WHS DOCUMENTS & TEMPLATES

DOC-WSM-PACK · Workshop Machines Safety & Competency Pack

# 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

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

Lathes, drill presses and milling machines cause entanglement, scalping and amputations when clothing, hair or hands meet rotating parts, and injuries from thrown chuck keys and work. A verification of competency is how a business checks an operator uses guards, removes the key, keeps clear and isolates before setting and cleaning, and keeps a record of it.

This pack answers three questions. The safe work instruction tells the operator 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 workshop machines such as lathes, drill presses and milling machines 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 work on machines is for a licensed electrician. 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.

SAMPLE


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# Workshop Machines Safe Work Instruction

How to use lathes, drill presses and milling machines safely at [Site name]

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

## 1 Purpose and scope

This instruction sets out how to use workshop machines, including **[Make and model]**, safely at **[Site name]**: guards and interlocks, chuck keys, clothing and hair, emergency stops, isolation for setting and cleaning, and the points where the operator must stop.

It applies to every operator 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 workshop machines such as lathes, drill presses and milling machines 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 work on machines is for a licensed electrician. 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.*

| | |
|---|---|
| **Machines covered: [Make and model]** | |
| **Equipment IDs: [Equipment ID]** | |
| **Guards, interlocks and emergency stops on each machine** | |
| **Isolation procedure: [Isolation procedure reference]** | |
| **Manufacturer's instructions kept at: [Operator's manual location]** | |


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# Workshop Machines VOC Assessment Tool

Verification of competency for one operator, on the workshop machines 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 workshop machines such as lathes, drill presses and milling machines 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 work on machines is for a licensed electrician. 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 workshop machines** | | **Last VOC or training (date)** | |


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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 Safety & Competency Pack

**END OF THE FREE SAMPLE**

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

- **Workshop machines safe work instruction: guards and interlocks, chuck keys, clothing and hair, emergency stops and isolation; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Workshop Machines Safe Work Instruction.docx and .pdf
- **Workshop machines pre-use checklist: guards, interlocks, emergency stops and chuck keys; defect report and tags**
  03_PRESTART_CHECKS/Workshop Machines Pre-use Checklist.docx and .pdf
- **Supervisor field verification checklist: guards and interlocks, chuck keys, clothing and hair, emergency stops and isolation**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-WSM-VOC**
  04_VOC_ASSESSMENT/Workshop Machines VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Workshop Machines VOC Knowledge Questions (Candidate) and Workshop Machines VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Workshop Machines 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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