WHS DOCUMENTS & TEMPLATES

DOC-WLD-SWI · Welding Safe Work Instruction Template

# 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

**An editable welding 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 Welding Safety & Competency Pack (DOC-WLD-PACK), word for word. The Welding VOC Assessment Template (DOC-WLD-VOC) and the Welding Field Verification Checklist (DOC-WLD-FV) are also sold on their own. The Welding Safety & Competency Pack (DOC-WLD-PACK) contains them all: the safe work instruction, the welding pre-use checklist, the VOC and the field verification, with a setup guide.

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.

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 |
|---|---|
| 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 |
| 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 weld with arc (stick), MIG or TIG processes
- Supervisors who brief workers on how the work is done at their site


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Right-click > Change Picture

[Company name]

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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**

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.

## 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 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 welding 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

- **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
- **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

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https://training.oranaskillscentre.com/documents/welding-safe-work-instruction-template

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