FREE TEMPLATE

Job Hazard Analysis (JHA)

A step-by-step task breakdown with the hazards, risk rating and controls for each step, on a single sheet the crew can sign.

How to use this template

Replace the text in [square brackets] with your own details, delete what does not apply and add what does. Blue hints inside the form cells describe what goes there; delete them as you fill the form in.

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Part 1 — Task details

Task / job	
Site / location	
Date	
Prepared by	[Name and role]
Workers consulted	
Supervisor	
Permits, licences and SWMS that apply	[e.g. hot work permit, high risk work licence class, SWMS number]
Plant, tools and chemicals used	[List safety data sheets held]
PPE required for the whole task	

Part 2 — Risk matrix

Likelihood ↓ / Consequence →	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
5 Almost certain	Medium (5)	High (10)	High (15)	Extreme (20)	Extreme (25)
4 Likely	Medium (4)	Medium (8)	High (12)	High (16)	Extreme (20)
3 Possible	Low (3)	Medium (6)	Medium (9)	High (12)	High (15)
2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	High (10)
1 Rare	Low (1)	Low (2)	Low (3)	Medium (4)	Medium (5)

- Rate each step twice: before controls (inherent) and after the controls listed (residual).
- Extreme: do not start; eliminate or redesign the task. High: start only with the supervisor's written approval and the controls in place. Medium: proceed with the controls listed. Low: manage by routine procedures.
- Choose controls from the top of the hierarchy down: Eliminate · Substitute · Isolate · Engineering · Administrative · PPE. PPE alone is not an adequate control for a serious risk.

Part 3 — Task steps, hazards and controls

Step	Task step (in order)	Hazards (what could cause harm)	Inherent risk	Control measures	Residual risk	Who
1	Set up and isolate the work area	Pedestrians and mobile plant entering; trip hazards from leads and hoses	High (12)	Barricade and sign the area; agree an exclusion zone with the site supervisor; route leads overhead or cover them	Low (3)	Supervisor
2						
3						
4						
5						
6						
7						
8						

Row 1 is an example

Replace it with the first step of your own task. Add rows as needed; a task with more than about twelve steps is usually two tasks.

Part 4 — Emergency and review

Emergency arrangements for this task	[First aid, rescue, nearest assembly point, who to call]
Review this JHA when	[The task, the site, the plant or the crew changes; after an incident or near miss; before the task is repeated at a new location]

Part 5 — Sign-on

I took part in preparing or was briefed on this JHA, I understand the hazards and controls, and I will stop work and tell the supervisor if conditions change.

Name	Company	Signature	Date

Name	Company	Signature	Date

Role	Name	Signature	Date / time
Supervisor (approved to start)			

Need the document that goes with it?

JSA templates by task: swms.ohconsultant.com.au/swms/job-safety-analysis

Pre-written job safety analyses with the steps, hazards and controls already filled in for common tasks, in editable Word.

All free templates: swms.ohconsultant.com.au/swms/free-resources

General information, not legal advice. Work health and safety laws differ between states and territories: check the requirements that apply where the work is done, and the principal contractor's own site requirements.