WHS DOCUMENTS & TEMPLATES

DOC-WLD-PACK · Welding Safety & Competency Pack

Product Overview

For: Businesses whose workers weld with arc (stick), MIG or TIG processes: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

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

Welders are harmed by fume, electric shock, arc flash and burns, and welding starts fires. A trade certificate shows a person can make a weld. It does not show they extract the fume, set up the earth, screen others and follow the permit system 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 welder 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 welding 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. Trade qualifications or welding certification may be required by your business or for particular work, and gas fitting is licensed work in every state. Welding outside a dedicated welding 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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Welding Safe Work Instruction

How to weld safely with [Make and model] at [Site name]: arc, MIG and TIG

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

1 Purpose and scope

This instruction sets out how to weld safely with **[Make and model]** at **[Site name]**: the checks before use, fume, arc flash, electric shock, gas cylinders and fire, and the points where the welder must stop. Welding outside a dedicated welding area is hot work: the hot work permit system applies as well.

It applies to every welder 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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Welding VOC Assessment Tool

Verification of competency for one welder, on the processes 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

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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 this welding equipment		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Welding: fume extraction, UV screens, earthing and leads, cylinders and the hot work permit

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

How to verify

- Visit the area while welding 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 welding 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 welder or others be harmed by fume, arc flash, electric shock or fire. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Fume					
1	Local exhaust extraction is working at the arc ★	☐	☐	☐	
2	Welders keep their head out of the plume	☐	☐	☐	
UV and arc flash					
3	Screens or curtains protect others from the arc ★	☐	☐	☐	
4	Welders wear helmets with the right filter shade ★	☐	☐	☐	
Earthing and leads					
5	Leads, holders and earth clamps are undamaged; earth close to the work ★	☐	☐	☐	
6	Work areas are dry ★	☐	☐	☐	
Cylinders					
7	Cylinders are upright and restrained; no leaks ★	☐	☐	☐	

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Welding Safety & Competency Pack

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable welding 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

- **Welding safe work instruction: fume extraction, UV screens, earthing and leads, cylinders and fire; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Welding Safe Work Instruction.docx and .pdf
- **Welding pre-use checklist: leads, earth, torch, cylinders, extraction and screens; defect report and out-of-service tags**
  03_PRESTART_CHECKS/Welding Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: fume extraction, UV screens, earthing and leads, cylinders and fire**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-WLD-VOC**
  04_VOC_ASSESSMENT/Welding VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Welding VOC Knowledge Questions (Candidate) and Welding VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Welding 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
- PDF copies of the Word documents, for printing blank
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