WHS DOCUMENTS & TEMPLATES

DOC-RDW-CCV · Working On or Near Roads Critical Control Verification Pack

Product Overview

For: Businesses that work on or near roads: WHS advisers, project and works managers, supervisors and control owners

Version 1.0 · 15 November 2026

Field-ready Critical Control Verification forms for working on or near roads: one for each of the 7 critical controls that stop a worker being struck by a passing vehicle, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

Most workplaces have controls for working on or near roads: signs and tapers, speed reductions, barriers, truck-mounted attenuators, traffic controllers and high-visibility clothing. The question is whether they are working today. A critical control verification (CCV) is the proof: a planned check, in the field, that a control that matters most is in place, in good condition, working as designed, used properly and not bypassed.

This pack gives you one CCV form for each of 7 critical controls (5 preventing, 1 preventing and mitigating, 1 mitigating) for the unwanted event: worker struck by a passing vehicle. Each form shows where the control sits on the bowtie, what it must achieve, how it fails, and a checklist scored Pass, Fail or Non-conformance. Physical controls are Pass or Fail only; Non-conformance is kept for administrative items such as records and training dates. A Fail stops the work and is escalated as a high potential incident. The last page of each form has prompts for talking to the operators, workers and supervisors who use the control.

The full bowtie shows every control on one page, the schedule sets who verifies each one and how often, and the guide explains the method. Every form is editable, so you can adapt it to your site. Made by Orana Skills Centre.

SAMPLE

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How to Use These CCVs

Working On or Near Roads Critical Control Verification Pack

What a critical control verification is

The key word here is proof. Not assumption, not guesswork. A critical control verification (CCV) is a planned check, in the field, that one critical control is doing its job. It checks that the control:

- Exist
- Are in place and in good condition
- Are functioning as designed
- Are being used properly
- Are not being bypassed or failing silently

Each CCV form tests one control against its performance requirements, item by item, grouped by those five checks and then the records. It is not a general inspection, an audit, or a maintenance check: keep those, and use the CCVs alongside them for the few controls that matter most.

The bowtie and the critical controls in this pack

Hazard: Work on or beside roads open to traffic. Unwanted event: Worker struck by a passing vehicle. Road construction and maintenance, utility, telecommunications and drainage work, line marking, vegetation and litter work, and any task where people work on, or close enough to, a road carrying traffic that a vehicle could reach them.

CCV	Critical control	Type	Sits on	At your site
CCV-01	Traffic guidance scheme set out on the road as designed, with reduced speed	Preventing	T3	Use at every site where the threat or consequence is present.
CCV-02	Physical separation from traffic by barrier, attenuator or closure	Preventing and mitigating	T1 (preventing); C3 (mitigating)	Works on both sides (the owner's rule): on T1 it stops an errant vehicle reaching workers; on C3 an attenuator absorbs the crash for the driver. Use where your plan requires separation.
CCV-03	Workers stay inside the protected work area, with a lookout where needed	Preventing	T2	Use at every site where the threat or consequence is present.
CCV-04	Traffic controllers qualified, positioned safely, with an escape route	Preventing	T1, T4	Use where traffic controllers or portable traffic control devices are used.
CCV-05	Traffic control set up, changed and removed in a protected sequence	Preventing	T4	Kept separate from CCV-01 (the owner's rule): set-up and pack-up are checked at different times from the scheme in use.
CCV-06	Workers and the work area visible, with high-visibility clothing and lighting	Preventing	T5	Use at every site where the threat or consequence is present.
CCV-07	Emergency response for a worker struck by a vehicle	Mitigating	C1, C2	Use at every site where the threat or consequence is present.

Mitigating controls can be critical too, especially when they are the last line of defence. They are just as critical as prevention, and must be resourced, practised and verified.

