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Job Hazard Analysis (JHA)

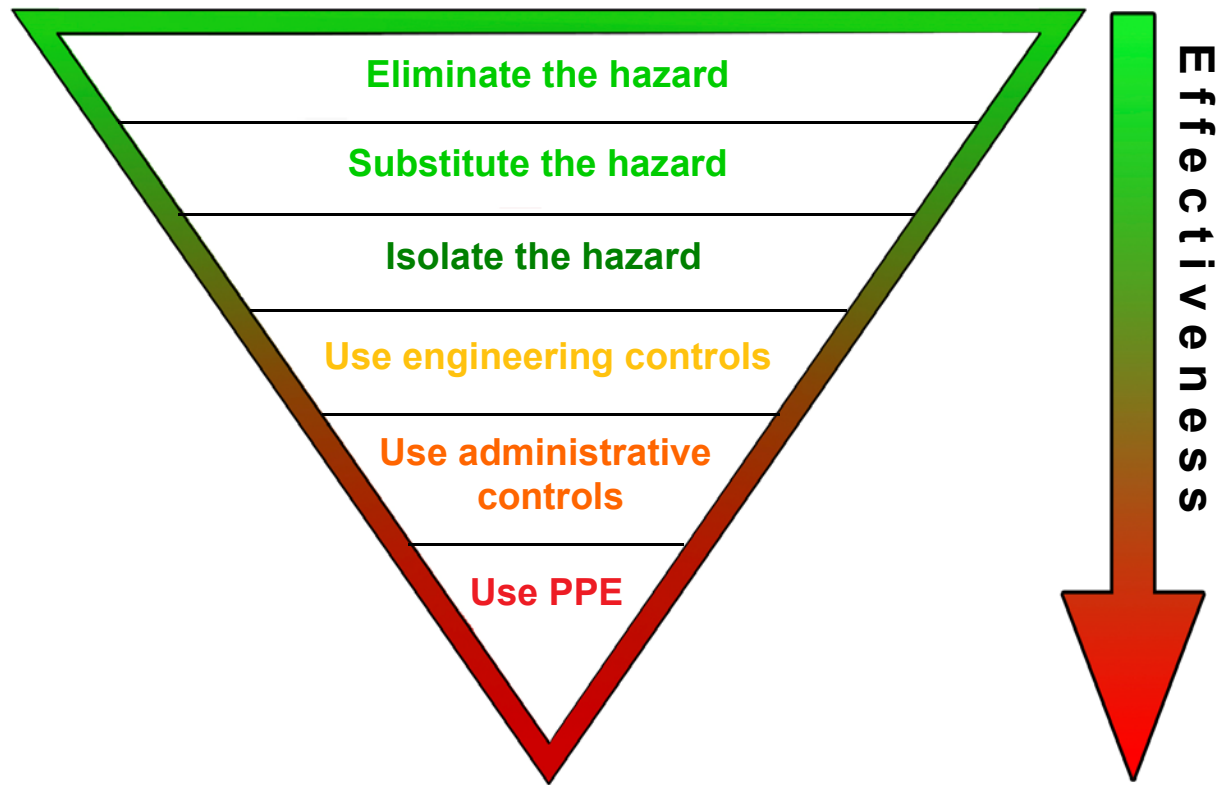
Sample Co Ltd

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, 1200 Sample St Colorado Springs CO 80921					Job ID: TT982023	
Contact Name	Job Title	Phone	Mobile	FAX	Email	
B Safe	Safety Manager		719 555 4444		b.safe@totaltrack.com	
Will B. Watchin	Supervisor		719 555 5555		will.b.watchin@totaltrack.com	
Scott LeBlanc	Project Manger	719 309 0380			scott.leblanc@totaltrack.com	
JHA Initiated By _____ Ben Workin		Date:		JHA No. 12	Rev: 0	Rev. Date: 8/08/2023
Supervisor Review _____ (Responsible for monitoring JHA compliance)		Date:		Work Locations/Areas: All		
Management Review _____ Steady Walker		Date:				
Description of Work to be Undertaken:	Excavation and Installation of Dual Wall Polypropylene storm drainage pipe					

