WHS DOCUMENTS & TEMPLATES

DOC-PPT-FV · Portable Power Tools Field Verification Checklist

Product Overview

For: Businesses whose workers use portable power tools such as drills, saws, nail guns and battery tools: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable supervisor's checklist that checks, on site, that the controls for portable power tools are in place and working.

The supervisor looks at each control working, not at its paperwork, and marks each check Pass, Not met or N/A, with the evidence seen. ★ marks the critical controls, and a critical control that is Not met is escalated the same shift. The checklist also has questions for the people doing the work, an actions table with owners and due dates, a summary and sign-off.

It is the same checklist as in the Portable Power Tools Safety & Competency Pack (DOC-PPT-PACK), word for word. The Portable Power Tools VOC Assessment Template (DOC-PPT-VOC) and the Portable Power Tools Safe Work Instruction Template (DOC-PPT-SWI) are also sold on their own. The Portable Power Tools Safety & Competency Pack (DOC-PPT-PACK) contains them all: the safe work instruction, the power tools pre-use checklist, the VOC and the field verification, with a setup guide.

A document is not a control. The inspected and tested tools, the RCD, the guards, the right PPE and the competent worker are the controls. These documents describe them, check them, and record that they are working. A control must change the risk, and someone must be able to check it.

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
Supervisor field verification checklist: inspection and testing, RCDs, cords and leads, guards and nail guns	02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.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 portable power tools such as drills, saws, nail guns and battery tools
- Supervisors and managers who check that controls are working, on a set schedule and after a change or incident
- WHS advisers setting up consistent critical control verification across sites

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[Company name]

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Supervisor Field Verification Checklist

Portable power tools: inspection and testing, RCDs, cords and leads, guards and nail guns

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

How to verify

- Visit the area while power tool use 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 power tool use 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 worker be shocked, cut or struck by a nail. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Inspection and testing					
1	Tools and leads sampled have current test tags where required ★	☐	☐	☐	
2	Damaged tools are tagged out of use ★	☐	☐	☐	
RCDs					
3	Mains tools are used through an RCD where required, and RCDs are tested ★	☐	☐	☐	
Cords and leads					
4	Leads are off the ground and away from water, edges and traffic ★	☐	☐	☐	
Guards and nail guns					
5	Guards are in place and working; none pinned back ★	☐	☐	☐	

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Portable Power Tools Field Verification Checklist

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable supervisor's checklist that checks, on site, that the controls for portable power tools are in place and working.

What the full product contains

- **Supervisor field verification checklist: inspection and testing, RCDs, cords and leads, guards and nail guns**
  02_FIELD_VERIFICATION/Supervisor Field Verification Checklist.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/portable-power-tools-field-verification-checklist

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