



# JOB HAZARD ANALYSIS (JHA)

Vanguard Training Group | Plan the job | Identify hazards | Control them | Brief the crew

VTG-JHA-001

Rev. October 2026

## 1. JOB INFORMATION · complete before work starts; review with every crew member; re-assess on any change 1926.20(b) | 1926.21(b)(2) | OSHA 3071

Company \_\_\_\_\_ Site / address \_\_\_\_\_

Job / task \_\_\_\_\_ Date \_\_\_\_\_ Crew size \_\_\_\_\_

Supervisor \_\_\_\_\_

Competent / qualified person(s) \_\_\_\_\_ Supervisor phone \_\_\_\_\_

JHA no. \_\_\_\_\_ Start / end time \_\_\_\_\_

Permits required: ☐ None ☐ Hot work ☐ Confined space ☐ LOTO ☐ Excavation / trench ☐ Crane / critical lift  
☐ Working at heights ☐ Electrical / energized ☐ Other \_\_\_\_\_

## 2. EMERGENCY INFORMATION (confirm before work) 1926.50 | 1910.151 | 1910.38

Site address / directions for 911 / EMS \_\_\_\_\_ Emergency phone / radio channel \_\_\_\_\_

Nearest hospital / ER (name, address) \_\_\_\_\_ Phone \_\_\_\_\_

First aid kit / AED location \_\_\_\_\_ First aid / CPR trained person(s) \_\_\_\_\_

Cell coverage? Y / N \_\_\_\_\_ Drive time \_\_\_\_\_ Muster point \_\_\_\_\_

Rescue plan: ☐ Heights (prompt rescue) ☐ Confined space (rescue service) ☐ Trench / excavation ☐ Not needed

Rescue plan / method / equipment \_\_\_\_\_

## 3. REQUIRED PPE (check and specify) 1910.132(d) | 1926.95 | 1926 Subpart E

☐ Hard hat (type / class): \_\_\_\_\_ ☐ Safety glasses ☐ Face shield ☐ Hearing protection: \_\_\_\_\_

☐ Gloves (type): \_\_\_\_\_ ☐ Hi-vis (class): \_\_\_\_\_ ☐ Safety-toe footwear ☐ Fall protection: \_\_\_\_\_

☐ Respirator (type): \_\_\_\_\_ ☐ FR / AR clothing: \_\_\_\_\_ ☐ Chemical protective: \_\_\_\_\_ ☐ Other: \_\_\_\_\_

PPE hazard assessment certified by (name) 1910.132(d)(2) \_\_\_\_\_ Date \_\_\_\_\_

Workplace evaluated \_\_\_\_\_

## 4. HAZARD PROMPT LIST (check every hazard present; address each in Section 6) OSHA Focus Four | OSHA 3071

|                                           |                                              |                                              |                                              |                                               |
|-------------------------------------------|----------------------------------------------|----------------------------------------------|----------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> Falls / heights  | <input type="checkbox"/> Struck-by           | <input type="checkbox"/> Caught-in / between | <input type="checkbox"/> Electrical          | <input type="checkbox"/> Overhead loads       |
| <input type="checkbox"/> Silica / dust    | <input type="checkbox"/> Noise               | <input type="checkbox"/> Chemical / SDS      | <input type="checkbox"/> Heat / cold         | <input type="checkbox"/> Lifting / ergonomic  |
| <input type="checkbox"/> Mobile equipment | <input type="checkbox"/> Excavation / trench | <input type="checkbox"/> Confined space      | <input type="checkbox"/> Hot work / fire     | <input type="checkbox"/> Stored energy / LOTO |
| <input type="checkbox"/> Slips / trips    | <input type="checkbox"/> Hand / power tools  | <input type="checkbox"/> Traffic / public    | <input type="checkbox"/> Weather / lightning | <input type="checkbox"/> Other: _____         |

Focus Four = falls, struck-by, caught-in / between, electrocution (OSHA construction focus hazards).

