeting with all personnel involved with work activity

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Part 4 Worker Induction Record

Sample Co Ltd

Personal Qualifications and Experience Required To Carry Out the Works:	Duties and Responsibilities of Personnel Completing the Task:	Formal or Specialized Training or Licenses Required to Complete Work or Operate Specific Plant or Equipment:
The ability to work unsupervised and part of a team	Maintain adequate house-keeping on site	Commercial Drivers License
Plant Operator	Reporting of any injuries / incidents to your Project Supervisor	
Plumber (Preferred) or a competency level of working with UPVC and allied materials	Take reasonable care for your own health and safety	
	Take reasonable care for the health and safety of others	
	Operate safely and perform daily pre-shift inspections	
	Adherence to company's and the site's OSH policies and procedures	

**JHA Sign Off – Your signature below indicates that:
I understand the requirements of this JHA and they are clearly understood.
also clearly understand that the controls in this JHA must be applied as documented, otherwise work is to cease immediately.**

No.	Name	Classification	Employed By	Signature	Date
1					
2					
3					
4					
5					
6					



Gloves



Hearing Protection



Hi Visibility Vests or Clothing



Safety Boots