

SITESAFETYDOC

JOB HAZARD ANALYSIS

Editable contractor template and field-use package

Document ID: JHA- _____	Company: _____
Revision date: _____	Project / site: _____
Prepared by: _____	Approved by: _____

Purpose and use

Use this template to break a job into logical steps, identify hazards before work begins, select effective controls, assign responsibility, and review the plan with affected workers. Complete the analysis with people who understand the task and the actual worksite conditions.

Required employer review

- Verify the task, location, equipment, materials, weather, nearby operations, and workforce before each use.
- Address applicable OSHA standards, state-plan rules, owner requirements, manufacturer instructions, and company procedures.
- Stop work and revise the JHA when conditions, personnel, equipment, sequence, or hazards change.
- Train affected workers on the selected controls and confirm the controls are available and effective.

JHA workflow

1. Select and define the job.
2. Break the job into observable steps.
3. Identify hazards for each step.
4. Select controls using the hierarchy of controls.
5. Assign responsibility and implement controls.
6. Review with workers; monitor and revise.

IMPORTANT: This template is not “OSHA approved,” legal advice, engineering advice, or a guarantee of compliance. The employer remains responsible for hazard assessment, safe procedures, training, supervision, and compliance.

1. Job and project information

Company _____

Project / customer _____

Work location _____

Job or task title _____

Crew / department _____

Supervisor / competent person _____

JHA prepared by _____

Date prepared _____

Planned start date and time _____

Estimated duration _____

2. Scope of work

Briefly describe what will be done, the beginning and ending points of the task, and important exclusions.

3. Pre-job readiness review

☐ Current drawings / scope reviewed	☐ Required permits approved
☐ Utilities located / verified	☐ SDS and chemical hazards reviewed
☐ Tools and equipment inspected	☐ Energy sources identified
☐ Access and egress confirmed	☐ Barricades / signs available
☐ Emergency plan reviewed	☐ Rescue plan confirmed if required
☐ Weather / environmental conditions checked	☐ Adjacent operations coordinated
☐ Required training verified	☐ Competent / qualified persons assigned
☐ Required PPE available and inspected	☐ Workers participated in JHA review

4. Emergency information

Emergency contact / number: _____	Nearest medical facility: _____
Muster point: _____	First-aid / AED location: _____
Rescue equipment / team: _____	Fire extinguisher location: _____
Radio channel / communication: _____	Other emergency requirement: _____