WHS DOCUMENTS & TEMPLATES

DOC-REM-CCV · Remote or Isolated Work Critical Control Verification Pack

Product Overview

For: Businesses with lone or remote workers: WHS advisers, managers, team leaders and control owners

Version 1.0 · 15 November 2026

SAMPLE

Field-ready Critical Control Verification forms for remote or isolated work: one for each of the 7 critical controls that stop a worker being in difficulty and out of reach of help, or limit the harm when it happens, with the bowtie, a verification schedule and a short guide.

Most workplaces have controls for remote or isolated work: satellite devices, check-in systems, weather and fire decisions, equipped vehicles and remote first aid. 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, 2 mitigating) for the unwanted event: worker in difficulty, out of reach of help. 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.

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How to Use These CCVs

Remote or Isolated Work 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: Working alone, or in remote or isolated places far from help. Unwanted event: Worker in difficulty, out of reach of help. Work done alone or out of sight and hearing of others, or in places where help is slow to arrive: field, farm and station work, rangers, inspectors, surveyors, community and home visits, night shifts alone, and remote maintenance and travel.

CCV	Critical control	Type	Sits on	At your site
CCV-01	Two-way communication that works where the worker is, carried and tested	Preventing	T1, T4	Use at every site where the threat or consequence is present.
CCV-02	Check-in system with escalation when a check-in is missed	Preventing	T1, T2	Use at every site where the threat or consequence is present.
CCV-03	Work and travel stopped or changed for extreme weather, fire and flood	Preventing	T3	Use at every site where the threat or consequence is present.
CCV-04	Vehicle suited and equipped for remote travel	Preventing	T2	Use where your people travel to remote places. The driving controls are in the light vehicle operation pack.
CCV-05	High-risk tasks never done alone	Preventing	T1, T5	Use at every site where the threat or consequence is present.
CCV-06	Worker able to give first aid to themselves and others until help arrives	Mitigating	C1, C2	Use at every site where the threat or consequence is present.
CCV-07	Emergency response plan for each remote location, with known response times	Mitigating	C1, C3	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]

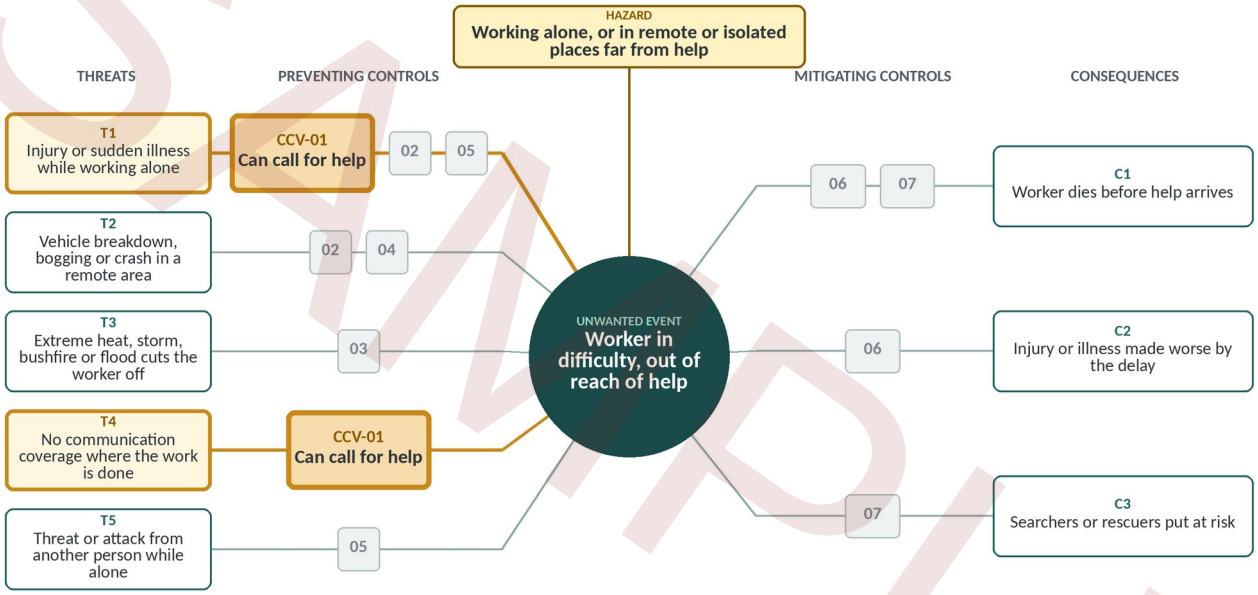
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CCV-01 Two-way communication that works where the worker is, carried and tested

Critical Control Verification · Preventing control · Remote or isolated work

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 lines T1 and T4. 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	Two-way communication that works where the worker is, carried and tested
Type	Preventing: it stops the unwanted event happening.
It sits on	Threat T1: Injury or sudden illness while working alone; threat T4: No communication coverage where the work is done
Hierarchy of control	Engineering
Objective	Make sure every lone or remote worker can call for help from wherever they work: a phone where coverage is confirmed, and a satellite phone, satellite messenger, radio or personal locator beacon where it is not, charged, carried on the person and tested.
Why it is critical	A worker who is injured, ill or stranded can be helped only if someone knows. Mobile coverage is patchy in much of Australia, and a phone left in the vehicle is no use to a worker who has fallen 200 metres away.

