WHS DOCUMENTS & TEMPLATES

DOC-AGR-PACK · Angle Grinder Safety & Competency Pack

Product Overview

For: Businesses whose workers use angle grinders for cutting, grinding and finishing: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

Editable angle grinder safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.

Angle grinders cause deep cuts and face injuries when discs shatter or the grinder kicks back, start fires with sparks, and create silica dust when cutting masonry. Most injuries involve a removed guard, the wrong disc, or one-handed use. A verification of competency is how a business checks a worker uses the grinder safely at its site, and keeps a record of it.

This pack answers three questions. The safe work instruction tells the worker what to do and when to stop. The VOC checks they can do it. The field verification checks the controls are working on site. A pre-use checklist is the link used every time.

No high risk work licence is needed for using an angle grinder under the WHS Regulations or, in Victoria, the OHS Regulations. The business must still make sure each worker is trained, competent and supervised for the work. Cutting or grinding outside a dedicated area may be hot work under your permit system, and cutting masonry, concrete or stone creates silica dust that needs its own controls. A VOC is the business's own check that a worker can do the work safely at its site: it is not a licence and it is not a nationally recognised qualification.

SAMPLE

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Angle Grinder Safe Work Instruction

How to work safely with [Make and model] at [Site name]

Document number		**Version**	
Site		**Work area**	
Approved by		**Review date**	

1 Purpose and scope

This instruction sets out how to use **[Make and model]** safely at **[Site name]**: the checks before use, choosing and fitting discs, cutting and grinding, sparks and silica dust, and the points where the worker must stop.

It applies to every worker at the site, including contractors and hire users. It does not replace the manufacturer's operating instructions. Where they differ, follow the manufacturer and tell your supervisor, so this instruction can be corrected.

2 Who may do the work

- Has a current VOC for this work, and any licence or training the work needs
- Has been authorised by **[Supervisor name]** to do the work at this site
- Is fit for work, and has read this instruction and signed the acknowledgement at the end

Licence

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3 The equipment

Fill in one copy for each item of equipment, or list each one this instruction covers.

Make and model: [Make and model]	
Equipment ID: [Equipment ID]	
Attachments or accessories used	
Manufacturer's operating instructions kept at: [Operator's manual location]	

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Angle Grinder VOC Assessment Tool

Verification of competency for one worker, on the angle grinder and tasks in scope, at [Site name]

Purpose	To check, and record, that a worker can use safely on your plant, at your site, following your procedures.
When to use it	Before a new worker does the work unsupervised at the site; when they start on a new type of machine, attachment or task; at the re-verification interval your business sets; and after any of the review triggers in Part K.
Who completes it	An assessor your business has chosen as competent to assess (see Part B). The candidate completes the knowledge questions and signs Part J.
What goes with it	The Knowledge Questions (Candidate) for the candidate to answer, the Marking Guide (Assessor) with the model answers, and the VOC Register to track who is verified and when they are due.

Before you start

- Agree the scope (Part C) with the candidate's supervisor: what the candidate will do, on what, and where.
- Do the pre-assessment checks (Part D) before anything else. If one fails, do not start.
- The candidate answers the knowledge questions. Mark them with the Marking Guide and record the result in Part E.
- Observe the practical work (Part F) in the real work area, during normal work where it is safe, with other people kept clear.
- Watch for the safety-critical fail criteria (Part G) the whole time. Any one stops the assessment.
- Record the evidence, the outcome and the re-assessment plan (Parts H and I), give feedback, and sign off with the candidate (Part J).

Licences, training and the VOC

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Part A Candidate details

Name		**Position or role**	
Employer (if a contractor or labour hire)		**Employee or worker ID**	
Training or units of competency held (where required)		**Training completed (course and date)**	
Experience with this angle grinder		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Angle grinders: guards, discs, two-hand use, sparks and silica dust

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Equipment checked (IDs)**	

How to verify

- Visit the area while grinding is under way. Look at each control working, not at its paperwork.
- Mark each check Pass, Not met or N/A. Pass means you saw the control in place and working. If you did not see it, it is not a Pass.
- Write what you saw in the evidence column: a location, a photo reference, a record you sampled.
- Talk to the people doing the work, using the questions after the checks. They know where the near misses are.
- Record every Not met in the actions table, with an owner and a due date. Fix what you can on the spot, and record that too.

Escalate now

If a ★ critical control is Not met, act before you leave the area. Stop or restrict the grinding there until it is fixed or another control is in place, and tell **[Escalation contact]** the same shift. A failed critical control is a high potential incident: report it as one.

Checks

★ marks a critical control: one whose failure could let a disc shatter or kick back into a person, start a fire, or expose workers to silica dust. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Guards and handles					
1	Guards are fitted and set on the grinders sampled ★	☐	☐	☐	
2	Side handles are fitted; grinders used two-handed ★	☐	☐	☐	
Discs					
3	Discs are the right type and size, rated at or above the grinder's speed, and undamaged ★	☐	☐	☐	
Sparks					
4	Sparks are directed away from people and combustibles; permits where required ★	☐	☐	☐	
Silica dust					
5	Masonry, concrete and stone are cut with water or extraction and respiratory protection ★	☐	☐	☐	

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable angle grinder safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Angle grinder safe work instruction: guards, disc type and speed rating, two-hand use, sparks and silica; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Angle Grinder Safe Work Instruction.docx and .pdf
- **Angle grinder pre-use checklist: guard, handle, cord or battery, disc rating and dust controls; defect report and tags**
  03_PRESTART_CHECKS/Angle Grinder Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: guards, disc type and speed rating, two-hand use, sparks and silica dust**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-AGR-VOC**
  04_VOC_ASSESSMENT/Angle Grinder VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Angle Grinder VOC Knowledge Questions (Candidate) and Angle Grinder VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Angle Grinder VOC Register.xlsx
- **How the documents work together: one page**
  01_START_HERE/How the Documents Work Together.docx and .pdf
- **Setup guide: what to adapt before use**
  01_START_HERE/Setup Guide.docx and .pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

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