



Health and Safety Policy for

TARGET RIFLE SOUTH AUSTRALIA INCORPORATED.

About this Company

Target Rifle South Australia Incorporated is a not-for profit sporting organization. Our sport manages the Olympic and Commonwealth Games disciplines for .22 rifle and .177 Air Rifle in South Australia, and we also support competitive Bench-rest and other forms of .22 target rifle competitive shooting.

We employ several casual employees to assist in the day to day requirements of the sport which includes the management of our sporting equipment shop, and assisting and promoting our sport to visitors attending the range. We also have a number of volunteers who are actively involved with Association activities.

The facility is open Tuesday to Saturday 10.00a.m. – 4.00p.m. and several of our clubs utilize the facility on Tuesday, Wednesday, Friday and Sunday.

Our facility is also used by the SA Rifle Association 4 days a week and by TAFE once or twice a week by arrangement.

The sport is managed by a Management Team, all of whom are full members of the sport and hold their positions on the Management on a voluntary basis.



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Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

The Management

STATEMENT OF GENERAL POLICY	RESPONSIBILITY OF: Name/Title	ACTION/ARRANGEMENTS	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	Management	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed from time to time if conditions change.) In particular, notice must be taken of the Association's Policies - Illness, Accident and Emergency Policy and our policies to ensure a healthy environment which include "No Smoking on the premises", our Dust Policy and Lead Policy.	
To provide adequate training to ensure employees and volunteers are competent to do their work.	Management	Members, Staff, and volunteers are given necessary health and safety induction and provided with appropriate training (including working at height) and personal protective equipment (eg masks to be worn in dust areas, and ear protection). Our volunteer Range Officials and Coaches are encouraged to attend the courses that are provided from time to time by the Association.	
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health.	All staff	Staff are consulted on health and safety matters as they arise. Staff are also encouraged to come to any of the members of the Management Committee to discuss any concerns or problems.	
To implement emergency procedures – evacuation in case of fire or other significant incident.	Management	Escape routes are well signed and kept clear at all times. Evacuation plans are posted in various places around the venue and updated as necessary. Fire blankets, hoses and extinguishers clearly placed around the building. Duress Alarm is in place in the Equipment Shop area.	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery,	Management	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and targetry and for ensuring that action is promptly taken to address any defects. Staff trained in safe handling/use of substances.	
Health and safety policies are displayed:	On notice board in foyer		
First-aid box and accident book are located:	In access area to the toilets in the foyer and in the kitchen		
Signed:		Date:	6/12/2014
Subject to review, monitoring and revision by:	The Management Committee	Every:	12 months