WHS DOCUMENTS & TEMPLATES

DOC-CHL-VOC · Chlorine and Water Treatment Chemical Handling VOC Assessment Template

Product Overview

For: Businesses whose workers store, transfer, dose or receive deliveries of chlorine and other pool and water treatment chemicals: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for workers who store, transfer and dose pool and water treatment chemicals: check, and record, that a worker can do the work safely at your site.

Chlorine products and acids release toxic gas when they mix, cause serious burns, and can start fires when stored wrongly. Most serious incidents come from a delivery to the wrong fill point, a transfer into the wrong tank, or incompatible chemicals stored together. A verification of competency is how a business checks that a worker handles these chemicals safely, from the SDS, 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 licence is needed to handle pool and water treatment chemicals at work, but they are hazardous chemicals and often dangerous goods. WHS and OHS laws require the business to manage the risks, keep a register and safety data sheets (SDS), label containers, store incompatible chemicals apart, and train workers. Some quantities bring extra duties, such as placards, manifests or notifying the regulator, and some states have separate dangerous goods laws or licences: check yours. A VOC is the business's own check that a worker can handle these chemicals 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/Water Treatment Chemicals VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Water Treatment Chemicals VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Water Treatment Chemicals VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Water Treatment Chemicals VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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Water Treatment Chemicals VOC Assessment Tool

Verification of competency for one worker, handling the chemicals and plant in scope, at [Site name]

Purpose	To check, and record, that a worker can store, transfer, dose and receive pool and water treatment chemicals safely, and respond to a spill or gas release, at your site, following the SDS and your procedures.
When to use it	Before a worker handles these chemicals unsupervised; when chemicals, plant or tasks change; 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), the Marking Guide (Assessor) with the model answers, and the VOC Register.

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**	
Chemical handling training (course and date)		**First aid training (date)**	
Experience with these chemicals and plant		**Last VOC or training (date)**	

Part B Assessor details

Name		**Position or role**	
Experience in this work (water treatment chemical handling)		**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 chemicals, plant and tasks ticked and written here. Always work from the current SDS for each chemical.

Chemicals (tick each one in scope)	Tasks (tick each one assessed)
☐ Liquid sodium hypochlorite	☐ Receiving deliveries
☐ Calcium hypochlorite (granules or tablets)	☐ Storing and segregating
☐ Hydrochloric acid or other acid for pH control	☐ Transferring or decanting
☐ Chlorine gas (cylinders or drums)	☐ Dosing (manual or plant)
☐ pH buffers and other treatment chemicals	☐ Spill and gas release response
☐ Other: _____	☐ Changing gas cylinders (trained gas operators only)
	☐ Other: _____

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Water Treatment Chemicals VOC Knowledge Questions (Candidate)

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

Name		Date	
Chemicals and plant		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. Where do you find how to handle, store and respond to each chemical? ★ critical

SAMPLE

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

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Chlorine and Water Treatment Chemical Handling VOC Assessment Template

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 workers who store, transfer and dose pool and water treatment chemicals: check, and record, that a worker can do the work safely at your site.

What the full product contains

- **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**
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Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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