WHS DOCUMENTS & TEMPLATES

DOC-CHP-PACK · Wood Chipper Safety & Competency Pack

Product Overview

For: Businesses whose workers feed and operate wood chippers: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

Editable wood chipper safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

Wood chippers kill and maim when a worker is drawn into the feed rollers by a branch, a sleeve or a glove. A course certificate does not show that an operator tests the feed control, keeps their hands out and isolates before clearing a blockage on your chipper. A verification of competency is how a business checks that, 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-start checklist is the link used every time.

No licence is needed to operate a wood chipper under WHS or OHS laws. The business must make sure each operator is trained and competent, and towing a chipper on a public road needs the right driver licence. A VOC is the business's own check that an operator can work safely on its chipper, at its site: it is not a licence and it is not a nationally recognised qualification.

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Wood Chipper 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 set up, feed and shut down **[Make and model]** safely at **[Site name]**: the checks before use, the hazards and controls, the steps, 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

No licence is needed to operate a wood chipper under WHS or OHS laws. The business must make sure each operator is trained and competent, and towing a chipper on a public road needs the right driver licence. A VOC is the business's own check that an operator can work safely on its chipper, 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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Wood Chipper VOC Assessment Tool

Verification of competency for one operator, on the wood chipper in scope, at [Site name]

Purpose	To check, and record, that a worker can operate safely on your wood chipper, 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 licence is needed to operate a wood chipper under WHS or OHS laws. The business must make sure each operator is trained and competent, and towing a chipper on a public road needs the right driver licence. A VOC is the business's own check that an operator can work safely on its chipper, 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 wood chipper		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Wood chippers: feed control, emergency stops, no reaching in, two-person rule and exclusion zones

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

How to verify

- Visit the area while chipping 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 chipping 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 person be drawn into the chipper or struck by its discharge. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Feed control and emergency stops					
1	The feed control bar and emergency stops were tested before use and work ★	☐	☐	☐	
2	Guards and the hopper are in place ★	☐	☐	☐	
Feeding					
3	Operators feed from the side and keep hands and body outside the hopper ★	☐	☐	☐	
4	No hands or feet used to push material ★	☐	☐	☐	
5	No loose clothing or gauntlet gloves ★	☐	☐	☐	
Two-person rule					
6	A second trained person is present while chipping ★	☐	☐	☐	

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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 wood chipper safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Wood chipper safe work instruction: feed control, emergency stop test, no reaching in, two-person rule, exclusion zone; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Wood Chipper Safe Work Instruction.docx and .pdf
- **Wood chipper pre-start checklist, including the feed control and emergency stop tests, defect report and out-of-service tags**
  03_PRESTART_CHECKS/Wood Chipper Pre-start Checklist.docx and .pdf
- **Supervisor field verification checklist: feed control and emergency stop tests, feeding technique, two-person rule and exclusion zones**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-CHP-VOC**
  04_VOC_ASSESSMENT/Wood Chipper VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Wood Chipper VOC Knowledge Questions (Candidate) and Wood Chipper VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Wood Chipper 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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