

KYTC Job Hazard Analysis (JHA) Form Use Guide

Use the guide below for use of the “new” 2026 & beyond template for Job Hazard Analysis (JHA) creation.

The action instructions are coded to indicate how the field is used, and who enters the information.

Data entered by SOS	Date entered by originator of JHA
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Page 1 is used for all JHAs.

JHA number – assigned by SOS

Dates you completed the form or revision draft

Name of equipment or task

Description of equipment or task

Photo of equipment unit or task

“Hazard Type” is general category of hazard, for example “Burns”. Hazard Description 1,2,...can describe further, example “flash fire” or “chemical”.

Control Type is a category for example “Fire prevention”, with Description 1 “allow engine to cool before refueling” or “Eliminate ignition sources”.

List each required PPE type / item one per line. If 2 related items are required (ex. Safety glasses & face shield for chainsaw) they can share a line. Check box if listed.

Prepared by: person creating the draft JHA.

SOS staff Reviewing / Approving

List any external statute or policy referenced (MUTCD, Safety & Health Admin Guide, etc)

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Page 2 (not required, however if you don't use it just type "No Page 2" in the large blue text box so we are clear that it was intentionally left blank.

The image shows a form titled "JOB HAZARD ANALYSIS (JHA)". At the top right, there are fields for "Date Prepared:" and "Date Revised:". Below the title, there is a large blue text box. On the left side, there are four photo upload spots, each with a camera icon. To the right of these spots is a large light blue area for notes or controls. At the bottom left, there is a logo for "TEAM KENTUCKY" and "References:" followed by a text box. At the bottom right, there are fields for "Prepared By:" and "Reviewed By:". Three callout boxes provide instructions: 1. Points to the top right fields: "Carry over Name & Date Prepared / Revised from page 1." 2. Points to the large light blue area: "Additional space for Controls or to expand on work processes, provided additional info for photos, or any other information relevant." 3. Points to the photo upload spots: "Spots for up to 4 additional photos to show specific hazards, controls, tasks or critical items if needed." A fourth callout box points to the caption area below each photo: "Photo identifier / caption below each photo (ex. Fig 1, Photo A, etc.) to allow you to reference the photo clearly."

When you have completed the draft, submit it to any of the Secretary's Office of Safety staff for review. Upon review & approval, SOS will assign a JHA number and the JHA will be published on the SOS internet site and in BOOTS.

Copy of this template and guide is available on the JHA page of the Safety internet home:

