WHS DOCUMENTS & TEMPLATES

DOC-CDS-VOC · Concrete and Demolition Saw VOC Assessment Template

Product Overview

For: Businesses whose workers cut concrete, masonry, stone or asphalt with handheld concrete and demolition saws: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

An editable verification of competency (VOC) for concrete and demolition saw operators: check, and record, that a operator can do the work safely at your site.

Concrete and demolition saws expose operators and others to silica dust, kick back with great force, and petrol saws produce carbon monoxide. A verification of competency is how a business checks an operator cuts wet or with extraction, controls kickback and keeps others clear at its site, and keeps a record of it.

This template gives the assessor everything in one place: the scope, the pre-assessment checks, knowledge questions with a separate marking guide, a practical observation checklist, the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

No high risk work licence is needed for using a concrete or demolition saw 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. Cutting concrete, masonry and stone creates respirable crystalline silica, and WHS and OHS laws set specific duties for that work. Construction work also needs general construction induction training (the white card). 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.

What is included

Item	File
VOC assessment tool: candidate and assessor details, scope, pre-assessment checks, practical observation checklist, safety-critical fail criteria, evidence, outcome, sign-off and review date	02_VOC_ASSESSMENT/Concrete Saw VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Concrete Saw VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Concrete Saw VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Concrete Saw VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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Concrete Saw VOC Assessment Tool

Verification of competency for one operator, on the saw and tasks 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 concrete and demolition saw		**Last VOC or training (date)**	

Part B Assessor details

Name		**Position or role**	
Experience in this work (concrete and demolition saw)		**Licence or training held (where relevant)**	
Assessor training or experience		**Relationship to the candidate (for example, supervisor, peer, external)**	

The assessor should not assess work they are not competent to do themselves. Where the assessor is the candidate's direct supervisor, record it above. It is allowed, but an independent assessor is preferred where practicable.

Part C Scope of this VOC

This VOC covers only the saw, blades and tasks ticked and written here. Structural cutting that affects the stability of a structure is planned by a competent person first.

Saw (tick the one being assessed)	Tasks and conditions (tick each one in scope)
☐ Petrol cut-off saw	☐ Cutting with water suppression
☐ Electric or battery cut-off saw	☐ Cutting with on-tool dust extraction
☐ Ring saw	☐ Cutting concrete, masonry or stone
☐ Chain saw for concrete	☐ Cutting asphalt
☐ Other: _____	☐ Cutting near services or reinforcement
	☐ Other: _____

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Concrete Saw VOC Knowledge Questions (Candidate)

Answer in your own words. You may answer out loud and have the assessor write it down.

Name		**Date**	
Equipment		**Site**	

For the candidate

These questions check that you know how to do this work safely at this site. Answer every one in your own words. Short answers are fine. If you have trouble reading or writing, tell the assessor: they will read the questions to you and write down your answers.

1. Why is concrete and masonry dust dangerous, and how do you control it? ★ critical

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The rest of this page, and the rest of this document, are in the full product.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable verification of competency (VOC) for concrete and demolition saw operators: check, and record, that a operator can do the work safely at your site.

What the full product contains

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Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
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