WHS DOCUMENTS & TEMPLATES

DOC-WCV-PACK · Waste Collection Vehicle Safety & Competency Pack

Product Overview

For: Businesses whose workers drive or work on side-loading and rear-loading waste collection vehicles: owners, supervisors, WHS advisers and workplace assessors

Version 1.0 · 9 November 2026

Editable waste collection vehicle safety documents that work together: a safe work instruction, a pre-start checklist, a VOC and a supervisor's field verification.

Waste collection vehicles kill runners and members of the public when reversing, crush people at the bin lifter and hopper, and injure workers through constant lifting. A driver licence does not show that a driver or runner follows the route plan, keeps clear of the lifter and isolates the compactor. A verification of competency is how a business checks that, and keeps a record of it.

This pack answers three questions. 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. A pre-start checklist is the link used every time.

The driver must hold the heavy vehicle driver licence class the vehicle needs (for example, MR, HR or HC, depending on its mass and configuration), and heavy vehicle laws such as fatigue rules may also apply. Operating the bin lifter and compactor needs no high risk work licence, but drivers and runners must be trained and competent. A VOC is the business's own check that a driver or runner can work safely on its vehicle, on its routes. It does not replace a driver licence, and it is not a nationally recognised qualification.

SAMPLE

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Waste Collection Vehicle Safe Work Instruction

How to work safely with [Make and model] at [Site name]

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

1 Purpose and scope

This instruction sets out how drivers and runners work safely with **[Make and model]** at **[Site name]** and on its routes: the checks before use, reversing, bin lifting, runners, compactor isolation and the points where the crew must stop.

It applies to every operator 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

- Drivers: hold the heavy vehicle driver licence the vehicle needs
- Drivers and runners: have a current VOC for their role
- Authorised by **[Supervisor name]**; fit for work; has read this instruction and signed the acknowledgement at the end

Licence

The driver must hold the heavy vehicle driver licence class the vehicle needs (for example, MR, HR or HC, depending on its mass and configuration), and heavy vehicle laws such as fatigue rules may also apply. Operating the bin lifter and compactor needs no high risk work licence, but drivers and runners must be trained and competent. A VOC is the business's own check that a driver or runner can work safely on its vehicle, on its routes. It does not replace a driver licence, and it is not a nationally recognised qualification.

3 The equipment

Fill in one copy for each item of equipment, or list each one this instruction covers.

Make and model: [Make and model]	
Equipment ID: [Equipment ID]	
Attachments or accessories used	
Manufacturer's operating instructions kept at: [Operator's manual location]	

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Waste Collection Vehicle VOC Assessment Tool

Verification of competency for one operator, on the waste collection vehicle in scope, at [Site name]

Purpose	To check, and record, that a worker can operate safely on your waste collection vehicle, 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).

Driver licences, training and the VOC

The driver must hold the heavy vehicle driver licence class the vehicle needs (for example, MR, HR or HC, depending on its mass and configuration), and heavy vehicle laws such as fatigue rules may also apply. Operating the bin lifter and compactor needs no high risk work licence, but drivers and runners must be trained and competent. A VOC is the business's own check that a driver or runner can work safely on its vehicle, on its routes. It does not replace a driver 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**	
Heavy vehicle driver licence (drivers): class, number and expiry		**Training completed (course and date)**	
Experience with this waste collection vehicle		**Last VOC or training (date)**	

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Supervisor Field Verification Checklist

Waste collection vehicles: reversing, runners, bin lifters, compactor isolation and manual handling

Site		**Areas checked**	
Date and time		**Shift**	
Verified by		**Vehicles and routes checked**	

How to verify

- Visit the area while waste collection is under way. 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 the people doing the work, 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 waste collection 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 person be struck by the vehicle, caught by the lifter or crushed in the compactor. Delete checks that do not apply, and add your own.

No.	Look for (★ critical control)	Pass	Not met	N/A	What you saw (evidence)
Reversing					
1	Route plans show where reversing is allowed, and drivers follow them ★	☐	☐	☐	
2	Cameras and reversing alarms work; spotters used where required ★	☐	☐	☐	
Runners					
3	Runners ride in the cab and stay in sight of the driver ★	☐	☐	☐	
Bin lifter					
4	Lifts stop when people come near; emergency stops work ★	☐	☐	☐	
5	Overhead hazards are checked before lifting ★	☐	☐	☐	

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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 waste collection vehicle 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

- **Waste collection vehicle safe work instruction: reversing, runners, bin lifter, compactor isolation and manual handling; stop-work points**
  02_SAFE_WORK_INSTRUCTION/Waste Collection Vehicle Safe Work Instruction.docx and .pdf
- **Waste collection vehicle pre-start checklist, including cameras, alarms, emergency stops and lifter controls; defect report and out-of-service tags**
  03_PRESTART_CHECKS/Waste Collection Vehicle Pre-start Checklist.docx and .pdf
- **Supervisor field verification checklist: reversing, runners, bin lifters, compactor isolation and manual handling**
  05_FIELD_VERIFICATION/Supervisor Field Verification Checklist.docx and .pdf
- **VOC assessment tool, the same as DOC-WCV-VOC**
  04_VOC_ASSESSMENT/Waste Collection Vehicle VOC Assessment Tool.docx and .pdf
- **VOC knowledge questions (candidate) and marking guide (assessor)**
  04_VOC_ASSESSMENT/Waste Collection Vehicle VOC Knowledge Questions (Candidate) and Waste Collection Vehicle VOC Marking Guide (Assessor), .docx and .pdf
- **Excel VOC register**
  04_VOC_ASSESSMENT/Waste Collection Vehicle 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)

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