## 5. RISK MATRIX (VTG tool) ANSI/ASSP Z590.3 | Z10

RISK = Likelihood (L) x Severity (S), each rated 1–3. Score each step before controls and again after controls. 1–2 LOW: proceed with controls. 3–4 MEDIUM: supervisor reviews; add controls where practicable. 6–9 HIGH: STOP and re-plan; higher-level controls (eliminate, substitute, engineer) before work starts. Likelihood 1 = unlikely, 2 = possible, 3 = likely. Severity 1 = first aid, 2 = recordable / lost time, 3 = fatality / permanent disability. This matrix is a VTG planning tool, not an OSHA requirement.

| L \ S | S1    | S2     | S3     |
|-------|-------|--------|--------|
| L3    | 3 MED | 6 HIGH | 9 HIGH |
| L2    | 2 LOW | 4 MED  | 6 HIGH |
| L1    | 1 LOW | 2 LOW  | 3 MED  |

**STOP-WORK AUTHORITY: Every worker has the authority and the responsibility to stop work when a hazard is not controlled or conditions change. Work resumes only after the hazard is controlled and the crew is re-briefed. No one is penalized for stopping work.**



# JOB HAZARD ANALYSIS (JHA) (continued)

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## 6. JOB STEPS, HAZARDS AND CONTROLS (list steps in order; controls by hierarchy)

OSHA 3071 | ANSI/ASSP Z10, Z590.3

HIERARCHY OF CONTROLS: 1 Eliminate → 2 Substitute → 3 Engineering → 4 Administrative (procedures, permits, training, exclusion zones) → 5 PPE (last line). Write the control level (E / S / Eng / A / PPE) next to each control.

| # | Job step | Hazards | Controls (level) | Risk before<br>L x S = | Risk after<br>L x S = | Responsible |
|---|----------|---------|------------------|------------------------|-----------------------|-------------|
| 1 |          |         |                  |                        |                       |             |
| 2 |          |         |                  |                        |                       |             |
| 3 |          |         |                  |                        |                       |             |
| 4 |          |         |                  |                        |                       |             |
| 5 |          |         |                  |                        |                       |             |
| 6 |          |         |                  |                        |                       |             |
| 7 |          |         |                  |                        |                       |             |
| 8 |          |         |                  |                        |                       |             |

## 7. CHANGES DURING THE SHIFT (re-assess and re-brief the crew)

| Time | Change / new hazard | Control added | Risk after | Initials |
|------|---------------------|---------------|------------|----------|
|      |                     |               |            |          |
|      |                     |               |            |          |
|      |                     |               |            |          |

## 8. CREW SIGN-ON (I took part in this JHA, understand the hazards and controls, and will follow them)

1926.21(b)(2)

| # | Name (print) / company | Signature |
|---|------------------------|-----------|
| 1 |                        |           |
| 2 |                        |           |
| 3 |                        |           |
| 4 |                        |           |
| 5 |                        |           |
| 6 |                        |           |
| 7 |                        |           |
| 8 |                        |           |
| 9 |                        |           |

## 9. SUPERVISOR REVIEW

1926.20(b)(2)

| Role                  | Name (print) | Signature | Date / time |
|-----------------------|--------------|-----------|-------------|
| Supervisor            |              |           |             |
| Reviewed / updated by |              |           |             |

**REFERENCES:** 29 CFR 1926.20(b) (accident prevention; inspections by competent persons); 1926.21(b)(2) (training); 1910.132(d) hazard assessment and certification; 1926.95; 1910.38; 1910.151 / 1926.50; OSHA 3071 Job Hazard Analysis; ANSI/ASSP Z10 Occupational Health and Safety Management Systems; ANSI/ASSP A10.38 Basic Elements of an Employer's Program to Provide a Safe and Healthful Work Environment; ANSI/ASSP Z590.3 Prevention through Design. Use with site-specific programs, permits and manufacturer instructions.