

*Document uncontrolled when  
printed*



Policy No. 1

# Occupational Health & Safety

## **DOCUMENT CONTROL**

**Version:** 1.0  
G. Italiano, 25 November 2018

**Date approved by Board:** 1 December, 2018

**On behalf of Board:** John Jemal, President

**Next review date:** 1 December, 2023

© CDPC Inc

## Contents

TITLE .....	3
PURPOSE.....	3
SCOPE.....	3
OBJECTIVE .....	3
POLICY DETAILS .....	3
1. RESPONSIBILITIES.....	3
2. DANGEROUS GOODS .....	4
2.1 Dangerous Goods .....	4
2.2 Dangerous Goods Storage .....	4
2.3 Fire and environment protection.....	4
3. DUTY OF CARE.....	5
3.1 Non-Threatening and Inclusive Environment .....	5
4. LEAD .....	5
5. NOISE.....	6
5.1 Procedure.....	6
5.1.1 Range Signage and operation .....	6
5.1.2 Shooting Matches .....	6
5.1.3 Working bees and Maintenance.....	6
6. Range officers .....	7
6.1 Senior Range Officer .....	7
6.2 Range Officer Training.....	7
6.3 Range Officer Duties.....	7

## **TITLE**

Occupational Health & Safety

## **PURPOSE**

The CDPC Inc recognises its moral and legal responsibilities to provide a safe and healthy Club for members and visitors that does not place them or the general public at risk of injury, illness or damage to adjoining sporting or public facilities.

## **SCOPE**

Cranbourne Dandenong Pistol Club Premises

## **OBJECTIVE**

Provision of guidance and practices for club officials and members

## **POLICY DETAILS**

The CDPC Inc will aim to prevent club incidents by:

- Providing safe equipment and shooting range practices;
- Ensuring compliance with legislative requirements and industry standards;
- Providing appropriate information, instruction, training and supervision to members, and visitors to ensure their safety;
- Provide support and assistance to staff and members.

### **1. RESPONSIBILITIES**

The key rules, which underpin this policy are that all club officials and members:

- Understands their accountability for health and safety;
- Identifies and managed hazards within their area of responsibility;
- Is provided with health and safety information, and necessary instruction and training that they need to perform safely and without harm to others;
- Participates in health and safety management plans and activities;
- Accepts their "Duty of Care" and follows all safety policies and procedures;
- Reports any safety related incidents and causes in order to ensure future prevention.

## **2. DANGEROUS GOODS**

Dangerous Goods are goods that present an immediate threat to safety & health, such as explosion, fire, radiation, infection or corrosion. Examples of Dangerous Goods which may be used include LPG, Aerosol cans, compressed air, petrol and wet cell batteries.

Dangerous Goods are classified into 9 major categories according to the immediate type of threat they present:

<b>Class 1</b>	Explosives
<b>Class 2</b>	Gases
<b>Class 3</b>	Flammable Liquids
<b>Class 4</b>	Flammable solids
<b>Class 5</b>	Oxidising Substances
<b>Class 6</b>	Toxic and Infectious Substances
<b>Class 7</b>	Radioactive Substances
<b>Class 8</b>	Corrosives
<b>Class 9</b>	Miscellaneous Dangerous Goods

### ***2.1 Dangerous Goods***

The CDPC Inc aims to keep the use of dangerous goods to a practical minimum. This is generally confined to fuel for petrol powered maintenance equipment. CDPC does not store ammunition or gun powders on the site.

### ***2.2 Dangerous Goods Storage***

CDPC does not store major quantities of dangerous goods on site. Fuel for petrol powered equipment is stored in a separate container storage facility to the club rooms and is generally not to exceed 20 litres at any one time.

Some activities performed by CDPC Inc staff and members require the use and of dangerous goods. For example petrol for equipment used within the club.

The CDPC Inc must ensure that members who use these materials for maintenance tasks are able to use those tools and equipment safely.

### ***2.3 Fire and environment protection***

Portable fire extinguishers, suitable for petrol fires will be provided within storage facilities and within the club rooms.

### **3. DUTY OF CARE**

The CDPC Inc has a ‘Reasonably Practicable’ Duty of care to it’s members and visitors and all members are required to conduct themselves in a safe non-threatening and inclusive environment. This includes the safe handling of firearms and compliance club rules and respectful treatment of members by members and club officials.

#### ***3.1 Non-Threatening and Inclusive Environment***

It is the duty of the Committee of Management to ensure club rules are in place that allow all members to attend the club and:

- Take part in all club activities safely and in line with legislative requirements of pistol clubs and their members;
- Provide a safe inclusive environment free of physical danger, bullying or harassment
- Appoint a senior Range Safety Officer charged with ensuring all completions, shooter training and ranges meet club rules and VicPol LRD requirements

### **4. LEAD**

The greatest risks from exposure to lead are from exposure to lead “fume” the ultra fine particles formed from condensing lead vapour. This occurs when lead is melted either to cast or when a lead bullet is exposed to the heat of burning propellant. The next greatest risk is handling the finely divided lead powder that forms when a lead projectile impacts on a hard surface – falling plate or steel backstop. Lead can also collect on the hands from targets and other range furniture and be swallowed during eating or smoking.

