WHS DOCUMENTS & TEMPLATES

DOC-EXC-FV · Excavator Field Verification Checklist

Product Overview

For: Businesses that operate excavators: owners, project and operations managers, 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 excavator 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 Excavator Safety & Competency Pack (DOC-EXC-PACK), word for word. The Excavator VOC Assessment Template (DOC-EXC-VOC) and the Excavator Safe Work Instruction Template (DOC-EXC-SWI) are also sold on their own. The Excavator Safety & Competency Pack (DOC-EXC-PACK) contains them all: the safe work instruction, the excavator pre-start checklist, the VOC and the field verification, with a setup guide.

A document is not a control. The barrier, the exclusion zone, the lock and the competent worker 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: exclusion zones, plant and pedestrian separation, underground and overhead services, with Pass, Not met, actions, escalation and evidence	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 that operate excavators
- Supervisors and managers who check that controls are working, on a set schedule and after a change or incident

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Excavator Field Verification Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/excavator-field-verification-checklist

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-EXC-FV

Supervisor Field Verification Checklist

Excavator exclusion zones, plant and pedestrian separation, underground and overhead services: check the controls are working on site

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Work plan or SWMS checked**	

How to verify

- Walk the area while excavators are working. 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 operators and workers on foot, 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 excavator 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 the machine strike a person, or a person contact a service. Delete checks that do not apply, and add your own from the work plan or SWMS.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Exclusion zones					
1	An exclusion zone covering the full slew, reach and tail swing is set up around each working excavator ★	☐	☐	☐	
2	It is marked with barriers, fencing or bunting as the work plan requires ★	☐	☐	☐	
3	Workers on foot stay out; operators stop all movement when a person enters ★	☐	☐	☐	
4	Workers approach a working machine only after a clear signal from the operator ★	☐	☐	☐	
Plant and pedestrian separation					
5	Pedestrian routes are separated from plant routes by physical barriers where the plan requires them ★	☐	☐	☐	

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Excavator Field Verification Checklist · Buy the full editable version:
training.oranaskillscentre.com/documents/excavator-field-verification-checklist

WHS DOCUMENTS & TEMPLATES · DOC-EXC-FV

Excavator 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 excavator are in place and working.

What the full product contains

- **Supervisor field verification checklist: exclusion zones, plant and pedestrian separation, underground and overhead services, with Pass, Not met, actions, escalation and evidence**
  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

https://training.oranaskillscentre.com/documents/excavator-field-verification-checklist

Instant download after purchase. · Orana Skills Centre · 1800 231 173 · bookings@oranaskillscentre.com

© 2026 Orana Skills Centre. All rights reserved. · v1.0