WHS DOCUMENTS & TEMPLATES

DOC-BGR-PACK · Bench and Pedestal Grinder Safety & Competency Pack

Product Overview

For: Businesses whose workers use bench or pedestal grinders: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

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

Bench and pedestal grinders cause eye injuries, hands drawn in at a wide tool rest gap, and injuries when a damaged wheel bursts. A verification of competency is how a business checks a worker sets up and 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 a bench or pedestal 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. Mounting grinding wheels should be done only by a person the business has trained and authorised for it. 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.

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Bench 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, the tool rest and tongue guard, wheel inspection, grinding, 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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Bench Grinder VOC Assessment Tool

Verification of competency for one worker, on the 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

No high risk work licence is needed for using a bench or pedestal 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. Mounting grinding wheels should be done only by a person the business has trained and authorised for it. 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.

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 bench or pedestal grinder		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Bench and pedestal grinders: tool rests and tongue guards, wheels, guards and eye protection

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 wheel burst, a hand be drawn in, or an eye be injured. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Tool rests and tongue guards					
1	Gaps are set as the manufacturer specifies on the grinders sampled ★	☐	☐	☐	
Wheels					
2	Wheels are undamaged and rated for the spindle speed ★	☐	☐	☐	
3	Only authorised workers mount wheels ★	☐	☐	☐	
Guards and eye shields					
4	Wheel guards, tongue guards and eye shields are fitted ★	☐	☐	☐	
Eye protection					
5	Users wear safety glasses ★	☐	☐	☐	
Workers (sample)					
6	Workers sampled have a current VOC	☐	☐	☐	

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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 bench and pedestal 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

- **Bench and pedestal grinder safe work instruction: tool rest and tongue guard gaps, wheel inspection, guards and eye protection; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Bench Grinder Safe Work Instruction.docx and .pdf
- **Bench grinder pre-use checklist: guards, gaps, wheels and power; defect report and tags**
  03_PRESTART_CHECKS/Bench Grinder Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: tool rest and tongue guard gaps, wheel condition, guards and eye protection**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-BGR-VOC**
  04_VOC_ASSESSMENT/Bench Grinder VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Bench Grinder VOC Knowledge Questions (Candidate) and Bench Grinder VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Bench 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)

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