

Sporting Shooters' Association of Australia ACT Inc.

Health and Safety Policy

1. OBJECTIVE

The objective of this policy is to ensure adequate health and safety management and to inform volunteers, members and visitors of the health and safety controls on the SSAA ACT Inc. Range Complex.

2. POLICY STATEMENT

This Policy applies to all volunteers, members and visitors of SSAA ACT Inc. and the Disciplines/ Clubs/ Sections of the SSAA ACT Inc.

This Policy will benefit SSAA ACT Inc members and volunteers by:

- ensuring the health and safety of our volunteers and members is protected;
- retaining our volunteers and members to avoid recruiting and training new people;
- enhancing our status as a responsible community association;
- reducing risks to the reputation of our association;
- meeting real and perceived judicial and government compliance requirements.

3. DEFINITIONS

Council means the elected and appointed officers and delegates from SSAA ACT Inc. Disciplines Clubs and Sections.

Executive Committee means the President, Vice President, Deputy Vice President, Secretary and Treasurer of the SSAA ACT Inc.

Members means current members of the SSAA ACT Inc.

Disciplines/ Clubs / Sections means those disciplines, clubs and sections of SSAA ACT Inc as constituted by approval of an SSAA ACT Inc. Annual General Meeting.

Officers means any volunteer holding an office within SSAA ACT Inc, either through an elected or appointed position, and who holds a position on the SSAA ACT Inc Council or any volunteer within the SSAA ACT Inc Disciplines/ Clubs/ Sections who has responsibility for management or administration of those Disciplines/ Clubs/ Sections.

4. RELATED DOCUMENTS

SSAA ACT Inc. documents and Policies related to this policy and those which must be read in conjunction with this Policy are:

- SSAA ACT Inc. Constitution;
- SSAA ACT Inc. Privacy Policy;
- SSAA ACT Inc. Code of Conduct;
- SSAA ACT Inc. Range Complex Range Rules and Standing Orders.

This Policy has been developed using the following available resources as reference documents:

- A Guide to Work Health and Safety for Volunteer Organisations – Safe Work Australia
- A Guide to Work Health and Safety for Volunteers – Safe Work Australia
- How to Determine What is Reasonably Practicable to Meet a Health and Safety Duty – Safe Work Australia
- Information Sheet – Incident Notification – Safe Work Australia
- Tips for Investigating Workplace Incidents – Workplace Health and Safety Queensland

5. LEGISLATIVE CONTEXT

The SSAA ACT Inc. is a volunteer association and the provisions of the *Work Health and Safety Act* of the Australian Capital Territory and model WHS laws do not apply.

However, to ensure best practice and ensure duty of care owed to our volunteers and members, this Policy has been developed to ensure compliance with the Act to the extent so far as is reasonably practicable.

To future proof the SSAA ACT Inc., this Policy has been developed, to the greatest extent so far as is reasonably practicable, to ensure the Policy requires minimal amendments should the SSAA ACT Inc. become an employer.

6. POLICY DETAILS

The SSAA ACT Inc will aim to eliminate, so far as reasonably practicable, health and safety risks to volunteers and members through:

- the provision and maintenance of a safe environment limiting risks to health and safety;
- ensuring compliance so far as reasonably practicable with legislative requirements and industry standards;
- the provision of accessible and appropriate information, instruction, training and supervision of volunteers and members;
- the provision of support and assistance to volunteers and members.

7. RESPONSIBILITIES

The key responsibilities, that underpin this Policy and are a requirement of attendance at the SSAA ACT Inc Range Complex, ensure that everyone (volunteers, members and visitors):

- understands their contributions to health and safety;
- identifies and notifies of hazards within their area of responsibility;
- is provided with appropriate information, and required instruction and training required to perform their duties of their volunteer position;
- understands their “Duty of Care” and follows all safety policies and procedures;
- reports safety events, incidents and accidents and causes through appropriate mechanisms for investigation, reporting and monitoring.

8. HEALTH AND SAFETY DUTIES

8.1. Duties of Officers

Exercising due diligence as an officer mean that officers must take reasonable steps to:

- continuously learn about and keep up to date with work health and safety matters;

- have an understanding of the nature of the activities of the SSAA ACT Inc. and stay aware of the hazards and risks volunteers, members and visitors may face when on the SSAA ACT Inc Range Complex;
- ensure and maintain available for use, and uses, appropriate resources and processes to eliminate or minimise risks at the SSAA ACT Inc. Range Complex to health and safety;
- ensure and maintain the SSAA ACT Inc processes in place for communication and considering information regarding work health and safety and responding to that information; and
- ensure and maintain the SSAA ACT Inc. has, and implements, processes for complying with any duties and requirements of this Policy.

8.2. Duties of Members

To ensure obligations of health and safety, members must:

- take reasonable care for his or her own health and safety;
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
- ensure compliance with, and keep up to date with, health and safety requirements;
- understand the nature of activities undertaken on the SSAA ACT Inc. Range Complex and stay aware of the hazards and risks of members may face;
- ensure the use of appropriate resources and processes to eliminate or minimise the risks to health and safety of all users of the SSAA ACT Inc. Range Complex;
- maintain knowledge of communications provided by the SSAA ACT Inc. related to health and safety risks and processes;
- ensure the reporting of health and safety risks and incidents as required.

