WHS DOCUMENTS & TEMPLATES

DOC-BHL-SWI · Backhoe Loader Safe Work Instruction Template

Product Overview

For: Businesses whose workers operate backhoe loaders: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable backhoe loader safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Backhoe Loader Safety & Competency Pack (DOC-BHL-PACK), word for word. The Backhoe Loader VOC Assessment Template (DOC-BHL-VOC) and the Backhoe Loader Field Verification Checklist (DOC-BHL-FV) are also sold on their own. The Backhoe Loader Safety & Competency Pack (DOC-BHL-PACK) contains them all: the safe work instruction, the backhoe loader pre-start checklist, the VOC and the field verification, with a setup guide.

Under the WHS Regulations, and in Victoria the OHS Regulations, operating a backhoe loader is not high risk work that needs a licence. The business must still make sure each operator is competent, trained and supervised for the work. Some sites and principal contractors ask for more, such as a unit of competency or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Driving on a public road needs the right driver licence. Lifting suspended loads with a backhoe has its own requirements: check them before it is done. A VOC is the business's own check that an operator can work safely on its equipment, at its site: it is not a licence and it is not a nationally recognised qualification.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
Backhoe loader safe work instruction: services, stabilisers, slewing, loading and travel; stop-work points	02_SAFE_WORK_INSTRUCTION/Backhoe Loader Safe Work Instruction.docx and .pdf
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses whose workers operate backhoe loaders

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Backhoe Loader 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 operate **[Make and model]** safely at **[Site name]**: the checks before use, services, set-up, digging, loading, travel and the points where the operator must stop.

It applies to every operator 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

Under the WHS Regulations, and in Victoria the OHS Regulations, operating a backhoe loader is not high risk work that needs a licence. The business must still make sure each operator is competent, trained and supervised for the work. Some sites and principal contractors ask for more, such as a unit of competency or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Driving on a public road needs the right driver licence. Lifting suspended loads with a backhoe has its own requirements: check them before it is done. A VOC is the business's own check that an operator can work safely on its equipment, at its site: it is not a licence and it is not a nationally recognised qualification.

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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Backhoe Loader Safe Work Instruction Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable backhoe loader safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

What the full product contains

- **Backhoe loader safe work instruction: services, stabilisers, slewing, loading and travel; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Backhoe Loader Safe Work Instruction.docx and .pdf
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.pdf
- **Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information**
  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/backhoe-loader-safe-work-instruction-template

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