WHS DOCUMENTS & TEMPLATES

DOC-WSM-SWI · Workshop Machines Safe Work Instruction Template

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 workshop machines 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 Workshop Machines Safety & Competency Pack (DOC-WSM-PACK), word for word. The Workshop Machines VOC Assessment Template (DOC-WSM-VOC) and the Workshop Machines Field Verification Checklist (DOC-WSM-FV) 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.

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.

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
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
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 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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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 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 workshop machines 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

- **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
- **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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