WHS DOCUMENTS & TEMPLATES

DOC-MOW-PACK · Ride-on Mower Safety & Competency Pack

Product Overview

For: Businesses whose workers operate ride-on mowers, including on slopes and embankments: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

SAMPLE

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

Ride-on mowers roll over on slopes and embankments, throw objects, and injure hands and feet at the deck. A training card does not show that an operator assesses a slope, keeps the ROPS up and clears a blockage safely on your mower, at your site. A verification of competency is how a business checks that, and keeps a record of it.

This pack answers three questions. 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. A pre-start checklist is the link used every time.

Under the WHS Regulations, and in Victoria the OHS Regulations, operating a ride-on mower 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 and principal contractors ask for more, such as a unit of competency or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Driving on a public road needs the right driver licence and the vehicle must meet road rules. A VOC is the business's own check that an operator can work safely on its equipment, at its site: it is not a licence and it is not a nationally recognised qualification.

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Ride-on Mower Safe Work Instruction

How to work safely with [Make and model] at [Site name]

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

1 Purpose and scope

This instruction sets out how to operate **[Make and model]** safely at **[Site name]**, including on slopes and embankments: the checks before use, the hazards and controls, the steps, 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

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3 The equipment

Fill in one copy for each item of equipment, or list each one this instruction covers.

Make and model: [Make and model]	
Equipment ID: [Equipment ID]	
Attachments or accessories used	
Manufacturer's operating instructions kept at: [Operator's manual location]	

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Ride-on Mower VOC Assessment Tool

Verification of competency for one operator, on the ride-on mower in scope, at [Site name]

Purpose	To check, and record, that a worker can operate safely on your ride-on mower, 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 a ride-on mower 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 and principal contractors ask for more, such as a unit of competency or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Driving on a public road needs the right driver licence and the vehicle must meet road rules. A VOC is the business's own check that an operator can work safely on its equipment, at its site: it is not a licence and it is not a nationally recognised qualification.

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 ride-on mower		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Ride-on mowers: rollover, ROPS and seatbelts, slope assessment, edges, thrown objects and people

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Equipment checked (IDs)**	

How to verify

- Visit the area while mowing is under way. 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 the people doing the work, 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 mowing 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 a mower roll over, throw an object at a person or injure an operator at the deck. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Slope assessment					
1	A slope map or slope assessment exists for the areas being mown ★	☐	☐	☐	
2	Slopes being mown are within the manufacturer's limit ★	☐	☐	☐	
3	Slopes beyond the limit are mown another way ★	☐	☐	☐	
Rollover, ROPS and seatbelts					
4	ROPS are up and locked on the mowers sampled ★	☐	☐	☐	
5	Operators are wearing the seatbelt ★	☐	☐	☐	
Edges and embankments					
6	Operators keep the edge setback from drains, batters and water ★	☐	☐	☐	

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Ride-on Mower Safety & Competency Pack

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Editable ride-on mower 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

- **Ride-on mower safe work instruction: slopes and embankments, rollover, thrown objects, blockages; hazards, controls and stop-work points**
  02_SAFE_WORK_INSTRUCTION/Ride-on Mower Safe Work Instruction.docx and .pdf
- **Ride-on mower pre-start checklist: daily checks, defect report and out-of-service process, with printable tags**
  03_PRESTART_CHECKS/Ride-on Mower Pre-start Checklist.docx and .pdf
- **Supervisor field verification checklist: rollover, ROPS and seatbelts, slope assessment, edges and thrown objects**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-MOW-VOC**
  04_VOC_ASSESSMENT/Ride-on Mower VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Ride-on Mower VOC Knowledge Questions (Candidate) and Ride-on Mower VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Ride-on Mower 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

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- Excel (.xlsx), editable, with dropdowns and formulas
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