WHS DOCUMENTS & TEMPLATES

DOC-RDW-PACK · Working On or Near Roads Pack

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

Editable roadside work documents that work together: a safe work instruction, a work zone set-up checklist, a VOC and a supervisor's field verification.

Workers on or next to roads are struck by passing vehicles, by their own crew's vehicles, and when a work zone does not match its plan. A card or a course does not show that a worker stays in the protected area, positions vehicles correctly and stops when the zone is wrong. 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 worker 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 work zone set-up checklist is the link used every time.

Directing traffic, and designing, setting up or changing traffic guidance schemes, is traffic control and traffic management work: it needs the training or accreditation the road authority in your state or territory requires. Requirements differ between states; some, such as New South Wales, issue their own traffic control qualifications. Confirm with your road authority. This VOC checks a worker can work safely in a road work zone set up to an approved scheme: it does not cover directing traffic, it does not replace any traffic control accreditation, and it is not a nationally recognised qualification.

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Roadside Work Safe Work Instruction

How to work safely on or near roads at [Site name]

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

1 Purpose and scope

This instruction sets out how to work safely in a road work zone at **[Site name]**: checking the traffic guidance scheme, positioning vehicles, working inside the protected area, spotters, and the points where the crew must stop. It does not cover directing traffic.

It applies to every worker 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 roadside work
- Holds the road authority's training or accreditation for any traffic control or traffic management task
- Has been authorised by **[Supervisor name]**
- Is fit for work, and has read this instruction and signed the acknowledgement at the end

Licence

Directing traffic, and designing, setting up or changing traffic guidance schemes, is traffic control and traffic management work: it needs the training or accreditation the road authority in your state or territory requires. Requirements differ between states; some, such as New South Wales, issue their own traffic control qualifications. Confirm with your road authority. This VOC checks a worker can work safely in a road work zone set up to an approved scheme: it does not cover directing traffic, it does not replace any traffic control accreditation, and it is not a nationally recognised qualification.

3 The work zone

Fill in for each job, or attach the traffic guidance scheme.

Road and location	
Traffic guidance scheme reference: [Traffic guidance scheme reference]	
Set up by (name and accreditation)	
Vehicles and warning devices	
Escape routes	

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Roadside Work VOC Assessment Tool

Verification of competency for one worker, on the roadside work zone in scope, at [Site name]

Purpose	To check, and record, that a worker can work safely in a road work zone set up to an approved traffic guidance scheme, at your site, following your procedures.
When to use it	Before a worker does roadside work unsupervised; when they take on a new task or kind of road; 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), the Marking Guide (Assessor) with the model answers, and the VOC Register.

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).

Traffic control, training and the VOC

Directing traffic, and designing, setting up or changing traffic guidance schemes, is traffic control and traffic management work: it needs the training or accreditation the road authority in your state or territory requires. Requirements differ between states; some, such as New South Wales, issue their own traffic control qualifications. Confirm with your road authority. This VOC checks a worker can work safely in a road work zone set up to an approved scheme: it does not cover directing traffic, it does not replace any traffic control accreditation, 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**	
Traffic control or traffic management training (where the tasks need it)		**Construction induction card number (for construction work)**	
Experience working on or near roads		**Last VOC or training (date)**	

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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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END OF THE FREE SAMPLE

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

What the full product contains

- **Working on or near roads safe work instruction: traffic guidance schemes, vehicle positioning, protected work areas and spotters; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Roadside Work Safe Work Instruction.docx and .pdf
- **Work zone set-up checklist: scheme, devices, vehicles, pedestrians and escape routes, before and during work**
  03_WORK_ZONE_CHECKS/Work Zone Set-up Checklist.docx and .pdf
- **Supervisor field verification checklist: traffic guidance schemes, work zones, vehicle positioning and spotters**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-RDW-VOC**
  04_VOC_ASSESSMENT/Roadside Work VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Roadside Work VOC Knowledge Questions (Candidate) and Roadside Work VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Roadside Work 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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