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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Step No.	Process Steps List the steps needed to do the job in the sequence to be done.	Potential Hazard(s) / Risk Against each step list potential hazards that could cause injury when the job is done.	Hazard Control Measures For each hazard, identify control measures to eliminate or minimise the risk of injury.
1	Site Orientation/ Induction		
1.1	Report to client's reception	Entering restricted areas	Follow posted signs and go directly to reception
1.2	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
2	Claim Work Area		
2.1	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
2.2	Establish safe perimeter	People entering work area	Controlled by Site Manager Establish an exclusion zone and have clearly defined areas to keep pedestrians separate from mobile plant during all mobile plant operations.
3	Working where there is movement of powered mobile plant		
3.1	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
		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
4	Safety check and operation of Excavator for trenching and excavations		
4.1	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

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			Check all safety devices Check for leaking Fluids Check tracks for tightness and rollers, idlers, and sprockets for damage	
4.2	Boarding the machine	Falling from Ladder	Ensure 3 points of contact	
4.3	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 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 Keep the machine as level as possible when operating	
		Electrocution	Always check for overhead power lines	
4.4	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	If excavations exceed 5 feet (1.5m) no persons should work in the trench without support 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) All stockpile materials must be "put out of the 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	
4.5		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	
4.6	Backing up	Reversing/ Running over people and equipment and not very good visual	Make sure that your back up alarm is working	
5	Working in open trench			
5.1	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	

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			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
		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
5.2	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
6	Dumping/Unloading load on ground using a tip truck/ dump truck		
6.1	Inspect area to accept load	Electrocution	Always check for overhead power lines
		Tipping over	Be alert for trenches, open cuts, sump holes and pits Ensure firm ground support Ensure gradient/slope within safe limits
6.2	Reverse vehicle to position	Reversing/ Running over people and equipment and not very good visual	Make sure that your back up alarm is working Use a spotter when reversing in the vicinity of other people or in congested areas
6.3	Dump load	Obstructing access or egress	Do not block access or egress to site Do not unload in close proximity to other vehicles. Ensure sufficient space between dump sites if several loads being dumped at same time
		Personal Injury	Ensure that you have received training in safe use of the equipment Driver to remain in cab with seatbelt on during unloading Ensure that bottom hinge pin is in place Ensure that tailgate release controls have been activated Tailgate must not be operated when there is a load bearing against it Do not leave cabin with engine running. Turn off and apply park brake before exiting cabin Do not enter the box to clear remaining load. Use long-handled implements to nudge any product from side of box (high side if on slope) Ensure gate is closed and locked before leaving site
7	Spreading soil with Shovel and Rake		
7.1	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)

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			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 4 feet or further than about 3 Feet
		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 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
8	Dig/ Clean trenches and setting grade by hand		
8.1	Dig into ground with Shovel	Digging up underground services	Dial 811 before you dig
		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

