



Job Hazard Analysis (JHA)

Updated Oct 2024

Before any task is performed the Project Manager and the Site Superintendent/Construction Manager shall develop a Job Hazard Analysis (JHA) for each task to be performed. The JHA shall be distributed to all supervisors and each supervisor shall review the JHA with the crew every morning and whenever starting a new task.

The Site Superintendent/Construction Manager shall audit the JHA's and coach crews in hazard recognition during crew safety observation. Crews are encouraged to provide input in the development of the task JHA.

The JHA is a continuous improvement document. All updated JHAs shall be filed onsite, and a copy kept with the crew performing the task. The refined JHA will be forwarded to the Project Engineer for input into the company Safety Database.

Large-Scale Project JHA Procedure

Projects with 20 or more employees under E Light's supervision (including subcontractors) the following procedure for JHA completion and submission may be utilized:

1. A master JHA shall be written by the Project Superintendent for the task to be performed. The master JHA shall be emailed to the Project Engineer or Project assistant, the project safety manager, and the project coordinator for filing. The JHA shall be printed and disseminated to the foreman/crew lead whose crew will be performing the task.
2. Each foreman/crew lead shall be issue JHA sign-in sheets for each task. The foreman/crew lead shall review the JHA with the crew prior to beginning the task. The crew lead shall ensure that each crew member present at the briefing signs the JHA sign-in sheet. Crew members reporting after the briefing takes place must review the JHA with the foreman/crew lead once they arrive and must also sign the sign-in sheet prior to beginning work.
3. The foreman/crew lead shall ensure that the task specific JHA is correctly referenced by writing the specific task name and JHA number on the sign in sheet.
4. A photo or scan of the JHA sign in sheet shall be sent to the Project Engineer or Project Assistant.
5. Both the JHA and JHA Sign-In Sheet shall be present and readily available for review in the work area with the crew.
6. At the end of the shift or the completion of the task, the hard copy of JHA sign in sheet shall be turned into the project engineer along with the crew's pre-task cards.

Pre-Built Templates

E Light has pre-built JHA's available as templates on the iAuditor program. These JHA's can be used on site for the following tasks:

- Composite clean up
- General Electrical Work
- Installation, alteration, maintenance, repair of high voltage/low voltage breakers
- Module Installation
- Wire Management
- General equipment operations
- Logistics/Material Handling
- Rough ceiling installation
- Rough wall installation
- Working on a deck
- Testing, Troubleshooting, Inspection
- More JHAs are added regularly.

IT IS IMPORTANT TO REMEMBER THAT PRE-BUILT JHAs ARE FOR REFERENCE ONLY> THEY NEED TO BE MODIFIED FOR THE SPECIFIC TASKS PERFORMED DAILY.

The team leads must brief crews with the JHA before they start the task. The briefing should be done with the employees holding their Pre-task cards and checking off hazards on their Pre-task cards as the JHA briefing is read to them,

DO NOT ALLOW EMPLOYEES TO PREFILL OUT PRETASK CARDS.

They should also write down on their Pre-task cards anything that was read to them that is not on their check boxes. If competent persons are assigned for the tasks that day, each employee must write the name of the competent person, the scope of work the competent person is responsible for and the phone number of the competent person on their pre-task card.

For Example:

Excavation- Ted Smith- 303-550-5292

The employees should ask questions to ensure that they understand the hazards. The JHA must be left with the crews. You can do this easily by simply emailing the completed JHA to your crew. No one should be supervising a crew of more than 15 people at one time so this should be easy to do and can be done quickly once your crews email addresses are saved in your contacts. This way every crew member has a JHA on their phone for reference. You can also print the JHA and leave it in the work area.

Please remember that the JHA should be task specific to all the tasks being done that day. The team lead should do the briefing for the task, not a single briefing for the entire crew that is doing 15 different tasks. The team lead does not have to be a foreman. It is anyone that you the superintendent make responsible for the task.

For example, you are going to have two apprentices organize the lay down area and clean it up. You will tell one of the apprentices they are responsible, and that apprentice will be responsible for doing the JHA briefing. You as the supervisor will probably need to fill out the JHA and coach the apprentice how to do that so that they learn. Each team that you have can be handled the same way.

EMPLOYEES ARE ALSO RESPONSIBLE FOR UNDERSTANDING THE JHA. AN EMPLOYEE CAN BE HELD RESPONSIBLE FOR PERFORMING WORK WITHOUT A JHA, PRETASK CARD and JHA BRIEFING. IF YOU ARE ASKED TO PERFORM WITHOUT A JHA AND BRIEFING, ASK YOUR SUPERVISOR FOR A JHA.

Additional JHA templates are continuously being created. It is important to note that these pre-built JHA's cover the general known hazards of the task and may not cover all the hazards on that particular jobsite. You may need to add more specific details within the template. Furthermore, there are not pre-built JHA's for every task you may encounter. In this situation you will need to open the template on iAuditor named

PRE-TASK CARDS AND CHALLENGING

Always be familiar as possible and alert to conditions and work processes in surrounding areas and with the presence of other workers and equipment so that you can foresee and avoid possible dangers. Each employee shall receive a daily task briefing from their supervisors or lead person. During this task briefing, the supervisor or lead person shall read from the task JHA. Each employee shall fill out their pre-task card based on the discussion during the task briefing. Employees are encouraged to add to the discussion to ensure all hazards have been identified.

Each employee shall have on their person a Pre-task card for the work being performed that day. If any person enters your work area that was not a part of your Job Hazard Analysis training at the beginning of the shift, the first person that sees them enter area, must stop them, let them know that you need to go over the hazards in the area with them, and then read your Pre-task card to them and have them initial the Pre-task card.

EXCEPTION FOR CONSTRUCTION SITES ONLY: Members of other trades that are present on the site and are in the work areas regularly do not need to be challenged.

NOTE AND REPEAT FOR CLARIFICATION: The pre task card is not a replacement for the JHA. A JHA and Install Plan should be developed for each task and the supervisor or lead man for the team should review the JHA and Install plan with the crew each day before the start of the work. The crew should fill out their pre-task cards while the supervisor is reading the JHA.

The JHA and Install plan should be in the work area with the crew during the work. The JHA and Install plan should be completed using iAuditor and it is acceptable to email them to the crew so that they have them on their person in their smart phones.

Supervisor's and members of management should periodically ask employees for their pre-task cards during the shift and check them to be sure they are filled out correctly, and that they are adding comments, near misses, and additional hazards to their pre-task cards throughout the shift.

At the end of the shift, the supervisor needs to collect all the pre-task from their crew. They need to check their work area and ensure that the area has been cleaned up, all the tools have been put away correctly, in their cases and all accessories for the tools put away. They need to check this off on the pre-task card. If the pre-task card has any comments from the employee on it about additional hazards, near misses, questions or concerns. Then the supervisor needs to recognize that to the employee and take a picture of the pre-task card on both sides and email those pictures to the Safety Superintendent for follow up. All other pre-task cards may be destroyed. If the crew is not adding additional hazards, near misses and comments to their pre-task cards, the supervisor needs to encourage them to do so.