WHS DOCUMENTS & TEMPLATES

DOC-HOT-SWI · Hot Work Safe Work Instruction Template

# Product Overview

For: Businesses whose workers weld, cut, grind or braze outside a dedicated workshop: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

**An editable hot work 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 Hot Work Pack (DOC-HOT-PACK), word for word. The Hot Work VOC Assessment Template (DOC-HOT-VOC) and the Hot Work Field Verification Checklist (DOC-HOT-FV) are also sold on their own. The Hot Work Pack (DOC-HOT-PACK) contains them all: the safe work instruction, the hot work permit and fire watch record, the VOC and the field verification, with a setup guide.

No high risk work licence covers hot work such as welding, cutting, grinding or brazing. The business must make sure the people who do it, keep fire watch and issue hot work permits are trained and competent, and that any trade or gas work done with it is done by people qualified or licensed for it where your state requires. A VOC is the business's own check that a worker can do hot work safely at its site. It is not a licence or a 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 |
|---|---|
| Hot work safe work instruction: plan, prepare the area, equipment, the work, fire watch and close-out; hazards, controls and stop-work points | 02_SAFE_WORK_INSTRUCTION/Hot Work 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 weld, cut, grind or braze outside a dedicated workshop
- 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


© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Hot Work Safe Work Instruction Template · Buy the full editable version:
training.oranaskillscentre.com/documents/hot-work-safe-work-instruction-template

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-HOT-SWI

# Hot Work Safe Work Instruction

How to do hot work safely at [Site name]: welding, cutting, grinding, brazing

| | | | |
|---|---|---|---|
| **Document number** | | **Version** | |
| **Site** | | **Work area** | |
| **Approved by** | | **Review date** | |

## 1 Purpose and scope

This instruction sets out how to do hot work at **[Site name]** outside a dedicated hot work area: the permit, preparing the area, doing the work, the fire watch and closing the permit.

It applies to every hot work operator, fire watch and permit issuer, including contractors. It is used with the hot work permit and the fire watch record. Follow the manufacturer's instructions for the equipment as well.

## 2 Who may do hot work

- Is trained and competent in the process, and has a current hot work VOC
- Has fire extinguisher training
- Has a hot work permit from **[Permit issuer]** for the task and area
- Has read this instruction, or had it explained, and signed the acknowledgement at the end

**Licences and training**

No high risk work licence covers hot work such as welding, cutting, grinding or brazing. The business must make sure the people who do it, keep fire watch and issue hot work permits are trained and competent, and that any trade or gas work done with it is done by people qualified or licensed for it where your state requires. A VOC is the business's own check that a worker can do hot work safely at its site. It is not a licence or a qualification.

## 3 The equipment and the area

*List the hot work equipment and the areas this instruction covers.*

| | |
|---|---|
| **Equipment and processes used** | |
| **Dedicated hot work areas (where no permit is needed)** | |
| **Fire protection: [Extinguisher locations]** | |
| **Fire watch period after work: [Fire watch period]** | |
| **Gas detector (where testing is needed)** | |


© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Hot Work Safe Work Instruction Template · Buy the full editable version:
training.oranaskillscentre.com/documents/hot-work-safe-work-instruction-template

WHS DOCUMENTS & TEMPLATES · DOC-HOT-SWI

# Hot Work 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 hot work 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

- **Hot work safe work instruction: plan, prepare the area, equipment, the work, fire watch and close-out; hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Hot Work 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/hot-work-safe-work-instruction-template

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0