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[Company name]

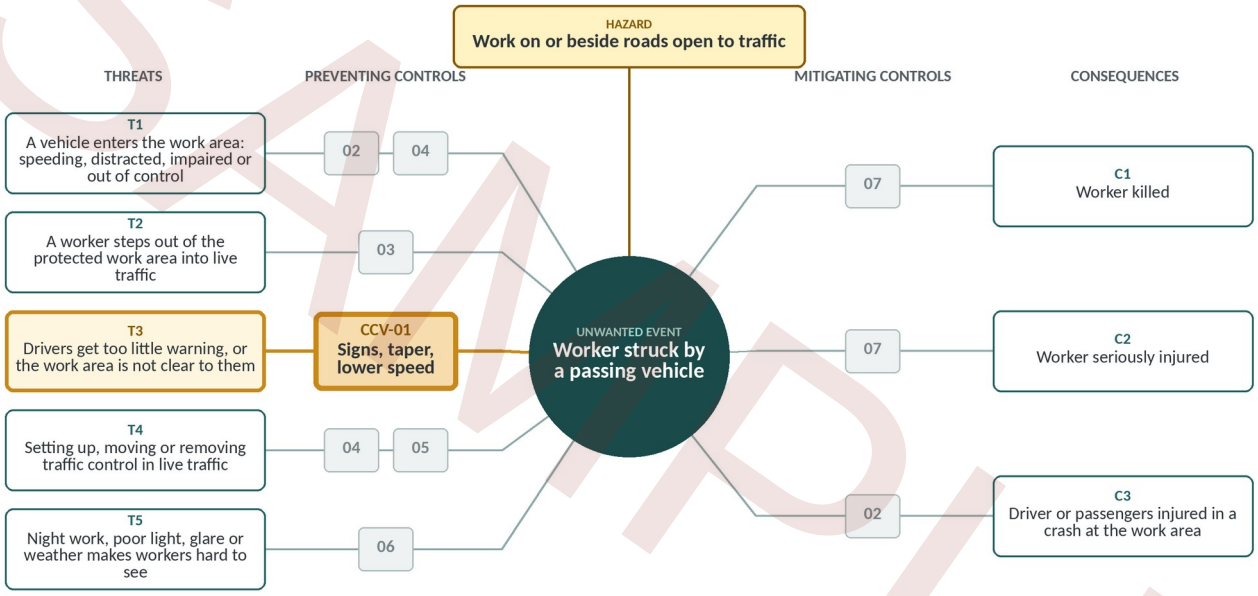
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CCV-01 Traffic guidance scheme set out on the road as designed, with reduced speed

Critical Control Verification · Preventing control · Working on or near roads

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-01, on threat line T3. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Traffic guidance scheme set out on the road as designed, with reduced speed
Type	Preventing: it stops the unwanted event happening.
It sits on	Threat T3: Drivers get too little warning, or the work area is not clear to them
Hierarchy of control	Engineering and Administrative
Objective	Warn drivers early, guide them past the work and slow them down: advance warning signs, speed reduction signs, tapers and delineation set out on the road exactly as the traffic guidance scheme shows, for the road's speed and conditions, and kept in place.
Why it is critical	Drivers who do not see the work in time, or do not slow down, are the ones who enter the work area. The signs, tapers and speed reduction on the road are the control; the scheme on paper only describes them.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	Signs, tapers, cones, bollards and delineation are set out as the traffic guidance scheme shows, at the spacings the road speed requires.

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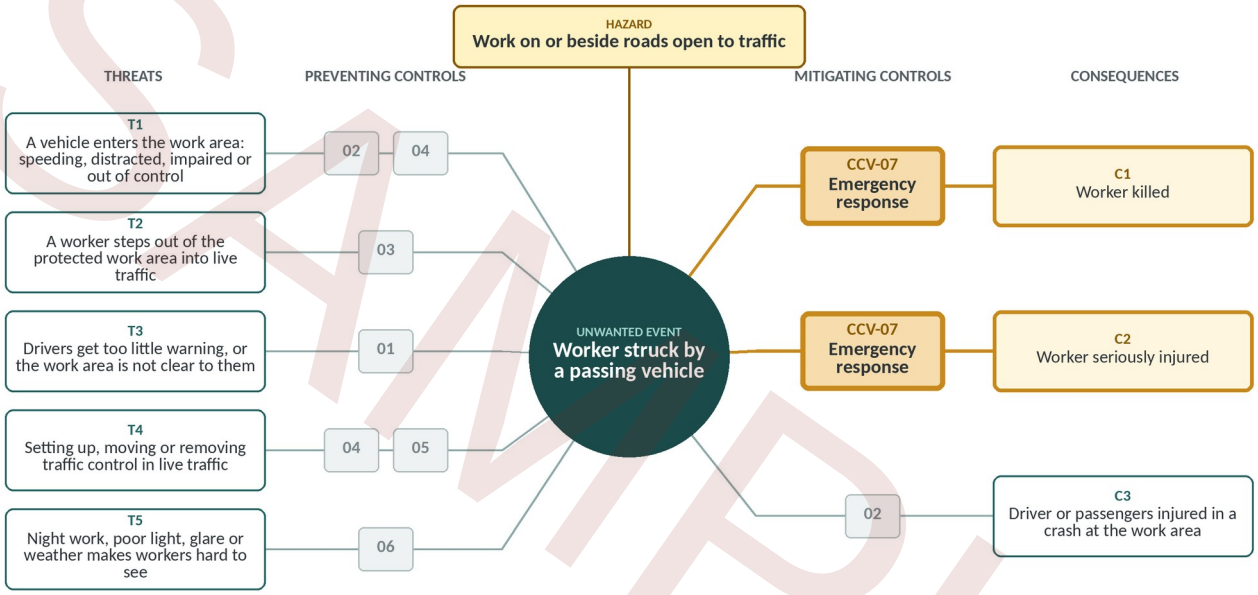
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CCV-07 Emergency response for a worker struck by a vehicle

