JOB HAZARD ANALYSIS

01 / Define the job

Develop this analysis with people who perform the work. Break the job into meaningful steps, identify exposure at each step and specify practical controls. Use the approved analysis in the pre-task briefing.

Job / task title

Analysis ID / revision

Date

Site / area

Prepared by

Supervisor / reviewer

Scope, starting point and end point

Equipment / materials / tools

People who may be affected

Required training / competency / authorization

Permits / procedures / manufacturer instructions

Emergency arrangements / rescue needs

Changes that require this analysis to be reviewed

JOB HAZARD ANALYSIS

02 / Steps, hazards and controls

Write a specific control for each exposure. Identify who implements it and how readiness will be checked. Do not rely on vague statements such as “be careful”. Attach additional numbered step sheets if required.

Job / task title	Analysis ID / revision

Step / work activity	Hazard / potential harm / people exposed	Control / safe method	Responsible person / verification

JOB HAZARD ANALYSIS

03 / Approval, briefing and review

Resolve outstanding controls before the affected work proceeds. Record the reviewer and the people briefed. Review after a change, incident or evidence that the method is not effective.

Job / task title

Analysis ID / revision

Item / finding	Required action	Responsible person	Due date	Completion / verified by

Reviewed by / role

Approval / review date

Next review trigger / date

Name	Role / company	Signature / acknowledgement	Date

Review outcome / restrictions / attachments

JOB HAZARD ANALYSIS

Additional site information / continuation

Number additional job-step sheets and keep them with the approved analysis. Copy this sheet when needed and identify the record it belongs to.

Record / inspection reference	Job / task	Date

Site-specific requirement / reference	Worker question / clarification needed

Custom fields: name the information you need to record

Your field label	Your entry

Additional notes / explanation of N/A / attachments