WHS DOCUMENTS & TEMPLATES

DOC-PPT-SWI · Portable Power Tools Safe Work Instruction Template

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 power tools 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 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 Field Verification Checklist (DOC-PPT-FV) 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.

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.

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
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
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 who brief workers on how the work is done at their site

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YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-PPT-SWI

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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Portable Power 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 power 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

- **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
- **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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