

Job Hazard Analysis Template

As part of a comprehensive safety and health management system for a project, many building owners and general contractors require a job hazard analysis from all contractors hired to work on a project. NRCA's JHA template is intended to identify anticipated and potential hazards that may be encountered during the performance of contracted work and establish procedures and methods for controlling the site-specific safety hazards identified. The fundamental principle behind a JHA is that, for the hazards identified, workers will have received hazard awareness training, control methods will have been fully described and understood, and necessary equipment or materials to implement planned controls will be available before work on a project begins.

NRCA's JHA template is organized by topic areas that may present hazards to your workers and the topics listed may not apply to all projects or may need to be supplemented for additional tasks unique to the project to be comprehensive. Your safety and health management program should be referenced in conjunction with completing the JHA and developing a site-specific safety plan for a project. You should request written formal approval of a JHA submitted to a building owner or general contractor, including any written requests for revisions.

Contractor Name:			
Project:		Date Submitted:	
Project Location:		Site Map Included:	
Project Manager:		Phone:	
Project Foreman:		Phone:	
Competent Person:		Phone:	
Project Safety Representative:		Phone:	
<u>Identify the scope of work for the project and summarize the main tasks workers will undertake.</u>			

Specific tasks or operations

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Compressed Gas	N/A		
Will propane, oxygen or acetylene cylinders be brought on-site?			
Is secure storage available on-site?			
Are cylinder valves protected by collars or caps?			
Are hoisting cages available for lifting cylinders to the roof?			
Will torches be used for installation of roofing materials or other heating purposes?			
Are roofing torch operators certified under the CERTA program?			
Will welding of metal be performed? If so, are all welders certified?			
Has a fire prevention and protection plan been established?			
Are a sufficient number of specifically rated fire extinguishers available?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Confined Spaces	N/A		
OSHA defines confined space as a space that is large enough and configured so an employee can enter it; has limited or restricted means for entry and exit; and is not designed for continuous employee occupancy.			
Have any confined spaces been identified on this job site? If so, specify the particular locations.			
Have workers been informed of those locations and the hazards they pose along with applicable controls?			
Are workers aware some confined spaces may pose such serious hazards that a permit is required for workers to enter the space?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Confined Spaces (continued)	N/A		
OSHA defines a permit-required confined space as a confined space with one or more of the following characteristics: • Contains or has the potential to contain a hazardous atmosphere • Contains a material that has the potential for engulfing an entrant • Has an internal configuration such that an entrant could be trapped or asphyxiated • Contains any other recognized serious safety or health hazard			
Have potentially exposed employees been informed of the existence, location and danger posed by each permit space through danger signs or other equally effective means?			
If employees are not authorized to enter a permit-required confined space, are measures in place to prevent those employees from entering any such confined space?			
Does the employer have a written permit space program if workers are expected to enter a permit-required confined space?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Ladders	N/A		
Will ladders be required for roof access?			
Are all ladders capable of extending 3 feet over the upper landing surface onto which they will be used to gain access?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Ladders (continued)	N/A		
Are all ladders rated at a minimum Type IA -300 pounds, extra heavy duty?			
Are materials or equipment provided to tie-off ladders at the upper landing surface?			
Have all ladders been inspected for damage and defects?			
Will the base of the ladder be in an area that is protected from pedestrian, equipment or vehicle traffic?			
If roof access is made using a fixed ladder, is fall protection in place when demanded by the ladder height or climb distance?			
If roof access is made by a stair-well, are handrails and stairrail systems in place?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Fall Protection	N/A		
Are unprotected edges present on roof levels where work will take place?			
Which fall-protection systems are expected to be implemented (guardrails, safety nets, personal fall-arrest systems, warning lines and safety monitor, etc.)?			
When workers are protected by personal fall-arrest systems, has a fall rescue plan been developed and workers trained in its provisions? If so, attach the plan.			
Are special fall hazards present, such as holes, skylights, hoist or chute areas? If so, how will fall protection around those areas be implemented?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Fall Protection (continued)	N/A		
Has the roof deck been inspected to determine structural integrity to support workers, material and equipment? If a specific engineering survey was performed, attach a copy.			
Will competent or qualified persons be present on the worksite to perform fall-protection system and equipment installations, inspections, safety monitor functions, ongoing hazard identifications and control implementations as needed? List those workers at the end of this form.			
Will scaffolds or aerial lifts be used on the project? If so, please list the types and locations where needed.			
What types of fall protection will be implemented on scaffolds?			
Are body belts or full body harnesses available for workers working from aerial lifts?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Cranes and Rigging	N/A		
Will crane operations be required?			
Have all crane operators been certified and evaluated by the employer on the equipment to be used?			
Have all required crane and wire rope inspections been completed?			
Will qualified signalpersons and riggers be on the job site to facilitate crane operations?			
Has the presence of overhead power lines been identified and appropriate controls put in place to maintain equipment setbacks from the lines to control any hazard of power line contact?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Cranes and Rigging (continued)	N/A		
Will any specialized equipment, such as jibs, spreaders, personnel platforms or baskets be used?			
Are all slings used for rigging marked with their rated capacity by the manufacturer, and have they been inspected for any defects or missing markings?			
Has the area where the crane will be staged been checked to ensure the ground is capable of supporting the equipment?			
Are barricades, control lines, warning lines or railings available to restrict access to the crane staging area by pedestrian or vehicular traffic?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Electrical	N/A		
Are all circuits protected by ground fault circuit interrupters or an assured equipment grounding program?			
Are all electric power tools double-insulated or properly grounded?			
Have overhead power lines or other electrical hazards like transformers or panels been protected or visibly marked to restrict worker contact?			
Are all extension cords to be used rated for construction use?			
Have all extension cords been inspected for damage?			
Will workers need to perform tasks in excavations such as below-grade waterproofing?			

