WHS DOCUMENTS & TEMPLATES

DOC-CHP-SWI · Wood Chipper Safe Work Instruction Template

Product Overview

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

Version 1.0 · 9 November 2026

An editable wood chipper 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 Wood Chipper Safety & Competency Pack (DOC-CHP-PACK), word for word. The Wood Chipper VOC Assessment Template (DOC-CHP-VOC) and the Wood Chipper Field Verification Checklist (DOC-CHP-FV) are also sold on their own. The Wood Chipper Safety & Competency Pack (DOC-CHP-PACK) contains them all: the safe work instruction, the wood chipper pre-start checklist, the VOC and the field verification, with a setup guide.

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.

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
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
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 feed and operate wood chippers
- Supervisors who brief workers on how the work is done at their site
- Businesses that already verify competency and need the safe work instruction the VOC checks against

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SAMPLE · Wood Chipper Safe Work Instruction Template · Buy the full editable version:
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YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-CHP-SWI

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 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 wood chipper 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

- **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
- **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/wood-chipper-safe-work-instruction-template

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