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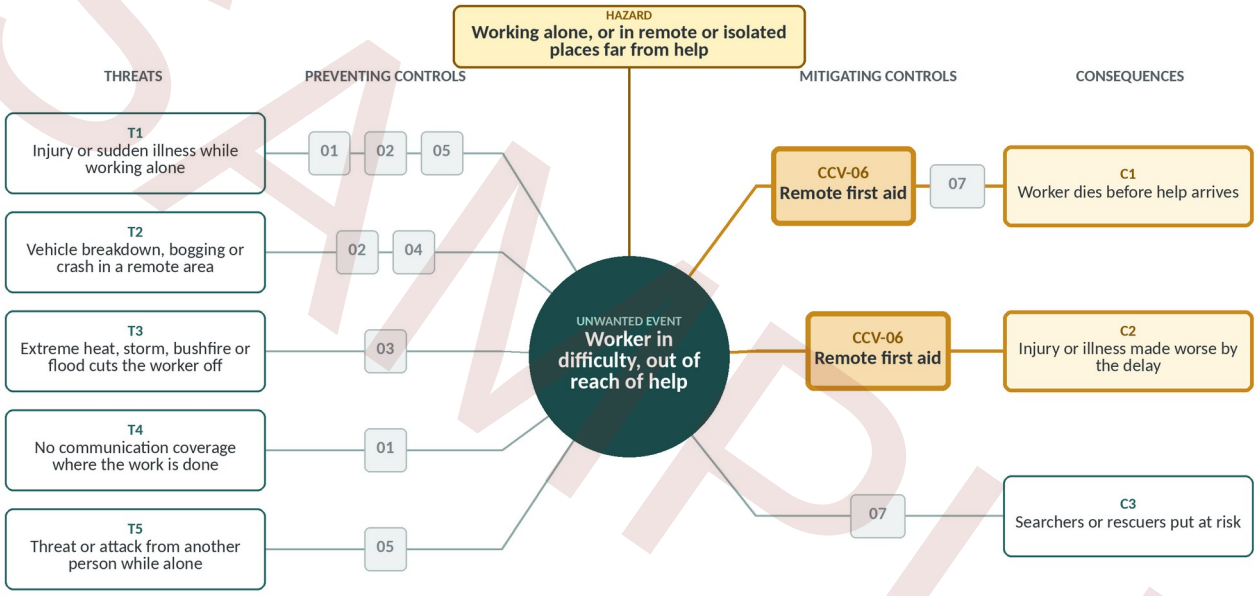
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CCV-06 Worker able to give first aid to themselves and others until help arrives

Critical Control Verification · Mitigating control · Remote or isolated work

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-06, 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	Worker able to give first aid to themselves and others until help arrives
Type	Mitigating: it limits the harm once the unwanted event has happened.
It sits on	Consequence C1: Worker dies before help arrives; consequence C2: Injury or illness made worse by the delay
Hierarchy of control	Administrative
Objective	Make sure lone and remote workers carry a first aid kit suited to the remote risks (bleeding, snake bite, heat illness, fractures) and are trained in remote first aid, so they can treat themselves or others while help is far away.
Why it is critical	When help is hours away, what happens in the first hour decides the outcome. Pressure bandages for snake bite, bleeding control and cooling for heat illness can be done by the worker, if they have the kit and the training.

3 Performance requirements

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

No.	The control must meet this requirement
R1	Each lone or remote worker carries a first aid kit suited to the risks, including snake bite bandages and bleeding control.
R2	Workers who work remotely are trained in first aid, with remote area first aid where help is far away.

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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 remote or isolated work: one for each of the 7 critical controls that stop a worker being in difficulty and out of reach of help, 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, 2 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 Can call for help (preventing); CCV-02 Check-in and escalation (preventing); CCV-03 Weather and fire decisions (preventing); CCV-04 Equipped vehicle (preventing); CCV-05 No high-risk lone tasks (preventing); CCV-06 Remote first aid (mitigating); CCV-07 Emergency response plan (mitigating)**
  03_CCV_FORMS/CCV-01 to CCV-07
- **The full bowtie for remote or isolated work on one page: every threat, consequence and critical control**
  02_BOWTIE/Remote or Isolated Work 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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