Sample Manufacturing Co.
Plant 2, 2200 Industrial Blvd, Fort Worth, TX 76106
(817) 555-0190

Job Hazard Analysis

Form JHA-0014 Rev. 3



Where the work is: conveyor C-3 where packaging line 3 starts, seen from aisle B. Photo Oct 6, 6:50 AM.

Job / task
Replace the drive belt on conveyor C-3

Location
Plant 2, packaging line 3, conveyor C-3

Date
Tue, Oct 6, 2026 Crew size 4

Supervisor
Hank Osei

Authorized employees (lockout)
Derek Boone, Carlos Méndez

Scope of work
Replace the worn drive belt on conveyor C-3 and track the new one. Line 3 down 7:00 to 11:00 AM. Lockout procedure LOTO-014 (conveyor C-3): one 480 V disconnect, gravity take-up weight.

Conditions today
Line 3 down; lines 1 and 2 running beside it. Forklift traffic in aisle B.

PPE required
- [X] Safety glasses
- [X] Cut-resistant gloves
- [X] Safety-toe boots
- [X] Hearing protection
- [X] Arc-rated PPE for the voltage test
- [ ] Hard hat
- [ ] Respirator

Permits
- [X] Lockout (LOTO-014)
- [ ] Hot work
- [ ] Confined space
- [ ] Energized work

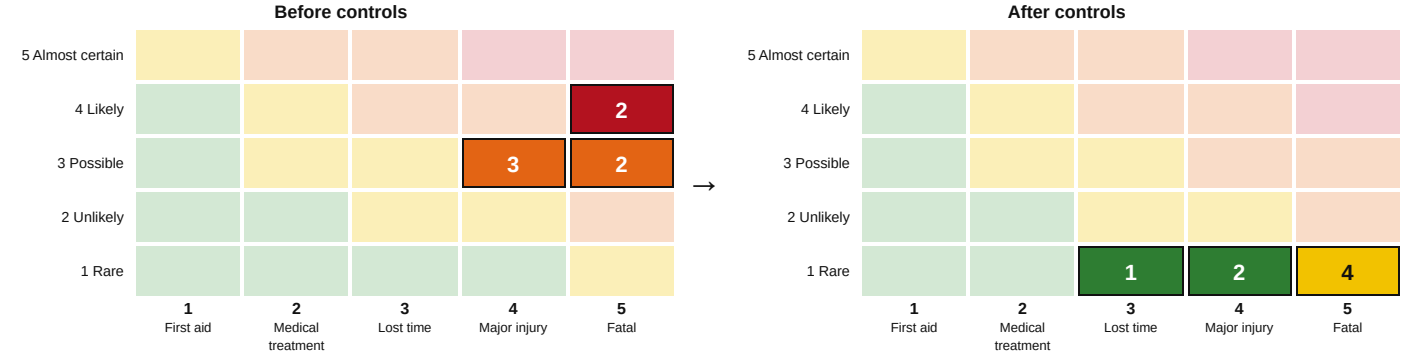
If someone is hurt
Call 911, then the front office at ext. 100. Give this address: 2200 Industrial Blvd, Plant 2, dock door 6.

First aid and AED
First aid and CPR: Priya Natarajan, Derek Boone. AED: maintenance shop wall.

Muster point
North parking lot, row A. Shift lead counts heads.

Risk before and after controls

7 hazards. Before controls: 2 critical, 5 high. After: 4 medium, 3 low.



Score = likelihood × severity. Low 1–4, medium 5–9, high 10–16, critical 20–25. Counted from the steps on page 2. It changes on its own when a hazard or a control changes.

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#	Job step, in order	What could go wrong	How we prevent it	Who	Risk before / after
1	**Plan the job and tell the line**	Someone restarts the conveyor while a person is in it 1910.147(c)(9), (d)(1)	• Tell the line 3 operators and the shift lead before shutdown • "Do not operate" sign at the line 3 station • Follow LOTO-014, step by step	Derek Boone	High 15 (3×5) Medium 5 (1×5)
2	**Shut down and lock out**	Stored energy: 480 V power and the take-up weight dropping 1910.147(d)(2)–(5)	• Stop at the station, then open disconnect DS-3 • Each authorized employee puts on a personal lock and tag • Pin the take-up counterweight before slacking the belt	Derek Boone	Critical 20 (4×5) Medium 5 (1×5)
3	**Verify zero energy**	Wrong disconnect, or a circuit still live 1910.147(d)(6); 1910.333(b)(2)(iv)	• Everyone clear, then press start: nothing moves • Qualified person tests for absence of voltage at the motor, in the PPE on the arc flash label • Start button back to off	Derek Boone	Critical 20 (4×5) Low 4 (1×4)
4	**Remove the guard and the old belt**	Cuts from belt edges and tools; guard falling 1910.212(a)(1); 1910.138(a)	• Guard comes off only after zero energy is verified • Cut-resistant gloves • Two people on the 60 lb end guard	Carlos Méndez	High 12 (3×4) Low 3 (1×3)
5	**Fit and tension the new belt**	Strains; hand caught at the pulley if anything moves 1910.147(d)(6); 5(a)(1)	• Locks stay on the whole time • Tension with the take-up screws, not by hand • Team lift the belt roll • Replace the tail pulley lagging with the same locks on	Carlos Méndez	High 12 (3×4) Medium 5 (1×5)
6	**Guard on, clear the area, restore**	Someone in the line at restart 1910.147(e)(1)–(3)	• Guard back on and fastened, tools out • Count heads; tell the operators before removing locks • Each person removes only their own lock	Derek Boone	High 15 (3×5) Medium 5 (1×5)
7	**Test run and track the belt**	Caught in moving parts while tracking 1910.212(a)(1); 1910.147(f)(1)	• Track only with the guard on, adjusting from outside it • Any adjustment inside the guard: stop and lock out again	Derek Boone	High 12 (3×4) Low 4 (1×4)

IF ANYTHING CHANGES, STOP, LOCK OUT AGAIN, AND GO OVER THIS JHA WITH EVERYONE ON THE JOB.

Stop work if

- Anything moves after lockout, or the meter shows voltage
- A lock or tag is missing or isn't yours
- The take-up weight isn't pinned
- Someone from another line walks into the work area
- Anyone gets hurt: stop, call Hank Osei

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Prepared by (foreman)	Reviewed by	Date
Derek Boone	Hank Osei	Tue, Oct 6, 2026

Crew sign-in: I went over this JHA and understand it

#	Name (print)	Signature	Time
1	Derek Boone		6:58
2	Carlos Méndez		6:59
3	Priya Natarajan		7:01
4	Ray Dunn		9:45
5			
6			
7			
8			
9			
10			

Changes after it was signed. Anyone who joins later goes over it and signs in above.

Rev.	Time	What changed	By
1	6:55 AM	Gone over with everyone on the job and signed before lockout.	DB
2	8:40 AM	Tail pulley lagging is worn; replacing it too, locks stay on. Scope and step 5 updated; Hank Osei extended the line 3 shutdown to 11:00 AM.	DB
3	9:45 AM	Ray Dunn joined to help. Put on his own lock and tag at DS-3, then signed in (line 4).	DB