[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

JOB SAFETY ANALYSIS

JSA #	[001]
Date	[MM/DD/YYYY]
Job #	[Job Number]
Review by	[MM/DD/YYYY]

JOB

Task: [e.g. Replace attic bath fan]
Location: [Job Site Address]
Work area: [attic, roof, crawlspace, basement]
Tools and equipment: [ladder, saw, drill]

PREPARED BY

Analyst: [Name, title]
Supervisor: [Name]
Crew: [Names]
□ New task □ Changed □ After injury / near miss □ Periodic review

REQUIRED PPE

□ Safety glasses □ Face shield □ Hard hat □ Gloves ([type]) □ Hearing protection □ Respirator ([type])
□ Safety-toe boots □ High-visibility vest □ Fall protection ([type]) □ Other: [ ]

#	Job step	Hazards (what can go wrong)	Controls	Who
1	[e.g. Inspect the ladder]	[What can go wrong, how, and the consequence]	[Remove the hazard first; then procedures; then PPE]	[Name]
2				
3				
4				
5				
6				
7				
8				
9				

BEFORE WORK STARTS

Permits, utility locates or lockout needed: [ ]
Hazards found and fixed right away: [ ]
Applicable OSHA standards checked: [ ]

EMERGENCY

Nearest hospital: [Name, address]
First aid kit and extinguisher: [location]
Who calls 911 and meets the ambulance: [Name]

Prepared by (signature) _____ Date _____ Supervisor (signature) _____ Date _____

REVIEWED WITH THE CREW (PRINT NAME AND INITIAL)

[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

JSA EXAMPLE

JSA #	[002]
Date	[MM/DD/YYYY]
Task	Extension ladder work
Review by	[MM/DD/YYYY]

JOB

Task: Set up and use an extension ladder to reach a gutter or roof edge
Work area: exterior of a two-story house
Tools and equipment: fiberglass extension ladder, tool belt, hand line and bucket

REQUIRED PPE

Safety glasses, work gloves (cut-resistant for gutter work), slip-resistant boots
Example only: adapt it to your ladder, your site and the OSHA standards that apply to your work.

#	Job step	Hazards (what can go wrong)	Controls
1	Inspect the ladder	Cracked rail, bent or loose rung, worn feet or broken lock: the ladder fails under load.	Inspect rails, rungs, feet, locks and labels before use. Tag a damaged ladder "Do not use" and take it out of service. Don't load it beyond its rated capacity (worker plus tools and materials).
2	Plan the placement	Ladder or worker contacts overhead power lines (electrocution). Ladder in a doorway or walkway gets bumped.	Look up before carrying or raising the ladder; pick a spot well clear of the service drop and other lines. Use nonconductive (fiberglass) side rails where the ladder could contact energized equipment. Keep the top and bottom clear; lock or block a door in front of the ladder.
3	Carry and raise the ladder	Back strain. Ladder gets away and strikes a person, window or line.	Two people for long or heavy ladders. Raise it close to its final spot, under control and away from lines.
4	Set the ladder	Base slides out on wet grass or a slope; ladder tips sideways; no safe step-off at the roof.	Firm, level footing, or secure the ladder against displacement. Base out about 1 ft for every 4 ft of working length. Rails at least 3 ft above the roof edge when stepping onto the roof. Tie off or foot the ladder where it could shift.
5	Climb and work	Fall from losing balance, overreaching or carrying a load. Dropped tools strike someone below.	Face the ladder; keep at least one hand on it while climbing. Carry tools on a belt or raise them with a line or bucket. Keep your body between the rails; move the ladder instead of reaching. Keep people out of the area below.
6	Clean out debris	Cuts from sharp gutter edges and fasteners; debris in the eyes; stinging insects.	Cut-resistant gloves and safety glasses. Check for nests before reaching in.

NOTES

Controls are listed best first: remove or substitute the hazard, then safe work procedures and training, then PPE (OSHA publication 3071, Appendix 1). Review this JSA after any injury or near miss, and whenever the task, tools or crew change.

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