

Firearms Safety Management

IMPLEMENTATION

Aim

To prescribe the responsibilities and actions required for the possession, use and storage of firearms on University premises and/or during University-related activities to ensure the University meets the requirements of the [Health, Safety and Wellbeing \(HSW\) Policy](#) and the relevant sections of the [Work Health and Safety Act 2012 \(SA\)](#), the [Firearms Act 2015 \(SA\)](#) and the [Firearms Regulations 2017 \(SA\)](#).

1 Objectives

- 1.1 To ensure that the risks of all firearms activities, including the use of projectile weapons, are identified, assessed and the appropriate control measures are in place to prevent an injury.

2 Scope

2.1 Personnel

2.1.1 Inclusions

This process is applicable to all persons who undertake University of Adelaide related activities, and/or are employed or engaged by the University or affiliated with the University in any capacity as a worker as defined under the [Work Health and Safety Act 2012 \(SA\)](#). This includes but is not limited to employees, title holders, volunteers, students, visitors or contractors where applicable.

2.1.2 Exclusions

This Handbook chapter is not intended to apply to:

- members of State or Australian Federal Police;
- Government security, protective agencies or Australian defence personnel in line with their official duties.

2.2 Locations

2.2.1 Inclusions

- All University [workplaces](#) including University controlled off campus activities; (See section definitions)
- Student accommodation owned and/or managed by the University;
- Privately owned vehicles whilst on University property.

2.3 Firearms

Inclusions

2.3.1 Firearms as defined under the Firearms Act.

“Firearms” refers to firearms as defined by the [Firearms Act 2015 \(SA\)](#) and [Firearms Regulations 2017 \(SA\)](#).

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3 Process: Assessment of the need for a School/Branch Firearms Officer

Person Responsible	Actions
3.1 All staff, students, titleholders, contractors, visitors	<p>Where no Firearms Officer is appointed for the School/Branch</p> <ul style="list-style-type: none"> <input type="checkbox"/> Request that the Head of School/Branch establish a Firearms Officer and processes under this chapter where you have a need for the use of a firearm in the course of your duties (including research and teaching activities).
3.2 Head of School/Branch	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that any Academic staff or Managers within your School/Branch, are aware of the chapter, where their discipline or activity is such that they may reasonably need to consider the use of a firearm. <input type="checkbox"/> Assess if the firearms activity is an ongoing or desired business requirement for the School/Branch: <ul style="list-style-type: none"> <input type="checkbox"/> If yes - follow this Firearms Safety process Proceed to 3.34.4. <input type="checkbox"/> If no - determine if the activity could be outsourced to: <ul style="list-style-type: none"> <input type="checkbox"/> a Firearms Officer in another School/Branch of the University; or <input type="checkbox"/> a contract shooter with an appropriate licence category. (Please contact the Associate Director, HSW ext 36079 for further information.) Follow the Contractor Safety Management chapter of the HSW Handbook. <p>Note If engaging a contract shooter, ensure that any firearms and activity involving animals complies with the University of Adelaide requirements for Animal Ethics.</p>

4 Process: Appointment of School/Branch Firearms Officer/Deputy and Firearms licences i.e. Where the School/Branch requires the purchase, use and storage of a firearm for ongoing School/Branch related activities

Person Responsible	Actions
4.1 Head of School/Branch	<ul style="list-style-type: none"> <input type="checkbox"/> Nominate a Firearms Officer and Deputy for the School/Branch and provide them with a copy of "Authorised Firearms Officer and User Form" (Appendix A) for completion. <input type="checkbox"/> Confirm that the Firearms Officer holds a current SA Firearms Licence for all classes of firearms held by the School/Branch and for the appropriate categories (Section 13 of the Firearms Regulations 2017 (SA) for which School/Branch firearms are used and a copy of the Licence is attached to Nominated Firearms Officer and User form (Appendix A). <input type="checkbox"/> Advise the Firearms Officer that they will be the "Nominee" for the School/Branch under Section 30 of the Firearms Regulation 2017 (SA) and will be responsible for meeting the legislative requirements for the: <ul style="list-style-type: none"> <input type="checkbox"/> acquisition and registration; <input type="checkbox"/> secure storage and maintenance; and <input type="checkbox"/> issue and management of all School/Branch firearms. <input type="checkbox"/> Nominate a Deputy Firearms Officer(s) to cover for any absences of the School/Branch's nominated Firearms Officer in consultation with the nominated Firearms Officer. <p style="text-align: right;">Continued</p>

- 4 **Process: Appointment of School/Branch Firearms Officer/Deputy and Firearms licences (Continued)**
i.e. Where the School/Branch requires the purchase, use and storage of a firearm for ongoing School/Branch related activities

Person Responsible	Actions
4.1 Head of School/Branch (Continued)	<ul style="list-style-type: none"> <input type="checkbox"/> Discuss any new firearms activity with the Associate Director, HSW where: <ul style="list-style-type: none"> <input type="checkbox"/> there is no Firearms Officer for the School/Branch; <input type="checkbox"/> the Firearms Officer is not licensed for the type of activity; <input type="checkbox"/> the Firearms Officer is not willing to support the activity. <input type="checkbox"/> Apply for a Firearms licence with SAPOL. PD303 - Application for a Firearms Licence and follow the instructions on the form. <input type="checkbox"/> Provide a copy of the completed and signed Application for Firearms forms (as above) to the nominated Firearms Officer and request they present the form to SAPOL together with the required 100 point identification requirements as outlined on the form. <input type="checkbox"/> Provide copies of the completed Nominated Firearms Officer and User form (Appendix A) for the Nominated Firearms Officer and the Deputy(s) to the Director, HSW.

