WHS DOCUMENTS & TEMPLATES

DOC-RDW-SWI · Working On or Near Roads Safe Work Instruction Template

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

An editable roadside work safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction 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 Field Verification Checklist (DOC-RDW-FV) 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.

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.

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
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
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

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YOUR LOGO
Right-click > Change Picture

[Company name]

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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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END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable roadside work safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

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
- **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

Get the full editable documents

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