WHS DOCUMENTS & TEMPLATES

DOC-CDS-PACK · Concrete and Demolition Saw Safety & Competency Pack

Product Overview

For: Businesses whose workers cut concrete, masonry, stone or asphalt with handheld concrete and demolition saws: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

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

Concrete and demolition saws expose operators and others to silica dust, kick back with great force, and petrol saws produce carbon monoxide. A verification of competency is how a business checks an operator cuts wet or with extraction, controls kickback and keeps others clear at its site, and keeps a record of it.

This pack answers three questions. The safe work instruction tells the operator 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 concrete or demolition saw 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 concrete, masonry and stone creates respirable crystalline silica, and WHS and OHS laws set specific duties for that work. Construction work also needs general construction induction training (the white card). 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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Concrete Saw 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]**: silica dust controls, blades and guards, kickback, the exclusion zone, fuel and fumes, 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

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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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Concrete Saw VOC Assessment Tool

Verification of competency for one operator, on the saw 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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Supervisor Field Verification Checklist

Concrete and demolition saws: water suppression and extraction, silica, kickback, exclusion zones and fuel

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

How to verify

- Visit the area while saw cutting 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 saw cutting 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 expose people to silica dust, or let a saw kick back or a blade fail. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Water suppression and extraction					
1	Every cut uses water or on-tool extraction ★	☐	☐	☐	
Silica controls					
2	Respiratory protection as the risk assessment sets is worn and fits ★	☐	☐	☐	
3	Clean-up is wet or by H-class vacuum; no dry sweeping ★	☐	☐	☐	
Kickback and blades					
4	Guards set; blades right and rated; two-handed cutting ★	☐	☐	☐	
Exclusion zone					
5	An exclusion zone is kept around cutting ★	☐	☐	☐	

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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 concrete and demolition saw 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

- **Concrete and demolition saw safe work instruction: water suppression and extraction, silica, kickback, exclusion zone and fuel; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Concrete Saw Safe Work Instruction.docx and .pdf
- **Concrete saw pre-use checklist: guard, blade, controls, water or extraction and respiratory protection; defect report and tags**
  03_PRESTART_CHECKS/Concrete Saw Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: water suppression and extraction, silica controls, kickback, exclusion zones and fuel**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-CDS-VOC**
  04_VOC_ASSESSMENT/Concrete Saw VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Concrete Saw VOC Knowledge Questions (Candidate) and Concrete Saw VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Concrete Saw 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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