WHS DOCUMENTS & TEMPLATES

DOC-SKS-VOC · Skid Steer Loader VOC Assessment Template

Product Overview

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

Version 1.0 · 9 November 2026

SAMPLE

An editable verification of competency (VOC) for skid steer and compact track loader operators: check, and record, that an operator can use your loader safely at your site.

Skid steer loaders are small, fast and quick to turn, with poor rearward visibility, lift arms that can crush, and quick attach systems that must be locked. No licence shows that a person can operate your loader, with your attachments, around your people. 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 from pre-start to shutdown (the ROPS, seatbelt and seat bar, slopes, the exclusion zone, the quick attach), the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

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.

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/Skid Steer Loader VOC Assessment Tool.docx and .pdf
Knowledge questions, candidate version	02_VOC_ASSESSMENT/Skid Steer Loader VOC Knowledge Questions (Candidate).docx and .pdf
Marking guide with model answers, assessor version	02_VOC_ASSESSMENT/Skid Steer Loader VOC Marking Guide (Assessor).docx and .pdf
Excel VOC register: who is verified, on what, and when they are due	02_VOC_ASSESSMENT/Skid Steer Loader VOC Register.xlsx
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

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[Company name]

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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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Part B Assessor details

Name		**Position or role**	
Experience in this work (skid steer loader)		**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 what is ticked and written here. An operator verified with a bucket is not verified with pallet forks, an auger or a breaker that was not assessed.

Loader type (tick the one being assessed)	Attachments (tick each one assessed)
☐ Skid steer loader: wheeled ☐ Compact track loader ☐ Radial lift arms ☐ Vertical lift arms ☐ Other: _____	☐ General purpose bucket ☐ 4-in-1 bucket ☐ Pallet forks ☐ Auger ☐ Trencher ☐ Sweeper or broom ☐ Hydraulic breaker ☐ Grapple ☐ Other: _____

Loader make and model		**Plant ID**	
Rated operating capacity (from the decal or manual)		**Quick attach type**	
Site		**Work areas (for example, stockpile, landscaping, yard)**	
Ground conditions and slopes		**People and other plant in the area**	

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Skid Steer Loader VOC Knowledge Questions (Candidate)

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

Name		**Date**	
Loader type		**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. What training or authorisation do you need to operate this loader at this site? ★ critical

2. What do you check before you use the loader each shift? What do you do if you find a defect? ★ critical

3. Why must the seatbelt and seat bar be used every time? ★ critical

4. How do you get in and out of the loader safely? ★ critical

5. When can someone work under the raised lift arms? ★ critical

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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 verification of competency (VOC) for skid steer and compact track loader operators: check, and record, that an operator can use your loader 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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  02_VOC_ASSESSMENT/Skid Steer Loader VOC Register.xlsx
- **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
- PDF copies of the Word documents, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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