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Policy No. 4

Visitors

DOCUMENT CONTROL

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Date approved by Board:	23 rd October 2014
On behalf of Board:	Denis Moroney President
Next review date:	October 2017

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TITLE

Visitors

PURPOSE

To ensure that all visitors to SSAA Vic Ranges and other property are not harmed during their visit and that visitors will not cause harm to SSAA Vic staff, members and other visitors.

SCOPE

This policy applies to all property owned, occupied or operated by the SSAA Vic where visits may occur.

OBJECTIVE

Provide direction

POLICY DETAILS

All visitors to property owned, occupied or operated by the SSAA Vic must:

- Register their attendance in a suitable visitor's book for emergency purposes;
- Be supervised at all times;
- Undergo an induction appropriate to the duration and circumstances of the visit.

Induction may include:

- Emergency evacuation plan and instructions;
- Notification of any specific hazards on sites (e.g. lead pollutants, moving machinery, traffic, chemicals, noise etc);
- Use of any personal protective equipment and clothing (e.g. long sleeves, sturdy shoes, eye and ear protection etc);
- No-smoking policy.

Visitors who have not been inducted must be accompanied at all times while they are on site.

Any incidents / accidents involving visitors at sites must be reported using the SSAA Vic Accident / Incident Notification Form.

Children

All Branches and Clubs operating Ranges owned or leased by the SSAA Vic are advised that children **under the age of 12 years are NOT** permitted to handle or use firearms on those Ranges. This clearly extends to all class of Ranges be they rifles, pistol, air pistol or shotgun.

Under the Firearms Act 1996 Sec 18 (1) the Chief Commissioner is able to issue a Junior Licence to a person who is of or over the age of 12 years and under 18 years of age.

There is no provision for people under the age of 12 to handle firearms in any manner in Victoria.

All children who are of or over 12 years of age and under 18 years of age are required to be supervised by a correctly licensed adult who holds a licence for the category of firearm that they are instructing the use of when on SSAA Vic Ranges. The written consent of the parent or guardian must be obtained prior to the instruction taking place.

All other rules and regulations pertaining to the use of firearms on the SSAA Vic Range where the instruction is taking place must be adhered to and accordingly all other parts of the Firearms Act 1996.

ASSOCIATED DOCUMENTS / REFERENCES

SSAA Vic Accident / Incident Notification Form (attached)

Firearms Act 1996 Sec 18 (1)

Policy 3 No-Smoking

Policy 5 Occupational Health and Safety

SSAA (Vic) Accident / Incident notification form

Range Officer

NAME :		RO or SSAA N^o :
BRANCH :		SUB-CLUB :
DATE :	TIME :	AM/PM

ACCIDENT / INCIDENT TYPE		PLEASE ✓ ONE	
FATALITY		NEAR MISS - NO INJURY	
SERIOUS PERSONAL INJURY		MINOR INCIDENT	

Person involved in Accident / Incident

NAME	ADDRESS	SSAA N ^o

Witness Details.

NAME	ADDRESS	SSAA N ^o

Briefly describe the Accident / Incident

If a more detailed description is required, please use another page.

Range Officer comments.

COPY TO	✓
SUB-CLUB COMMITTEE	
FIREARMS SAFETY OFFICER	

Range Officer Signature

Front Office Signature