WHS DOCUMENTS & TEMPLATES

DOC-PPT-PACK · Portable Power Tools Safety & Competency Pack

# 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

**Editable portable power tool safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.**

Portable power tools cause electric shocks from damaged leads, cuts from saws with pinned-back guards, and nail gun injuries. A verification of competency is how a business checks a worker inspects, connects and uses power tools safely at its site, 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 checklist is the link used every time.

No high risk work licence is needed for using portable power 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 repairs to tools and leads are electrical work for a licensed electrician, and inspection and testing must be done by a competent person. 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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# Power Tools Safe Work Instruction

How to use portable power tools safely at [Site name]: drills, saws, nail guns and battery tools

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

## 1 Purpose and scope

This instruction sets out how to use portable power tools safely at **[Site name]**: inspection and testing, RCDs, cords and leads, guards, nail guns, batteries, and the points where the worker must stop.

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 using portable power 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 repairs to tools and leads are electrical work for a licensed electrician, and inspection and testing must be done by a competent person. 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.*

| | |
|---|---|
| **Tools covered: [Make and model]** | |
| **Power supply and RCD arrangement** | |
| **Testing and tagging: [Testing and tagging provider]** | |
| **Manufacturer's instructions kept at: [Operator's manual location]** | |


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# Power Tools VOC Assessment Tool

Verification of competency for one worker, on the portable power tools 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 using portable power 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 repairs to tools and leads are electrical work for a licensed electrician, and inspection and testing must be done by a competent person. 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.

## Part A Candidate details

| | | | |
|---|---|---|---|
| **Name** | | **Position or role** | |
| **Employer (if a contractor or labour hire)** | | **Employee or worker ID** | |
| **Training or units of competency held (where required)** | | **Training completed (course and date)** | |
| **Experience with these portable power tools** | | **Last VOC or training (date)** | |


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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 Safety & Competency Pack

**END OF THE FREE SAMPLE**

This sample shows a few pages, so you can judge the layout and the quality. Editable portable power tool safety documents that work together: a safe work instruction, a pre-use checklist, a VOC and a supervisor's field verification.

## What the full product contains

- **Portable power tools safe work instruction: inspection and testing, RCDs, cords, guards, nail guns and batteries; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Power Tools Safe Work Instruction.docx and .pdf
- **Power tools pre-use checklist: cords, plugs, test tags, RCDs, guards and batteries; defect report and tags**
  03_PRESTART_CHECKS/Power Tools Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: inspection and testing, RCDs, cords and leads, guards and nail guns**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-PPT-VOC**
  04_VOC_ASSESSMENT/Power Tools VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Power Tools VOC Knowledge Questions (Candidate) and Power Tools VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Power Tools 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)

## Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
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