WHS DOCUMENTS & TEMPLATES

DOC-SKS-PACK · Skid Steer Loader Safety & Competency Pack

Product Overview

For: Businesses that operate skid steer loaders: owners, project and operations managers, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

Editable skid steer loader safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

Skid steer loaders hurt people by striking workers on foot, crushing operators and others under the lift arms, rolling over, and dropping attachments that were not locked on. Most paperwork answers only how the work should be done. It does not show the operator can do it on your machine, or that the exclusion zones, seat bars and quick attach pins are working today.

This pack answers all three. The safe work instruction tells the operator what to do and when to stop. The VOC checks they can do it. The field verification checks the controls are working on site. The pre-start checklist links them every shift, and the setup guide shows what to adapt before you use them.

Under the WHS Regulations, and in Victoria the OHS Regulations, operating a skid steer loader is not high risk work that needs a licence. The business must still make sure each operator is competent, trained and supervised for the work. Some sites, principal contractors and industries ask for more, such as a unit of competency from the Resources and Infrastructure Industry (RII) training package or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Mining has its own rules. A VOC is the business's own check that an operator can work safely on its machine, at its site: it is not a licence and it is not a nationally recognised qualification.

SAMPLE

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[Company name]

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Skid Steer Loader Safe Work Instruction

How to operate [Loader make and model] safely at [Site name]

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

1 Purpose and scope

This instruction sets out how to operate **[Loader make and model]** safely at **[Site name]**: the checks before use, the hazards and controls, the steps for each part of the work, and the points where the operator must stop.

It applies to every person who operates the loader at the site, including contractors and labour hire workers. 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 operate

- Has a current verification of competency (VOC) for this type of loader and each attachment they use
- Holds any training or authorisation **[Company name]** or the site requires, and the white card for construction work
- Has completed the site induction and been authorised by **[Supervisor name]** to operate at this site
- Is fit for work: not affected by fatigue, alcohol, drugs or medicines
- Has read this instruction, or had it explained, and signed the acknowledgement at the end

Licences and training

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Skid Steer Loader VOC Assessment Tool

Verification of competency for one operator, on one skid steer or compact track loader, at [Site name]

Purpose	To check, and record, that a worker can operate safely on your skid steer loader, at your site, following your procedures.
When to use it	Before a new worker does the work unsupervised at the site; when they start on a new type of machine, attachment or task; 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) for the candidate to answer, the Marking Guide (Assessor) with the model answers, and the VOC Register to track who is verified and when they are due.

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).

Licences, training and the VOC

Under the WHS Regulations, and in Victoria the OHS Regulations, operating a skid steer loader is not high risk work that needs a licence. The business must still make sure each operator is competent, trained and supervised for the work. Some sites, principal contractors and industries ask for more, such as a unit of competency from the Resources and Infrastructure Industry (RII) training package or a site authorisation, and anyone doing construction work needs general construction induction training (the white card). Mining has its own rules. A VOC is the business's own check that an operator can work safely on its machine, at its site: it is not a licence 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**	
Training or units of competency held (where required)		**Construction induction card number (for construction work)**	
Experience on this type of loader		**Last VOC or training on this type (date)**	

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Supervisor Field Verification Checklist

Skid steer loaders: exclusion zones, pedestrian separation, attachments and quick attach, rollover protection and seatbelts

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Traffic management plan version**	

How to verify

- Walk the area while loaders are working. 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 operators and workers on foot, 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 loader 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 loader strike, crush or throw out a person. Delete checks that do not apply, and add your own from the traffic management plan.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Exclusion zones					
1	An exclusion zone is set up around each working loader, and marked as the plan requires ★	☐	☐	☐	
2	Workers on foot stay out; operators stop and lower the attachment when a person comes near ★	☐	☐	☐	
3	Workers approach a working loader only after a clear signal from the operator ★	☐	☐	☐	
Pedestrian separation					
4	Walkways are separated from loader work areas by physical barriers where the plan requires them ★	☐	☐	☐	
5	Crossings and shared areas have controls that do not rely only on people paying attention ★	☐	☐	☐	

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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 skid steer loader safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

What the full product contains

- **Skid steer loader safe work instruction: step by step, hazards, controls and stop-work points, with places for the make, model and manufacturer's instructions**
  02_SAFE_WORK_INSTRUCTION/Skid Steer Loader Safe Work Instruction.docx and .pdf
- **Skid steer loader pre-start checklist: daily checks, defect report and out-of-service process, with printable tags**
  03_PRESTART_CHECKS/Skid Steer Loader Pre-start Checklist.docx and .pdf
- **Supervisor field verification checklist: exclusion zones, pedestrian separation, attachments and quick attach, rollover protection and seatbelts, with Pass, Not met, actions, escalation and evidence**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-SKS-VOC**
  04_VOC_ASSESSMENT/Skid Steer Loader VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Skid Steer Loader VOC Knowledge Questions (Candidate) and Skid Steer Loader VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Skid Steer Loader 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

- Word (.docx), editable, with your logo and business name in the header
- Excel (.xlsx), editable, with dropdowns and formulas
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