WHS DOCUMENTS & TEMPLATES

DOC-OXY-PACK · Oxy-acetylene Cutting and Gas Cylinders Safety & Competency Pack

Product Overview

For: Businesses whose workers cut, heat or braze with oxy-acetylene, or move, store and connect gas cylinders: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

Editable oxy-acetylene and gas cylinder safety documents that work together: a safe work instruction, a pre-use and leak test checklist, a VOC and a supervisor's field verification.

Oxy-acetylene equipment causes flashbacks, cylinder fires and explosions, oxygen-fed clothing fires and hot work fires. A course certificate does not show that a worker fits and checks flashback arrestors, leak tests properly and handles cylinders safely at your site. 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 worker 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 and leak test checklist is the link used every time.

No high risk work licence is needed for oxy-acetylene cutting or handling gas cylinders 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. Installing or altering gas pipework, manifolds and fixed gas systems is gas fitting, which is licensed work in every state. Cutting outside a dedicated area is hot work: follow your hot work permit system. 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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Oxy-acetylene Safe Work Instruction

How to cut, heat and braze with oxy-acetylene, and handle gas cylinders, 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 **[Make and model]** oxy-acetylene equipment, and move, store and connect gas cylinders, safely at **[Site name]**: the checks before use, leak testing, lighting and shutdown, fire, and the points where the worker must stop. It does not cover gas fitting.

It applies to every worker 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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Oxy-acetylene VOC Assessment Tool

Verification of competency for one worker, on the oxy-acetylene equipment 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

No high risk work licence is needed for oxy-acetylene cutting or handling gas cylinders 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. Installing or altering gas pipework, manifolds and fixed gas systems is gas fitting, which is licensed work in every state. Cutting outside a dedicated area is hot work: follow your hot work permit system. 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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Supervisor Field Verification Checklist

Oxy-acetylene and gas cylinders: flashback arrestors, hoses, leak testing, cylinder storage and restraint

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

How to verify

- Visit the area while oxy-acetylene work 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 oxy-acetylene work 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 flashback, gas leak or cylinder fire occur, or a fire start. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Flashback arrestors					
1	Flashback arrestors are fitted on the sets sampled and within their replacement dates ★	☐	☐	☐	
Hoses and leak testing					
2	Hoses and regulators are undamaged ★	☐	☐	☐	
3	Leak tests are done with solution and recorded ★	☐	☐	☐	
Cylinder storage and restraint					
4	Cylinders in use and in storage are upright and restrained ★	☐	☐	☐	
5	The store is ventilated and laid out to separate oxygen and fuel gases ★	☐	☐	☐	
Hot work					
6	Work outside a dedicated area has a permit; combustibles are cleared; extinguishers at hand ★	☐	☐	☐	

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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 oxy-acetylene and gas cylinder safety documents that work together: a safe work instruction, a pre-use and leak test checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Oxy-acetylene and gas cylinder safe work instruction: flashback arrestors, hoses, leak testing, cylinder storage and restraint; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Oxy-acetylene Safe Work Instruction.docx and .pdf
- **Oxy-acetylene pre-use and leak test checklist: cylinders, regulators, flashback arrestors, hoses and leak test; defect report and tags**
  03_PRESTART_CHECKS/Oxy-acetylene Pre-use and Leak Test Checklist.docx and .pdf
- **Supervisor field verification checklist: flashback arrestors, hoses, leak testing, cylinder storage and restraint**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-OXY-VOC**
  04_VOC_ASSESSMENT/Oxy-acetylene VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Oxy-acetylene VOC Knowledge Questions (Candidate) and Oxy-acetylene VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Oxy-acetylene 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)

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