WHS DOCUMENTS & TEMPLATES

DOC-OXY-SWI · Oxy-acetylene Cutting and Gas Cylinders Safe Work Instruction Template

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

An editable oxy-acetylene 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 Oxy-acetylene Cutting and Gas Cylinders Safety & Competency Pack (DOC-OXY-PACK), word for word. The Oxy-acetylene Cutting and Gas Cylinders VOC Assessment Template (DOC-OXY-VOC) and the Oxy-acetylene Cutting and Gas Cylinders Field Verification Checklist (DOC-OXY-FV) are also sold on their own. The Oxy-acetylene Cutting and Gas Cylinders Safety & Competency Pack (DOC-OXY-PACK) contains them all: the safe work instruction, the oxy-acetylene pre-use and leak test checklist, the VOC and the field verification, with a setup guide.

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.

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
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
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)

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YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-OXY-SWI

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

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.

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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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable oxy-acetylene 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

- **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
- **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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