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	Yes	No	
Excavations	N/A		
Will the excavations be dug by the roofing contractor? If so, have surface obstructions been removed and utility installations been located and clearly marked prior to digging?			
Will any work activities involve excavations with a depth of 5 feet or greater?			
Have provisions been made for a trench box, shoring or other cave-in protection system in those excavations with a depth of 5 feet or greater ?			
Is a means of egress provided in excavations with a depth of 4 feet or greater such that a worker need not travel more than 25 feet laterally to reach the means of egress?			
Will daily inspections of excavations, adjacent areas and protective systems be performed to check for evidence that could result in cave-in, failure of protective systems, hazardous atmospheres or other hazardous conditions? Such inspections must be documented before the start of work and as needed throughout the shift.			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Powered Equipment/ Forklifts/Personnel Lifts	N/A		
Will any mobile powered equipment be required? If so, describe the type to be brought on-site.			
Will any special attachments be used on particular pieces of equipment? If so, describe the attachments (e.g., jibs, man lifts, etc.).			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Powered Equipment/Forklifts/Personnel Lifts (continued)	N/A		
Are operators trained and qualified or certified to operate equipment?			
Is there a written inspection protocol for all equipment so all equipment is inspected to ensure it is free of defects or damage and is in safe operating condition?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Caught-in/Struck-by Hazards	N/A		
Have workers been trained on the hazards associated with all equipment on-site that has pinch points or mechanisms that can snare clothing or body parts?			
Have workers been trained on the hazards associated with the movement of loads, such as crane and hoist swing radii, motorized carts or conveyors ?			
Are all vehicles equipped with appropriate back-up alarms, horns and lights?			

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Hand and Power Tools	N/A		
Do all grinders, saws and similar equipment have safety guards in place as manufactured?			
Have any power tools been modified with shields, guards or attachments that have not been approved by the manufacturer?			
Are all power tools equipped with a constant-pressure switch or control that shuts off the power when pressure is released?			

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Hand and Power Tools (continued)	N/A		
Are all corded, electrically operated tools and equipment properly grounded or the double- insulated type?			
Are generators equipped with ground fault circuit interrupters, and are portable GFCIs available for use with other power sources?			
Are circular saws and grinders equipped with compatible blades for the size, power and rotational speed of the saw or grinder?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Personal Protective Equipment	N/A		
Is hearing protection required for any tasks on this project or does ambient noise require hearing protection?			
Is respiratory protection required for any airborne contaminants on the project?			
If so, is a written respiratory protection program in place with all required elements?			
Are ANSI-compliant hardhats available for all workers?			
Are ANSI-compliant safety eye glasses or goggles available for all workers?			
Are any hazards to hands such as sharp metal or debris, chemicals or hot materials present on the job? If so, have proper gloves been selected?			
Are any workers expected to use filtering facepiece respirators (dustmasks) on a voluntary basis?			