9. DANGEROUS GOODS

Dangerous goods are classified into 9 different classes, based on the dangerous properties of the goods or substance. If the goods have multiple dangerous properties, the most dominant one determines the class to which it shall belong. These classes are:

- Class 1 - Explosive substances and articles
- Class 2 - Gases
- Class 3 - Flammable liquids
- Class 4 - Flammable solids
- Class 5 - Oxidizing substances and organic peroxides
- Class 6 - Toxic and infectious substances
- Class 7 - Radioactive material
- Class 8 - Corrosive substances
- Class 9 - Miscellaneous dangerous substances and articles

Examples of dangerous goods that may be used, handled or stored on the SSAA ACT Inc. Range Complex are: ammunition, petrol, gas cylinders, compressed air, batteries.

9.1. Storage

Storage requirements are dependant on the type and class of the dangerous good/s and are regulated either through the Dangerous Goods Legislation or the Firearms Act.

The SSAA ACT Inc. will ensure to the greatest extent reasonably practicable that storage requirements are adhered to where the dangerous goods are handled and stored on the SSAA ACT Inc. Range Complex.

9.2. Signage and Records

Various warning signs are required dependant on the class and quantity of dangerous goods being handled and stored on a premises.

To the greatest extent possible, the SSAA ACT Inc. will maintain appropriate signage and a system for recording of dangerous goods handled and stored on the SSAA ACT Inc. Range Complex. As part of the record system, Material Safety Data Sheets (MSDS) will be maintained, and appropriate actions taken in accordance with the MSDS.

9.3. Emergency Preparedness

There is a requirement for sufficient emergency management systems and processes where dangerous goods are handled or stored on a premises. The provision and maintenance of adequate fire protection systems are required dependant on the class and quantity of dangerous goods handled and stored on a premises.

The SSAA ACT Inc. will ensure emergency management plans, in accordance with the MSDS for the class and quantity of dangerous goods handled and stored on the SSAA ACT Inc Range Complex, are in place with information accessible to persons and organisations required.

10. DUTY OF CARE (VOLUNTEERS AND MEMBERS)

Duty of care requires everything “reasonably practicable” be done to protect the health and safety of others. This duty is placed on:

- the officers of the SSAA ACT Inc.;
- volunteers responsible for management of the SSAA ACT Inc, Range Complex;
- members attending the SSAA ACT Inc. Range Complex; and
- authorised visitors who have an influence on hazards on the SSAA ACT Inc. Range Complex.

Authorised visitors include persons contracted by the SSAA ACT Inc. to perform specific tasks or activities.

The impact of this means the duty of care referred to above will, considering and weighing up all relevant matters, which is, or was at a particular time, reasonably able to be done to ensure health and safety, by assessing:

- the likelihood of the hazard or the risk concerned;
- the degree of harm that might result from the hazard or risk;
- what the person concerned knows, or ought reasonably to know, about the hazard or risk, and about the way of eliminating or minimising the risk;
- the availability and suitability of ways to eliminate or minimise the risk.

After assessing the extend of the risk and the available ways of eliminating or minimising the risk, the cost associated with available way of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk will be considered before the implementation of mitigations. Consideration will be given to the SSAA ACT Inc. obligations under other legalisation or regulations that requires or prohibits certain activities and the ability of the SSAA ACT Inc. to control or influence a particular thing or another person’s actions when determining what is reasonably practicable.

10.1. Adequate Facilities

So far as reasonably practicable, the SSAA ACT Inc. will ensure the provision of adequate facilities for volunteers, members and visitors including toilets, drinking water, washing facilities and eating facilities. These facilities will be maintained to the extent reasonably practicable to be in good working order and in a clean, safe and accessible condition.

Consideration will be given to the following when assessing what is reasonably practicable for this section:

- the nature of the activities being undertaken;
- the nature of the hazard on the SSAA ACT Inc. Range Complex;
- the size, location and nature of the SSAA ACT Inc. Range Complex;
- the number of volunteers and members of the SSAA ACT Inc. Range Complex.

10.2. First Aid

So far as is reasonably practicable, the SSAA ACT Inc. will ensure the provision of first aid equipment and supplies which are accessible to volunteers, members and visitors for the administration of first aid.

The SSAA ACT Inc. will ensure that an adequate number of volunteers are suitably trained to administer first aid.

Consideration will be given to the following when assessing what is reasonably practicable for this section:

- the nature of the activities being undertaken;
- the nature of the hazard on the SSAA ACT Inc. Range Complex;
- the size, location and nature of the SSAA ACT Inc. Range Complex; and
- the number of volunteers and members of the SSAA ACT Inc. Range Complex.

