WHS DOCUMENTS & TEMPLATES

DOC-RDW-VOC · Working On or Near Roads VOC Assessment 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

SAMPLE

An editable verification of competency (VOC) for people who work on or near roads: check, and record, that a worker can do the work safely at your site.

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 template gives the assessor everything in one place: the scope, the pre-assessment checks, knowledge questions with a separate marking guide, a practical observation checklist, the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

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.

What is included

Item	File
VOC assessment tool: candidate and assessor details, scope, pre-assessment checks, practical observation checklist, safety-critical fail criteria, evidence, outcome, sign-off and review date	02_VOC_ASSESSMENT/Roadside Work VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Roadside Work VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Roadside Work VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Roadside Work VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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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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Part B Assessor details

Name		**Position or role**	
Experience in this work (roadside work zone)		**Licence or training held (where relevant)**	
Assessor training or experience		**Relationship to the candidate (for example, supervisor, peer, external)**	

The assessor should not assess work they are not competent to do themselves. Where the assessor is the candidate's direct supervisor, record it above. It is allowed, but an independent assessor is preferred where practicable.

Part C Scope of this VOC

This VOC covers only the tasks ticked and written here, within a work zone set up to an approved traffic guidance scheme. Directing traffic is not in scope.

Task (tick each task assessed)	Road and conditions (tick each one in scope)
☐ Working inside a set-up work zone ☐ Placing and removing signs and devices to an approved scheme (where trained) ☐ Positioning work vehicles ☐ Acting as a spotter or lookout for the crew ☐ Other: _____	☐ Low-speed street ☐ Higher-speed road ☐ Road shoulder or verge ☐ Footpath next to a road ☐ Night work ☐ Mobile or short-term work ☐ Other: _____

Road and location		**Speed limit and traffic volume**	
Traffic guidance scheme reference		**Vehicles used and warning devices**	
Site		**Work being done**	
Sight distances and bends		**Pedestrians and cyclists**	

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Roadside Work VOC Knowledge Questions (Candidate)

Answer in your own words. You may answer out loud and have the assessor write it down.

Name		Date	
Work zone		Site	

For the candidate

These questions check that you know how to do this work safely at this site. Answer every one in your own words. Short answers are fine. If you have trouble reading or writing, tell the assessor: they will read the questions to you and write down your answers.

1. Can you direct traffic or change the traffic guidance scheme? ★ critical

The rest of this page, and the rest of this document, are in the full product.

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Working On or Near Roads VOC Assessment Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable verification of competency (VOC) for people who work on or near roads: check, and record, that a worker can do the work safely at your site.

What the full product contains

- **VOC assessment tool: candidate and assessor details, scope, pre-assessment checks, practical observation checklist, safety-critical fail criteria, evidence, outcome, sign-off and review date**
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  01_START_HERE/ (four PDFs)

Formats

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

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