The responsibility of CDPC Inc extends only to those activities that take place on the ranges which are the direct responsibility of the CDPC.

The Committee of CDPC Inc will implement the following policies it’s Ranges.:

1. Washing facilities should be available at all times when the Range is in use.
2. Warning signs will be posted advising persons handling lead projectiles (eg. muzzle-loaders, “western action”, and pistol-shooters) to wash their hands after leaving the firing line. The warning signs should also caution against eating or smoking while handling lead projectiles.
3. Rules prohibiting the collection and removal of discharged, lead projectiles from all CDPC Inc Ranges will be enacted and enforced
4. Lead (other than intact, undischarged projectiles) is only to be removed from CDPC Inc Ranges with the express, written permission of the Committee. Such permission will only be given after the Committee has satisfied itself that the person(s) concerned will comply with the provisions of the Lead Regulations and Code of Practice.

5. There are no enclosed Ranges and Ranges with barriers and roofs interfering with air circulation shooting therefore and because of strict LRD regulations no jacketed projectiles are allowed on the ranges.
6. Maintenance of CDPC Inc Ranges shall be conducted in such a way as to minimise disturbance of lead, by:
  - wet cleaning of hard surfaces using 'sugar soap' (tri-sodium phosphate) which combines with lead to form an insoluble complex;
  - ensuring that earth surfaces have a thick continuous vegetative cover

## **5. NOISE**

CDPC recognises the impact of uncontrolled noise on it's members and visitors.

The club operates within the guidelines required, that is daylight hours, and thus minimizes the impact of noise on it's surroundings. Members must adhere to club rules related to both ear and eye protection as outlined in the procedure below. Members and visitors are advised that high noise levels exist on a shooting range and they enter and partake in competitions at their own risk :

### **5.1 Procedure**

#### **5.1.1 Range Signage and operation**

- Warning and safety signs for hearing and eye protection will be prominently displayed in all shooting ranges;
- Warning signs will also be posted on the entry to all ranges

#### **5.1.2 Shooting Matches**

- Range Officers conducting shooting matches will enforce the wearing of hearing and eye protection for shooters and spectators in the shooting ranges;
- No-one shall enter the ranges from outside the building without hearing and eye protection being worn;
- The Club will have spare equipment available but it is the responsibility for the individual to prove their own PPE while on club premises.

#### **5.1.3 Working bees and Maintenance**

- The VP Range Management will ensure that all persons using power equipment wear appropriate PPE for the task allocated or undertaken;
- It is the responsibility of the individual members to provide their own PPE while on club premises;

## **6. Range officers**

The safety of the ranges when shooting practice or competitions are undertaken is the responsibility of the range officer rostered for the range. The range officer conducts competitions and practice according to the rules of the club for each of the disciplines undertaken at the CDPC. The ranges are currently approved as follows:

- Range 1 and 2 ; Centre Fire, 25M pistol, Standard, .22 rifle , .45 Match
- Range 3; IPSC and Western
- Air pistol range; Air pistol only

### **6.1 Senior Range Officer**

The Senior Range Officer is responsible under the direction of the Committee for setting and maintaining safety standards for the ranges of CDPC.

- The SRO will work with the discipline captains for ISSF, IPSC and Single Action (Western) matches to review and set safety standards for each area.
- The SRO is also responsible for the training of Range Officers for each of the disciplines and will delegate training to Club Captains when necessary;
- An annual RO Roster will be set by the SRO in conjunction with the club secretary or his/her delegate;

### **6.2 Range Officer Training**

Club matches and practice shoots cannot be run without Range Officers. The SRO, with the Secretary (or delegate) will arrange for RO training on an as needs basis or when club members volunteer to be trained. An RO must have been shooting in a discipline for a period of no less than three months and must be deemed suitable to be trained.

Training will be undertaken as per the current process within the club and on approval by the Committee can then be rostered on to conduct gazetted and non-gazetted matches or practice.

### **6.3 Range Officer Duties**

The range officer conducts shooting matches for competitions and practice matches. On the day the RO has ultimate responsibility for safety of the activities on the range and can cause all shooting on the range to cease in the case of an incident or breaches of safety. The RO has the final say and will prepare a verbal and written report for the SRO and a debrief for the committee if needed.

**ASSOCIATED DOCUMENTS / REFERENCES**

CDPC Accident / Incident notification form (attached)





## CDPC Inc Accident / Incident notification form

Range Officer Name:			Member No.		
Range No:			Discipline		
Date:			Time:		
Incident Type:					
Firearm Related	Yes	No	Was there an injury?	Yes	No
Accident	Yes	No	Was there an injury?	Yes	No
Person Involved in incident			Member No.		
Witness Name			Member No:		
Witness Address				Phone No.	

Briefly Describe the incident / accident. Use additional pages if needed.


Range officer comments. Include any suggestions for changes to rules or improvements to procedures or facilities that may help prevent future incidents;


Range Officer Signature;

Copy to Secretary and SRO :