SSD-001

# JOB HAZARD ANALYSIS

*Plan the work. Identify the hazards. Put effective controls in place before work begins.*

| | | | |
|---|---|---|---|
| **Project / Client** | | **JHA No.** | |
| **Site / Location** | | **Date** | |
| **Company / Contractor** | | **Shift** | ☐ Day ☐ Night ☐ Other: _____ |
| **Work Activity / Scope** | | **Crew Size** | |
| **Prepared By** | | **Competent Person / Supervisor** | |

## 1 Pre-Job Review

*Complete before breaking the work into steps.*

| Work conditions and interfaces | Required plans, permits, and authorizations |
|---|---|
| ☐ Weather / heat / cold reviewed | ☐ Site orientation / owner requirements |
| ☐ Lighting and visibility adequate | ☐ Permit to work |
| ☐ Access, egress, and housekeeping reviewed | ☐ Hot work permit |
| ☐ Overhead / underground utilities located | ☐ Confined space permit |
| ☐ Adjacent operations and public exposure controlled | ☐ Excavation / trench permit |
| ☐ Changes from plan or last shift identified | ☐ Energized electrical work permit |
| | ☐ Lift plan / critical lift approval |
| | ☐ Other: _____ |

## 2 Risk Rating Method

*Rate risk before and after controls. Stop and escalate when residual risk is not acceptable.*

| | | | | | |
|---|---|---|---|---|---|
| **LIKELIHOOD** | 1 - Rare | 2 - Unlikely | 3 - Possible | 4 - Likely | 5 - Almost certain |
| **SEVERITY** | 1 - First aid | 2 - Medical treatment | 3 - Lost time | 4 - Permanent disability | 5 - Fatality / multiple severe |

**Risk score = Likelihood × Severity.** 1–4 Low 5–9 Moderate 10–16 High 17–25 Critical

**Acceptance:** Low / Moderate - supervisor acceptance. High - additional controls and competent-person approval. Critical - do not start; redesign the work and obtain management approval. Company or site rules take precedence.

## 3 Job Steps, Hazards, and Controls *Use one row for each logical step. Add continuation sheets as needed.*

| # | JOB STEP | HAZARDS / POTENTIAL CONSEQUENCES | CONTROLS / SAFE WORK METHOD | INITIAL RISK | RESIDUAL RISK | RESPONSIBLE PERSON |
|---|---|---|---|---|---|---|
| 1 | | | | L:__ S:__ R:__ | L:__ S:__ R:__ | |
| 2 | | | | L:__ S:__ R:__ | L:__ S:__ R:__ | |
| 3 | | | | L:__ S:__ R:__ | L:__ S:__ R:__ | |
| 4 | | | | L:__ S:__ R:__ | L:__ S:__ R:__ | |
| 5 | | | | L:__ S:__ R:__ | L:__ S:__ R:__ | |
| 6 | | | | L:__ S:__ R:__ | L:__ S:__ R:__ | |
| 7 | | | | L:__ S:__ R:__ | L:__ S:__ R:__ | |

**Risk Rating Key**: L = Likelihood S = Severity R = Risk Score (Likelihood × Severity)

**Hierarchy of Controls:** Eliminate → Substitute → Engineering Controls → Administrative Controls → Personal Protective Equipment (PPE). Select the highest feasible control(s) before relying on PPE.

## 4 Required Controls and Resources

| Personal protective equipment | Tools, equipment, and safeguards |
|---|---|
| ☐ Hard hat<br>☐ Safety glasses<br>☐ Face shield<br>☐ Hearing protection<br>☐ High-visibility apparel<br>☐ Work gloves - type: _____<br>☐ Cut-resistant gloves - level: _____<br>☐ Fall protection - system: _____<br>☐ Respiratory protection - type: _____<br>☐ Protective footwear<br>☐ Arc-rated / flame-resistant clothing<br>☐ Chemical-resistant clothing<br>☐ Other: _____ | ☐ Pre-use inspection completed<br>☐ Machine guards in place<br>☐ GFCI / AEGCP<br>☐ Lockout/tagout devices<br>☐ Barricades / warning signs<br>☐ Fall prevention / rescue equipment<br>☐ Fire extinguisher(s) available / Fire watch assigned (if required)<br>☐ Ventilation / air monitoring<br>☐ Rigging inspected and tagged<br>☐ Traffic control devices<br>☐ Spill kit / containment<br>☐ Manufacturer instructions available<br>☐ Other: _____ |

## 5 Emergency and Environmental Planning

| | | | |
|---|---|---|---|
| **Emergency Contact / No.** | | **Nearest Medical Facility** | |
| **Muster Point** | | **Site Address / Coordinates** | |
| **Rescue Plan Required?** | ☐ No ☐ Yes - attach / reference: _____ | **Environmental Controls** | ☐ Spill ☐ Dust ☐ Noise ☐ Waste ☐ Stormwater |
| **Emergency Equipment Location** | | **Communication Method** | ☐ Radio ☐ Phone ☐ Verbal ☐ Other: _____ |

## 6 Supporting Documents

| | | | |
|---|---|---|---|
| ☐ Drawings/specifications | ☐ Safety data sheets | ☐ Equipment manuals | ☐ Lift / rigging plan |
| ☐ Energy-control procedure | ☐ Rescue plan | ☐ Traffic-control plan | ☐ Other: _____ |

## 7 Change Management / Stop-Work Trigger

**STOP WORK and revise this JHA when any of the following occur:** scope, sequence, crew, equipment, materials, site conditions, weather, interfaces, or applicable requirements change; a control fails; a near miss or incident occurs; or a worker identifies an unaddressed hazard.

| | | | |
|---|---|---|---|
| **Revision / Change No.** | | **Date / Time** | |
| **Change Description** | | **Approved By** | |

## 8 Approval to Proceed

*Signatures confirm the JHA was reviewed, controls are in place, and residual risk is acceptable.*

| ROLE | PRINTED NAME | SIGNATURE | DATE / TIME |
|---|---|---|---|
| JHA Preparer | | | |
| Competent Person / Supervisor | | | |
| Client / General Contractor (if required) | | | |
| Management Approval (High/Critical residual risk) | | | |

## 9 Crew Briefing and Acknowledgment

*Each worker may stop work and request clarification without retaliation.*

By signing, I confirm that I participated in or received the pre-task briefing; understand the work steps, hazards, controls, emergency arrangements, and stop-work expectations; and will notify the supervisor if conditions change or I cannot perform the work safely.

| WORKER NAME (PRINT) | SIGNATURE | TRADE / EMPLOYER | DATE / TIME |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



## 10 Closeout / Post-Task Review

| | | | |
|---|---|---|---|
| **Work Completed** | ☐ Yes ☐ No ☐ Suspended | **Date / Time** | |
| **Incidents / Near Misses** | ☐ None ☐ Yes - report reference: _____ | **Lessons / Improvements** | |
| **JHA Retention Location** | | **Closed By** | |

**IMPORTANT:** This document supports hazard assessment and planning but does not replace applicable laws, regulations, contracts, manufacturer instructions, site-specific rules, competent-person duties, permits, or professional judgment. The employer remains responsible for selecting qualified personnel and effective controls.