Critical Control Verification · Mitigating control · Working on or near roads

Site or location		**Plant or area verified**	
Date and time		**Shift**	
Verified by (name and role)		**Control owner**	

1 Where this control sits on the bowtie



Amber: this control, CCV-07, on consequence lines C1 and C2. Grey numbers: the other critical controls in this pack. Preventing controls sit left of the unwanted event and stop it happening; mitigating controls sit right of it and limit the harm.

2 The control

Control	Emergency response for a worker struck by a vehicle
Type	Mitigating: it limits the harm once the unwanted event has happened.
It sits on	Consequence C1: Worker killed; consequence C2: Worker seriously injured
Hierarchy of control	Administrative
Objective	If a worker is struck, stop traffic, protect the scene from further vehicles, give first aid, and get an ambulance to the exact location fast.
Why it is critical	Injuries from vehicle strikes are severe and time-critical. Responders can be struck too if traffic is not stopped. A practised response protects the casualty and the people helping.

3 Performance requirements

What the control must achieve. The checklist in part 5 tests each one.

No.	The control must meet this requirement
R1	Workers know how to stop traffic and protect the scene before helping the casualty.
R2	A trained first aider and a first aid kit suited to trauma are with the crew.
R3	Workers know how to raise the alarm, **[Site emergency contact]** and 000, and give the exact location.
R4	The crew knows the location in terms emergency services understand: road name, direction, nearest cross street or kilometre marker.

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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. Field-ready Critical Control Verification forms for working on or near roads: one for each of the 7 critical controls that stop a worker being struck by a passing vehicle, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

What the full product contains

- **7 Critical Control Verification forms, one per critical control (5 preventing, 1 preventing and mitigating, 1 mitigating): each with its bowtie, objective, performance requirements, failure modes, a Pass / Fail / Non-conformance checklist, the overall result, actions, a page of prompts for talking to the people who use the control, and sign-off**
  03_CCV_FORMS/ (Word and PDF)
- **The critical controls: CCV-01 Signs, taper, lower speed (preventing); CCV-02 Barrier or attenuator (preventing and mitigating); CCV-03 Stay in the work area (preventing); CCV-04 Safe traffic controllers (preventing); CCV-05 Protected set-up and removal (preventing); CCV-06 Visible workers (preventing); CCV-07 Emergency response (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-07
- **The full bowtie for working on or near roads on one page: every threat, consequence and critical control**
  02_BOWTIE/Working On or Near Roads Bowtie.docx and .pdf
- **The CCV schedule: who verifies each control, how often by exposure, the method and the record**
  04_CCV_SCHEDULE/CCV Schedule.docx and .pdf
- **The CCV schedule workbook: suggested frequency by exposure, next due dates and status by formula, dropdowns, no macros**
  04_CCV_SCHEDULE/CCV Schedule.xlsx
- **How to use these CCVs: the method, scoring, the response to a Fail or Non-conformance, frequency, and adapting the set to your site**
  01_START_HERE/How to Use These CCVs.docx and .pdf
- **Read Me First, Product Overview, Permitted Use Terms and Version Information**
  01_START_HERE/ (PDF)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas (no macros)
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