WHS DOCUMENTS & TEMPLATES

DOC-WCV-VOC · Waste Collection Vehicle VOC Assessment 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 verification of competency (VOC) for waste collection vehicle drivers and runners: check, and record, that a operator can do the work safely at your site.**

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 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, the safety-critical fail criteria that stop an assessment, the evidence to keep, the outcome, sign-off and the review date.

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.

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


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YOUR LOGO
Right-click > Change Picture

[Company name]

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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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## Part B Assessor details

| | | | |
|---|---|---|---|
| **Name** | | **Position or role** | |
| **Experience in this work (waste collection vehicle)** | | **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 the vehicle type and roles ticked and written here.*

| Vehicle and role (tick each one assessed) | Tasks and conditions (tick each one in scope) |
|---|---|
| ☐ Side-loading vehicle: driver | ☐ Automated bin lifter (arm) |
| ☐ Rear-loading vehicle: driver | ☐ Rear bin lifter |
| ☐ Rear-loading vehicle: runner or offsider | ☐ Compactor and hopper |
| ☐ Front-loading vehicle: driver | ☐ Reversing on routes |
| ☐ Other: _____ | ☐ Narrow streets, overhead powerlines and trees |
| | ☐ Tipping at the disposal site |
| | ☐ Other: _____ |

| | | | |
|---|---|---|---|
| **Vehicle make and model** | | **Equipment ID** | |
| **Driver licence class needed** | | **Bin lifter and compactor type** | |
| **Depot or site** | | **Route or area** | |
| **Known route hazards (reversing, powerlines, schools)** | | **Isolation procedure for the compactor** | |


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# Waste Collection Vehicle VOC Knowledge Questions (Candidate)

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

| | | | |
|---|---|---|---|
| **Name** | | **Date** | |
| **Vehicle and role** | | **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 licence does a driver need for this vehicle?** ★ critical

SAMPLE

The rest of this page, and the rest of this document, are in the full product.



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# Waste Collection Vehicle VOC Assessment Template

**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 waste collection vehicle drivers and runners: check, and record, that a operator can do the work 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**
  02_VOC_ASSESSMENT/Waste Collection Vehicle VOC Assessment Tool.docx and .pdf
- **Knowledge questions, candidate version**
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- **Excel VOC register: who is verified, on what, and when they are due**
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- **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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