Job Hazard Analysis & Pre-Task Planning

SF-LIB-01 | Planning | Employer planning starter

Break a job into steps, identify hazards and assign controls before work.

Scope and limits

Planning worksheet informed by OSHA JHA guidance; not a replacement for task-specific permits or engineered plans.

Proposed employer workflow

1. Walk the task with workers who perform it; record the location, equipment and surrounding operations.

2. Break the job into observable steps, including setup, access, cleanup and abnormal conditions.

3. For each step identify who could be harmed and how; consider energy, movement, exposure and simultaneous work.

4. Prefer eliminating hazards or engineering controls before relying on work rules or PPE. Assign an owner to each control.

5. Have the crew explain the controls and stop conditions in their own words; resolve differing assumptions.

6. Reassess when the job, crew, equipment or conditions change. Close actions only after checking the result.

Stop-work trigger

Pause if a hazard has no effective control or the actual work no longer matches the plan.

Adapt this resource before use. It is not OSHA-approved, a certification, a permit, or a complete site-specific safety program. The employer must determine applicable rules and approve the actual controls.

Site implementation worksheet

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Employer / site: _____

Administrator / contact: _____

Effective date / next review: _____

Complete these topic-specific arrangements

Job steps / equipment

Procedure / location / responsible person

Hazards / people exposed

Procedure / location / responsible person

Selected controls / responsible person

Procedure / location / responsible person

Attach the supporting plans

Identify applicable federal, State Plan and task-specific rules; attach equipment instructions, assessments, maps and any required written programs or permits. Record their document IDs below.

Supporting document / revision / owner

Employer approval / signature / date: _____

Approval of this worksheet alone does not authorize hazardous work.

Field check & follow-up

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Task / date / reviewer: _____

Mark each item Yes / No / N/A. Explain N/A. Resolve any missing critical control before work; record who verified the correction.

Check	Y / N / N/A	Action / owner
Task boundaries agreed		
Hazards assessed for each step		
Controls physically verified		
Other crews coordinated		
Crew understands stop conditions		

Crew briefing and verification

Discuss: Pause if a hazard has no effective control or the actual work no longer matches the plan.

Ask each worker to explain the task controls and who to contact. Record the topic, participant names, demonstration or questions, and unresolved gaps. Attendance alone is not proof of proficiency.

Participants / evidence / gaps / corrective action

Reviewed by / date / follow-up due: _____

Official reference and use

https://www.osha.gov/sites/default/files/publications/osha3071.pdf

Source checked Nov 3, 2026. OSHA regulations and recommended guidance have different roles. Verify changes and applicability before adoption. Procedures and forms here are original SafetyFluent planning aids. Copy and adapt for internal workplace use, retaining source and revision details.

Records: assign secure storage, access and retention based on applicable requirements; there is no universal retention period for every form. Keep medical details out of this general crew worksheet.