WHS DOCUMENTS & TEMPLATES

DOC-HTL-SWI · Hand Tools Safe Work Instruction Template

Product Overview

For: Businesses whose workers use hand tools such as knives, hammers, chisels, spanners, screwdrivers and pliers: owners, supervisors and WHS advisers

Version 1.0 · 9 November 2026

SAMPLE

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

Hand tools cause cuts, puncture wounds, eye injuries and struck-by injuries, and repetitive or forceful hand tool work causes sprains, strains and other musculoskeletal disorders. The controls are simple: the right tool, in good condition, used and stored properly, and the manual task designed so it does not harm the worker.

The safe work instruction sets out the purpose and scope, who may do the work, the tools, 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.

The Hand Tools Field Verification Checklist (DOC-HTL-FV) is sold on its own. There is no VOC or pack for hand tools: the two documents are the set.

No high risk work licence is needed for using hand tools 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. Electrical work is for licensed electrical workers only, under their own procedures: insulated tools do not make it safe for anyone else to work on or near exposed live parts.

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
Hand tools safe work instruction: the right tool, condition, storage, insulated tools near electricity and manual tasks; stop-work points	02_SAFE_WORK_INSTRUCTION/Hand Tools 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 use hand tools such as knives, hammers, chisels, spanners, screwdrivers and pliers

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YOUR LOGO
Right-click > Change Picture

[Company name]

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Hand Tools Safe Work Instruction

How to choose, check, use and store hand tools safely at [Site name]

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

1 Purpose and scope

This instruction sets out how to use hand tools safely at **[Site name]**: choosing the right tool, checking its condition, using it, storing and carrying it, insulated tools near electricity, manual tasks, and the points where the worker must stop.

It applies to every worker at the site, including contractors and labour hire workers. It does not replace the manufacturers' instructions. Where they differ, follow the manufacturer and tell your supervisor, so this instruction can be corrected.

2 Who may do the work

- Has been trained in the tools used, and is competent to use them
- 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

Licences and training

No high risk work licence is needed for using hand tools 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. Electrical work is for licensed electrical workers only, under their own procedures: insulated tools do not make it safe for anyone else to work on or near exposed live parts.

3 The tools

List the hand tools this instruction covers, or attach your tool list.

Hand tools covered	
Insulated tools, their voltage rating and who may use them	
Tool storage: toolboxes, racks, sheaths and tool belts	
Damaged tools tagged out at: [Tag-out location]	

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Hand Tools 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 hand tools 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

- **Hand tools safe work instruction: the right tool, condition, storage, insulated tools near electricity and manual tasks; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Hand Tools 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

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