WHS DOCUMENTS & TEMPLATES

DOC-WSM-FV · Workshop Machines Field Verification Checklist

Product Overview

For: Businesses whose workers use lathes, drill presses and milling machines: 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 workshop machines 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 Workshop Machines Safety & Competency Pack (DOC-WSM-PACK), word for word. The Workshop Machines VOC Assessment Template (DOC-WSM-VOC) and the Workshop Machines Safe Work Instruction Template (DOC-WSM-SWI) are also sold on their own. The Workshop Machines Safety & Competency Pack (DOC-WSM-PACK) contains them all: the safe work instruction, the workshop machines pre-use checklist, the VOC and the field verification, with a setup guide.

A document is not a control. The guards and interlocks, the emergency stops, isolation for setting and cleaning, the chuck key out and the competent operator 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: guards and interlocks, chuck keys, clothing and hair, emergency stops and isolation	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 lathes, drill presses and milling machines
- 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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Supervisor Field Verification Checklist

Workshop machines: guards and interlocks, chuck keys, clothing and hair, emergency stops and isolation

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

How to verify

- Visit the area while machine work 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 machine work 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 person be entangled, struck or cut by a machine. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Guards and interlocks					
1	Guards are fitted and interlocks work on the machines sampled ★	☐	☐	☐	
Chuck keys					
2	No chuck key is left in a chuck ★	☐	☐	☐	
Clothing and hair					
3	Operators have no loose clothing, jewellery or gloves near rotating parts; hair contained ★	☐	☐	☐	
Emergency stops					
4	Emergency stops work and are within reach ★	☐	☐	☐	
Isolation					
5	Machines are isolated for setting, tool changes and cleaning ★	☐	☐	☐	

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Workshop Machines 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 workshop machines are in place and working.

What the full product contains

- **Supervisor field verification checklist: guards and interlocks, chuck keys, clothing and hair, emergency stops and isolation**
  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

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