CHECKLISTS TO KEEP YOU ORGANIZED

Job Hazard Analysis Checklist

Every job site has its risks, but a clear job hazard analysis (JHA) checklist can help you stay ahead of them. Use this template to identify potential hazards and safety measures tailored to your specific industry and tasks.

1. **Personal protective equipment (PPE)**

* Are all required PPE available and in good condition?
* Are employees wearing PPE correctly and consistently?
* Is there a system in place for replacing damaged or worn PPE?
* Are safety glasses compliant with the [ANSI Z87.1 eye protection standard](https://blog.ansi.org/ansi-isea-z87-1-2020-safety-glasses-eye-protection/)?
* Are hard hats free from dents or deformities?
* Are respirators fit-tested and are employees properly trained in their use?
* Is PPE appropriate for the specific tasks being performed?
* Are employees trained in proper PPE usage and limitations?

1. **Workspace safety**

* Are all work areas well-lit and free from tripping hazards?
* Are walkways and floors clear from obstructions?
* Is proper lighting available for all tasks, including portable lighting if needed?
* Are emergency exits clearly marked and unobstructed?
* Is there adequate ventilation in enclosed workspaces?
* Are non-slip mats used in areas prone to wetness?
* Are work areas kept clean and organized throughout the day?

1. **Tools and equipment safety**

* Are all tools and equipment properly maintained and in good working order?
* Are power cords and cables free from frays or damage?
* Are tools stored safely when not in use?
* Is there a system for reporting and addressing equipment malfunctions?
* Are safety guards in place on power tools and machinery?
* Is there a regular schedule for tool and equipment maintenance?
* Are employees trained in the proper use of all tools and equipment?
* Are tools and equipment appropriate for the job being performed?

1. **Chemical and material handling**

* Are all chemicals properly labeled and stored?
* Are [Safety Data Sheets](https://www.osha.gov/sites/default/files/publications/OSHA3514.pdf) readily available for all hazardous materials?
* Do employees understand proper handling and disposal procedures for chemicals?
* Is there adequate ventilation when working with volatile substances?
* Are chemical storage areas secured and access-controlled?
* Are incompatible chemicals stored separately?

1. **Electrical safety**

* Are all electrical cords and plugs in good condition, without frays or exposed wires?
* Are [Ground Fault Circuit Interrupters (GFCIs)](https://www.osha.gov/etools/construction/electrical-incidents/ground-fault-circuit-interrupters) used in wet environments?
* Are employees trained to identify and report electrical hazards?
* Are extension cords used properly and not as permanent wiring?
* Are electrical panels easily accessible and clearly labeled?
* Is the lockout/tagout procedure followed when working on electrical equipment?

1. **Vehicle and transportation safety**

* Are company vehicles regularly inspected and maintained?
* Do drivers perform pre-trip safety checks?
* Are proper procedures in place for securing tools and materials during transport?
* Is there a policy for mobile phone use while driving?
* Are vehicle safety kits (first aid, flashlight, etc.) present and fully stocked?
* Are drivers trained in safe driving practices specific to their vehicle type?

1. **Ergonomics and manual handling**

* Are employees trained in proper lifting techniques and body mechanics?
* Are appropriate tools available to assist with heavy lifting or repetitive tasks?
* Are employees encouraged to take regular breaks during repetitive tasks?
* Is there a system for reporting ergonomic concerns?
* Are tasks rotated to reduce prolonged exposure to repetitive motions?
* Are workstations adjustable to accommodate different employee heights and needs?

1. **Emergency preparedness**

* Is there a well-communicated emergency action plan?
* Are first aid kits readily available and fully stocked?
* Do employees know how to respond to common emergencies in their line of work?
* Are emergency contact numbers clearly posted?
* Are fire extinguishers easily accessible and regularly inspected?
* Is there a designated meeting point in case of evacuation?

1. **Communication and training**

* Are regular safety meetings or toolbox talks conducted?
* Is there a clear process for employees to report safety concerns?
* Are all employees up to date on the required safety training?
* Is there a system for communicating new safety procedures or hazards?
* Are safety policies and procedures easily accessible to all employees?
* Is there a process for reviewing and updating safety training materials?

1. **Environmental hazards**

* Are procedures in place to address extreme weather conditions?
* Are employees trained to recognize and respond to potential hazards in clients' homes?
* Is there a protocol for identifying and handling biological hazards (e.g., mold, pests)?
* Are measures in place to prevent slips and falls in wet or icy conditions?
* Is there a system for monitoring air quality in enclosed workspaces?
* Is there a procedure for dealing with unexpected environmental hazards encountered on job sites?