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		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 and setting level	Moving Machinery	Ensure constant communication with co-workers Wear Hi visibility clothing
		Falling into trench	Be aware of loose edges An additional JHA must be developed for shaft or trench with an excavated depth of greater than 5 feet
		Incorrect installation procedure	All pipe systems must be installed in accordance with ASTM D2321 Standard Practice for Underground Installation of Thermoplastic Pipe for Sewers and Other Gravity-Flow Applications
9	Acceptance of delivery to site for pipe and fittings		
9.1	Establish area to accept delivery	Other trades and or persons wanting to use area	Communicate with other site personnel to establish availability of area
		Uncontrolled movement	Choose flat areas for pipe storage with safe vehicle access and ensure that it is possible to safely unload the pipes and fittings
9.2	Direct vehicle to appropriate area	Running into objects and or persons	Place "spotter" to watch path of truck
9.3	Untie load	Load tipping or falling	Release straps slowly to ensure load does not move
9.4	Unloading	People entering work area	Establish an exclusion zone and have clearly defined areas to keep pedestrians separate from mobile plant during all operations
		Damage to product	Sockets should be protected from distortion during storage by ensuring all the sockets are placed at alternate ends and raised clear from ground and each other.
10	Lift pipes/ members into trench using an excavator		
10.1	Sling the Member	member may slide from slings	Ensure the sling is firmly choked around the member
10.2	Lift member to desired location	Objects / other trades obstructing lifting path	Prior to lifting ensure no other objects/ trades are in the lifting path, do visual checks
		Uncontrolled load movement	Keep load as low as possible, just able to clear obstacles Conduct a trial lift Ensure all equipment is in good working order prior to all lifts being performed Position hook/lifting assembly over load to prevent load swinging on take off
		Rigging equipment failure	Ensure equipment is inspected before use, tagged and in date Rigger to ensure attachments points are adequate for job Ensure the weight of the load does not exceed the Safe Work Load (SWL) of the lifting jib

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10.3	Unslung Member	Uncontrolled load movement	Ensure load is secure and stable prior to unslinging load
11	Jointing of Polypropylene storm drainage pipe		
11.1	Clean the pipe socket and spigot grooves, making sure both are free of soil and foreign material.	System failure from incorrect fitment	Ensure all surfaces are free of soil and foreign material
11.2	Clean the rubber ring seal and ensure the ring is free from any soil and foreign matter. Install the rubber ring by stretching it over the spigot in the second trough from the end of the pipe.	System failure from incorrect fitment	Ensure the rubber ring sits evenly inside the trough by running your hands and fingers around its full circumference.
11.3	Apply pipe jointing lubricant liberally to the inside of the socket and lead-in flare	Skin irritation	Refer to manufacturers Safety Data Sheet (SDS) prior to commencement
11.4	Insert the leading edge of the spigot into the socket mouth.	System failure from incorrect fitment	It is essential that pipes are aligned in a straight line before attempting to make the joint.
11.5	Push the pipes together applying force evenly on a timber-bridging piece protecting the end of the pipe using a crowbar.	Muscle strain - musculoskeletal disorders	Stand firmly in braced position before exerting force
		Pinch point injury	Ensure hands are well clear
12	Back Fill trench using excavator with sand and rubble		
12.1	Boarding the machine	Falling from Ladder	Ensure 3 points of contact
12.2	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 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 Keep the machine as level as possible when operating
		Electrocution	Always check for overhead power lines
12.3	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
12.4	Backing up	Reversing/ Running over people and equipment and	Make sure that your back up alarm is working

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not very good visual			
13	Compact area using a gasoline powered leg rammer		
13.1	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
13.2	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
13.3	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
13.4	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
14	Monitoring and review of JHA		
14.1	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 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:
Plant Operator	Maintain adequate house-keeping on site	Commercial Drivers License
The ability to work unsupervised and part of a team	Reporting of any injuries / incidents to your Project Supervisor	Training and Competency in the Safe Operating Procedure of the selected power tools
Plumber	Take reasonable care for your own health and safety	Heavy Equipment Training
	Take reasonable care for the health and safety of others	
	Comply with any reasonable instruction by the employer	
	Cooperate with any reasonable policies and procedures of the employer	
	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	Ben Workin	Journeyman	Sample Co Ltd		
2	Dirt Dog	Plant Operator	Sample Co Ltd		
3	Will Shoveler	Laborer	Sample Co Ltd		
4	De Plumador	Plumber	Go with the Flow Plumbing		
5	Humpty Dumpty	Dump Truck Driver	Dumper Of The Day LLC		
6					
7					
8					
9					
10					
11					



Eye Protection



Gloves



Hard Hats



Hearing Protection



Hi Visibility Vests or Clothing



Safety Boots