WHS DOCUMENTS & TEMPLATES

DOC-RDW-FV · Working On or Near Roads Field Verification Checklist

Product Overview

For: Businesses whose workers work on or next to roads, footpaths and road shoulders: owners, 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 working on or near roads 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 Working On or Near Roads Pack (DOC-RDW-PACK), word for word. The Working On or Near Roads VOC Assessment Template (DOC-RDW-VOC) and the Working On or Near Roads Safe Work Instruction Template (DOC-RDW-SWI) are also sold on their own. The Working On or Near Roads Pack (DOC-RDW-PACK) contains them all: the safe work instruction, the work zone set-up checklist, the VOC and the field verification, with a setup guide.

A document is not a control. The approved traffic guidance scheme, the protected work area, the vehicle positions, the lookout 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: traffic guidance schemes, work zones, vehicle positioning and spotters	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 whose workers work on or next to roads, footpaths and road shoulders
- Supervisors and managers who check that controls are working, on a set schedule and after a change or incident
- WHS advisers setting up consistent critical control verification across sites

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Supervisor Field Verification Checklist

Working on or near roads: traffic guidance schemes, work zones, vehicle positioning and spotters

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Work zones checked (locations)**	

How to verify

- Visit the area while roadside work 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 roadside 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 a worker be struck by a passing or work vehicle. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Traffic guidance scheme					
1	An approved scheme is on site and the zone matches it ★	☐	☐	☐	
2	It was set up by people with the right accreditation ★	☐	☐	☐	
Work zone					
3	Workers stay inside the protected area; plant and materials inside the zone ★	☐	☐	☐	
4	Barriers or a safety buffer are in place as the scheme sets ★	☐	☐	☐	
Vehicle positioning					
5	Work vehicles are positioned as the scheme sets, warning lights on ★	☐	☐	☐	
6	Reversing is done with a spotter or camera ★	☐	☐	☐	

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Working On or Near Roads 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 working on or near roads are in place and working.

What the full product contains

- **Supervisor field verification checklist: traffic guidance schemes, work zones, vehicle positioning and spotters**
  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

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