10.3. Emergency Plan

So far as is reasonably practicable, the SSAA ACT Inc. will ensure that an emergency plan is prepared and maintained for the SSAA ACT Inc. Range Complex, that provides for the following:

- emergency procedures, including
 - an effective response to an emergency; and
 - evacuation procedures; and
 - notifying emergency service organisations at the earliest opportunity, as required; and
 - medical treatment and assistance; and
 - an effective communication between the SSAA ACT Inc. to coordinate the emergency response and all persons at the SSAA ACT Inc. Range Complex;
- testing of the emergency procedures, including the frequency of testing;
- information, training and instruction to relevant volunteers and members in relation to implementing the emergency procedures.

10.4. Personal Protective Equipment

In circumstances identified by the SSAA ACT Inc., having due regard to the activities undertaken by volunteers of the SSAA ACT Inc, Personal Protective Equipment (PPE) will be provided to minimise the risk to health and safety.

The types of PPE that the SSAA ACT Inc. could consider as being reasonably practicable is: hearing protection, eye protection, and safety vests.

Other considerations will include the need for the maintenance of the PPE to ensure it continues to minimise the risks to health and safety, adequate training and instruction on the use of the PPE, and ensuring, as far as reasonably practicable, the use or wearing of the PPE by the volunteers.

11. AIRBOURNE CONTAMINANTS

Lead is a metal obtained from mining lead ore, which is used in a number of forms including pure metal, alloys (mixtures of metals) and as lead compounds. It has many uses including vehicle batteries, solder, paint pigments and as a stabiliser to protect plastic from sun damage. Lead can be inhaled through dust or fumes or swallowed through eating contaminated food or smoking with contaminated fingers. The response of the body from exposure to substances and mixtures depends on the nature of the substance, the health effects it can cause, and the amount of the substance or mixture absorbed by the body. Individuals also have differing abilities to metabolise chemicals which can cause considerable variation in the toxic effects between people.

On an open range, lead concentrations are unlikely to reach a level that represents a risk to the health of volunteers, members and visitors. On enclosed or semi-enclosed range, lead levels may reach and exceed safety levels and pose a risk to health without any mitigations to minimise personal exposure levels.

So far as reasonably practicable, to provide strategies for volunteers, members and visitors to mitigate the risk of exposure to increased lead levels, the following is provided and recommended:

- washing facilities are available in locations as close as reasonably practicable to areas where lead is handled and across the SSAA ACT Inc. Range Complex and should be used by volunteers, members and visitors.
- warning signs are to be posted advising persons handling lead projectiles to wash their hands after leaving the firing line. Warning signs should also be posted to caution against eating, drinking or smoking while handling lead projectiles.
- the SSAA ACT Inc. will restrict the collection and removal of discharged lead projectiles from the SSAA ACT Inc. Range Complex.
- material contaminated with discharge lead is only to be removed from the SSAA ACT Inc. Range Complex with the express, written approval of the SSAA ACT Inc. Council.
- where reasonably practicable, lead projectiles should be substituted with a jacketed projectile.
- where reasonably practicable, on enclosed and semi-enclosed ranges, the use of hard materials as targets or backing plates should be minimised to reduce the amount of finely powdered lead from the breakup of jacketed and unjacketed projectiles.

Maintenance of the SSAA ACT Inc. Range Complex shall be conducted in such a way that minimises the risk of the disturbance of lead contaminated material. Strategies implemented could include:

- wet cleaning of hard surfaces;

- incorporating fine lead particles into earth surfaces;
- the use of low permeable surface covering which reduce lead build up over time and are easily cleaned;
- where possible, earth surfaces have vegetative cover to reduce dust.

12. NOISE

To minimise the risk to health and safety from noise related to the activities conducted on the SSAA ACT Inc. Range Complex, it is a recommendation that hearing protection be worn by all members and visitors during active firing or when in the proximity of active firing.

It is strongly recommended that volunteers in control of a whole or part of the SSAA ACT Inc. Range Complex wear hearing protection during active firing.

13. EYE SIGHT

To reduce risk to health and safety from eye injury related to the activities conducted on the SSAA ACT Inc. Range Complex, it is a recommendation that eye protection be worn by all members and visitors during active firing or when in the proximity of active firing.

It is strongly recommended that volunteers in control of a whole or part of the SSAA ACT Inc. Range Complex wear eye protection during active firing.

14. FLAMMABLE AND COMBUSTIBLE SUBSTANCES

Flammable and combustible substances include liquids in containers and gas cylinders whether full or empty. The SSAA ACT Inc. will ensure that these substances, if kept on the SSAA ACT Inc. Range Complex, are kept at the lowest practicable quantity having due regard for the nature of the use these substances and the activities for which they are required.

VERSION CONTROL AND CHANGE HISTORY

| Version No. | Author | Purpose/Change | Date |
|-------------|--------------------------|--|------------------|
| V0.1 | Secretary – Nicole Small | Draft | 13 August 2023 |
| V0.2 | Secretary – Nicole Small | Incorporate amendments from Sub-Committee | 1 September 2023 |
| V1.0 | SSAA ACT Inc Council | Approval received by SSAA ACT Inc. Council | 5 September 2023 |

DOCUMENT REVIEW

This Policy is to be reviewed every 12 months to ensure compliance with legislation.