



FRED SHEARER & SONS, INC.
ESTABLISHED 1916

Job Hazard Analysis		JHA # 43
Job/Task Title: Doors & Hardware		
Safe Job Procedure:		Revised 09/2025
This JHA is for the safe and successful completion of doors & hardware installation. Special emphasis is placed on using mechanical means when feasible, if you must manually move material, use proper ergonomics and lifting techniques to avoid strain and sprain injury.		
WORKERS MUST READ AND UNDERSTAND JHA #0 BEFORE BEGINNING ANY TASK		
Review JHA: 35 Material Handling		
Steps to Complete Job	Hazards	Preventive Measures
Unloading and staging materials	Worker can be exposed to manual handling injuries (sprains, strains) pinch points, slips, trips, crush injuries, material collapse or tip-over.	1) A competent person must determine what hazards exist.
		2) Use mechanical lifting aids such as dollies, or forklifts. (When operating forklifts, users must be current on training-within 3 years)
		3) Secure large materials with straps to avoid displacement. Best practice is utilizing A-frames to stage door slabs.
		4) Keep staging areas organized and maintain good housekeeping. Best practice is to secure hardware inventory to avoid misplacement.
Setting and Anchoring Door Frames	Worker may be exposed to pinch or crush injuries, exposure to silica when drilling into concrete, struck-by from falling frames.	1) Secure frame in place before anchoring
		2) When drilling or cleaning holes, follow procedure using tools, or vacuum that is Table 1 compliant with HEPA filter installed. Filters must be cleaned periodically to ensure correct function.
		3) Follow manufacturer instructions for anchors.
		4) Ensure correct layout and plumb/level installation.
Hanging Door Slabs	Worker will be exposed to strain and sprains due to awkward postures, crush hazards, pinch points, door falling during installation, damage to finished products.	1) Use door jacks or team lift.
		2) Proper hand, foot placement.
		3) Avoid awkward body positions.
Installing door hardware, Hinges, Locks, and Closers	Worker could be exposed to tool kickback, punctures, hand and eye injury, repetitive motion injuries, stored energy.	1) Inspect tools before use.
		2) Wear appropriate PPE for the task to prevent hand or eye injury.
		3) Follow hardware templates and manufacturer guidelines.



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		4) Beware of stored energy and keep body out of line of fire.
Testing Door Function	Door may slam, misalignment could cause repetitive strain, when installing closers, they can swing wild causing contact with the face or body	1) Test door swing and closing action safely.
		2) Make adjustments with door secure.
		3) Beware of stored energy and line of fire.
		4) Remove tools and debris after work is complete.
Clean up and Disposal	Trip Hazards	1) Maintain housekeeping standards, Clean as you go.
		2) Empty buggy's often to prevent overflow.

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