WHS DOCUMENTS & TEMPLATES

DOC-WCV-SWI · Waste Collection Vehicle Safe Work Instruction Template

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

SAMPLE

An editable waste collection vehicle safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

The safe work instruction sets out the purpose and scope, who may do the work, the equipment, the hazards and their controls (most effective first), PPE, the steps with clear stop points, the stop-work points, emergencies, consultation and approval, and a signed acknowledgement.

It is the same safe work instruction as in the Waste Collection Vehicle Safety & Competency Pack (DOC-WCV-PACK), word for word. The Waste Collection Vehicle VOC Assessment Template (DOC-WCV-VOC) and the Waste Collection Vehicle Field Verification Checklist (DOC-WCV-FV) are also sold on their own. The Waste Collection Vehicle Safety & Competency Pack (DOC-WCV-PACK) contains them all: the safe work instruction, the waste collection vehicle pre-start checklist, the VOC and the field verification, with a setup guide.

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.

These documents support your business to manage risk and meet its WHS or OHS duties. They do not do that on their own. They are general templates: adapt them to your equipment, your site and your people, consult your workers, and check that the controls they describe are in place and working.

What is included

Item	File
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
Setup note: what to adapt before use, and every placeholder	01_START_HERE/Setup Note.pdf
Start here: Read Me First, Product Overview, Permitted Use Terms, Version Information	01_START_HERE/ (four PDFs)

Who it is for

- Businesses whose workers drive or work on side-loading and rear-loading waste collection vehicles
- Supervisors who brief workers on how the work is done at their site

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YOUR LOGO
Right-click > Change Picture

[Company name]

WHS DOCUMENTS & TEMPLATES · DOC-WCV-SWI

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 Safe Work Instruction Template

END OF THE FREE SAMPLE

This sample shows a few pages, so you can judge the layout and the quality. An editable waste collection vehicle safe work instruction: what the worker does, step by step, the hazards and controls, and the points where the work stops.

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
- **Setup note: what to adapt before use, and every placeholder**
  01_START_HERE/Setup Note.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
- PDF copy of the Word document, for printing blank
- Delivered as a single ZIP download

Get the full editable documents

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