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Signs, Signals and Barricades	N/A		
Will perimeter barricades be needed on the ground to restrict access to hoist areas, trash areas or roof access points?			
Is any specific warning signage required to warn passersby of the job-site hazards?			
Is public traffic control required or will streets or alleys need to be closed to traffic?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Hazard Communication	N/A		
Has a written hazard communication program been developed, implemented and maintained for the worksite?			
Are Safety Data Sheets for all hazardous chemicals for the project readily accessible to workers at the job site?			
Have workers been informed of the hazards related to the chemicals they will encounter at the worksite and the measures to take to protect themselves from those hazards?			
Have all containers of hazardous chemicals been labeled properly?			

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Fire/Hot Work (Hot Asphalt, Welding, Torching)	N/A		
Has a written fire safety plan been prepared to address fire hazards and controls?			
Are any hot work activities to be performed such as the use of roofing torches or welding?			

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Fire/Hot Work (Hot Asphalt, Welding, Torching) (continued)	N/A		
If so, have those activities been addressed in the written fire safety plan?			
Have the contents of the written plan been discussed with all workers who will be on-site?			
Will welding of stainless steel be done on the project and, if so, have the hazards of that process been addressed?			
Will any special PPE or specifically rated fire extinguishers be required?			
Will fire blankets/protective welding shields/screens be required?			
Are fire watch personnel current with fire watch protocol training?			
Are first aid and burn kits available on the job site?			

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	Yes	No	
Flammable Gases/Liquids:	N/A		
Will any flammable gases and/or liquids be used?			
Have provisions for safe, lockable storage been made?			
Are OSHA-compliant safety cans available for all liquids for which they are required?			
Are secondary containment and spill kits required for any liquids, and, if so, are the spill kits on-site?			
Have workers been informed of the location of spill kits on-site?			

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Emergency Preparedness	N/A		
Have emergency phone numbers been identified and posted?			
Is a fully equipped first aid kit available?			
Have adequate security measures been implemented to safeguard materials and equipment stored on-site?			
Has an emergency evacuation plan been developed and distributed?			
Are there sufficient ladders on-site to allow for unrestricted roof evacuation of all workers?			
Are weather alerts and forecast information available to workers on-site?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Housekeeping and Waste Management	N/A		
Has a plan for regular trash disposal been established?			
Are any special requirements needed for contractor vehicle entry, travel and parking?			
Is any hazardous waste expected to be generated by the work activity?			
Has a plan been established to handle the hazardous waste that might be generated?			
Is there a spill containment plan in place for any materials that could flow or drain into sewers, culverts or other protected areas?			
Is sufficient drinking water available on-site?			
Are adequate toilet facilities available on-site?			
Is a rest and shaded cooling area available for high heat-index days?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Additional Work Permits	N/A		
Will any hot work permits be required for kettle or tanker operations, roofing torch operations or welding operations?			
Are access permits required to allow work vehicles onto the worksite?			
Are individual worker badges required for worksite access?			

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RF Radiation	N/A		
Are any wireless communication transmitters or antennae that produce radio frequency radiation located on the roof or in the vicinity where work activity may take place?			
Have RF exposure levels for all areas on the roof subject to RF radiation been assessed?			
Have engineering and administrative controls been implemented to reduce or eliminate worker exposure to RF?			
Have workers been informed of those controls and the areas of RF radiation exposure?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
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Material Handling	N/A		
Has a plan been established to stage materials to minimize handling by hand and to keep materials close to the point of end use?			
Have tools and work procedures required on the project been assessed to minimize repetitive motion tasks?			

Subject	Required		Specific controls and detailed information and descriptions required for all questions
	Yes	No	
Material Handling (continued)	N/A		
Is cutting or grinding planned on any material that may produce respirable crystalline silica dust?			
Will any activity involve asbestos-containing roofing materials?			

List of competent and qualified persons on this project
