WHS DOCUMENTS & TEMPLATES

DOC-EXC-PACK · Excavator Safety & Competency Pack

Product Overview

For: Businesses that operate excavators: owners, project and operations managers, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

Editable excavator safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

Excavators kill people in three main ways: struck by the machine, contact with services, and rollover or collapse. Most paperwork answers only how the work should be done. It does not show the operator can do it on your machine, or that the exclusion zone, the barriers and the located services are really there today.

This pack answers all three. 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. The pre-start checklist links them every shift, and the setup guide shows what to adapt before you use them.

Under the WHS Regulations, and in Victoria the OHS Regulations, operating an excavator is not high risk work that needs a licence. The business must still make sure each operator is competent, trained and supervised for the work. Some sites, principal contractors and industries ask for more, such as a unit of competency from the Resources and Infrastructure Industry (RII) training package or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Mining has its own rules. A VOC is the business's own check that an operator can work safely on its machine, at its site: it is not a licence and it is not a nationally recognised qualification. Lifting suspended loads with an excavator has its own requirements: check them before it is done.

SAMPLE

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Excavator Safety & Competency Pack · Buy the full editable version:
training.oranaskillscentre.com/documents/excavator-safety-and-competency-pack

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-EXC-PACK

Excavator Safe Work Instruction

How to operate [Excavator make and model] safely at [Site name]

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

1 Purpose and scope

This instruction sets out how to operate **[Excavator make and model]** safely at **[Site name]**: the checks before use, the hazards and controls, the steps for each part of the work, and the points where the operator must stop.

It applies to every person who operates the excavator at the site, including contractors and labour hire workers. Where the work is high risk construction work, it is used with the safe work method statement (SWMS) for the task. 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 operate

- Has a current verification of competency (VOC) for this class of excavator and each attachment and task they do
- Holds any training or authorisation **[Company name]** or the site requires, and the white card for construction work
- Has completed the site induction and been authorised by **[Supervisor name]** to operate at this site
- Is fit for work: not affected by fatigue, alcohol, drugs or medicines
- Has read this instruction, or had it explained, and signed the acknowledgement at the end

Licences and training

Under the WHS Regulations, and in Victoria the OHS Regulations, operating an excavator is not high risk work that needs a licence. The business must still make sure each operator is competent, trained and supervised for the work. Some sites, principal contractors and industries ask for more, such as a unit of competency from the Resources and Infrastructure Industry (RII) training package or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Mining has its own rules. A VOC is the business's own check that an operator can work safely on its machine, at its site: it is not a licence and it is not a nationally recognised qualification. Lifting suspended loads with an excavator has its own requirements: check them before it is done.

SAMPLE

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Excavator Safety & Competency Pack · Buy the full editable version:
training.oranaskillscentre.com/documents/excavator-safety-and-competency-pack

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-EXC-PACK

Excavator VOC Assessment Tool

Verification of competency for one operator, on one class of excavator, at [Site name]

Purpose	To check, and record, that a worker can operate safely on your excavator, 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

Under the WHS Regulations, and in Victoria the OHS Regulations, operating an excavator is not high risk work that needs a licence. The business must still make sure each operator is competent, trained and supervised for the work. Some sites, principal contractors and industries ask for more, such as a unit of competency from the Resources and Infrastructure Industry (RII) training package or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Mining has its own rules. A VOC is the business's own check that an operator can work safely on its machine, at its site: it is not a licence and it is not a nationally recognised qualification. Lifting suspended loads with an excavator has its own requirements: check them before it is done.

SAMPLE

© 2026 Orana Skills Centre. All rights reserved.

SAMPLE · Excavator Safety & Competency Pack · Buy the full editable version:
training.oranaskillscentre.com/documents/excavator-safety-and-competency-pack

YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-EXC-PACK

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 Safety & Competency Pack · Buy the full editable version:
training.oranaskillscentre.com/documents/excavator-safety-and-competency-pack

WHS DOCUMENTS & TEMPLATES · DOC-EXC-PACK

Excavator Safety & Competency Pack

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable excavator safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Excavator safe work instruction: step by step, hazards, controls and stop-work points, with places for the make, model and manufacturer's instructions**
  02_SAFE_WORK_INSTRUCTION/Excavator Safe Work Instruction.docx and .pdf
- **Excavator pre-start checklist: daily checks, defect report and out-of-service process, with printable tags**
  03_PRESTART_CHECKS/Excavator Pre-start Checklist.docx and .pdf
- **Supervisor field verification checklist: exclusion zones, plant and pedestrian separation, underground and overhead services, with Pass, Not met, actions, escalation and evidence**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-EXC-VOC**
  04_VOC_ASSESSMENT/Excavator VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Excavator VOC Knowledge Questions (Candidate) and Excavator VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Excavator 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
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

https://training.oranaskillscentre.com/documents/excavator-safety-and-competency-pack

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

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