

JOB HAZARD ANALYSIS (JHA)

Workplace Health and Safety | British Columbia

What is a Job Hazard Analysis? A JHA identifies the hazards associated with each step of a task before work begins. By thinking through risks in advance, workers and supervisors can put controls in place to prevent injuries. Complete a JHA for any new, unfamiliar, or high-risk task.

Section 1 — Job Information

Field	Information
Company / Business Name	
Worksite / Project Name	
Job / Task Description	
Date	
Prepared By	
Position / Trade	
Reviewed By (supervisor)	
Workers Involved in This Task	

Required Personal Protective Equipment for This Task

<input type="checkbox"/> Hard hat	<input type="checkbox"/> Safety glasses / goggles	<input type="checkbox"/> Face shield	<input type="checkbox"/> Hearing protection
<input type="checkbox"/> Gloves	<input type="checkbox"/> Steel-toed boots	<input type="checkbox"/> High-vis vest	<input type="checkbox"/> Respirator / mask
<input type="checkbox"/> Fall protection	<input type="checkbox"/> Rubber insulating gloves	<input type="checkbox"/> Knee pads	<input type="checkbox"/> Other: _____

Section 2 — Tools and Equipment Required

Section 3 — Step-by-Step Hazard Analysis

Break the task into individual steps. For each step, identify the potential hazards and describe the controls you will put in place to manage them. Assign a risk level before and after controls are applied.

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Step No.	Task Step (describe what happens)	Potential Hazards (what could go wrong)	Risk Before (H/M/L)	Controls (what you will do to reduce the risk)	Risk After (H/M/L)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Risk Level: H = High — significant likelihood of serious injury, requires immediate controls | M = Medium — possible injury, controls required | L = Low — minor risk with controls in place | Controls hierarchy: Eliminate > Substitute > Engineering controls > Administrative controls > PPE

Section 4 — Emergency Procedures for This Task

Identify any emergency procedures specific to this task.

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Scenario	Procedure
Worker injury	
Fire or explosion	
Electrical contact	
Hazardous material spill	
Other:	

Section 5 — Worker Acknowledgement

All workers assigned to this task must sign below to confirm they have reviewed this JHA and understand the hazards and controls identified.

Worker Name (print)	Signature	Date	Trade / Position

Supervisor Name (print)

Review Date (if updated)

Signature

Updated By

Date

Record Retention: Completed JHA forms should be kept on file as part of the company's health and safety program. Retain for a minimum of three years. Update this JHA whenever the task, equipment, or site conditions change significantly.