- 5 **Process: Authorisation of other users (e.g. staff, external experienced shooters)**

Person Responsible	Actions
5.1 Head of School/Branch	<ul style="list-style-type: none"> <input type="checkbox"/> Authorise (using Nominated Firearms Officer and User form (Appendix A): <ul style="list-style-type: none"> <input type="checkbox"/> any staff, students, titleholders, contractors or visitors requiring the use of a firearm; <input type="checkbox"/> any external experienced shooters (e.g. professional pest exterminators) to be engaged by the School/Branch; <input type="checkbox"/> the use of any privately-owned firearm for University activities in consultation with the Firearms Officer and Associate Director, HSW. (Note – this is only applicable to the privately-owned firearms owned by Authorised Firearms Officers and users who are appropriately licenced); <input type="checkbox"/> any request to use Class C, Class D or Class H firearms in consultation with the Associate Director, HSW. <input type="checkbox"/> any undergraduate student firearms activities where the student is enrolled in an external and managed training course that forms part of a degree or structured core programme.

- 6 **Process: Funding for Firearms**

Person Responsible	Actions
6.1 Head of School/Branch	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure funding is provided (whether from related research grants or School/Branch operating budgets) for: <ul style="list-style-type: none"> <input type="checkbox"/> maintenance of University owned firearms; <input type="checkbox"/> provision and maintenance of secure storage facilities; <input type="checkbox"/> external authorised shooters; and <input type="checkbox"/> the Firearms Officer's, Deputy's Firearms Officer's licence and any training which may be required to maintain the licence.

7 Process: Revoking authorisation

Person Responsible	Actions
7.1 Head of School/Branch	<ul style="list-style-type: none"> <input type="checkbox"/> Report to the Registrar of Firearms (SAPOL) in accordance with the Firearms Regulations 2017 (SA) [Section 92] any person who has access to firearms and whom you believe may be a risk to themselves or others. <input type="checkbox"/> Revoke authorisation of Authorised users, who are found to be in breach of this Handbook chapter. <input type="checkbox"/> Advise the Firearms Officer/Deputy and complete the Revoke Authorisation section of the completed "Authorised Firearms Officer and User form" Appendix A on file. <input type="checkbox"/> Forward a copy of the Revoked Authorisation to the Director, HSW.

8 Process: Firearms activities and documentation

Person Responsible	Actions
8.1 Nominated School/Branch Firearms Officer and Deputy Firearms Officer	<ul style="list-style-type: none"> <input type="checkbox"/> Hold a current SA Firearms licence for all classes of firearms controlled by the School/Branch and for the appropriate licence category (activity type). <input type="checkbox"/> Meet the responsibilities outlined for an Authorised user where defined. <input type="checkbox"/> Report any loss or theft of a School/Branch firearm or ammunition immediately to the Head of School/Branch and the Associate Director, HSW. Where applicable the matter must be reported to the SAPOL Registrar using the form on the SAPOL website. <input type="checkbox"/> Report to the Registrar of Firearms (SAPOL) in accordance with the Firearms Regulations 2017 (SA) [Section 92] any person who has access to firearms and whom you believe may be a risk to themselves or others. <p>In relation to firearms users</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide any person requesting to use an approved class of firearm (See definitions section, Classes A and B) with a copy of Appendix A for completion and confirm they hold an appropriate class of licence and meet all other criteria as defined. <input type="checkbox"/> Submit the completed form to the Head of School/Branch for authorisation. <input type="checkbox"/> Ensure other users are aware of their responsibilities in accordance with this chapter, legislation (Firearms Act 2015 and Regulations 2017 (SA); Work Health and Safety Act 2012 and Regulations 2012 (SA)), risk assessment and any associated control measures (including any applicable Safe Operating Procedure). <p>Activities</p> <ul style="list-style-type: none"> <input type="checkbox"/> Apply your best judgement to ensure that firearms are not issued to anyone who presents as being under the effects of alcohol or drugs, or who is adversely affected by a medical or psychological condition, or who is otherwise incapable of using a firearm safely. <input type="checkbox"/> Assess and approve any firearms activity. (This may require a review of the Risk Assessment and Safe Operating Procedures.) <input type="checkbox"/> Sight the Firearms licence of each Authorised User each time you issue firearms and ammunition. <input type="checkbox"/> Issue firearms and ammunition to the Authorised User. <p style="text-align: right;">Continued</p>

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8 Process: Firearms activities and documentation (continued)

Person Responsible	Actions
<p>8.1 Nominated School/ Branch Firearms Officer and Deputy Firearms Officer</p> <p>(Continued)</p>	<p>Activities (continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provide Campus Security with details of any shooting activity or the presence of externally engaged shooters, including dates and times of approved firearms activities on campus. <p>Where appropriate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accompany any external experienced shooters (when hired or engaged) for the duration of their firearms activities. <p>Maintenance</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that School/Branch owned firearms are maintained in accordance with the manufacturer's instruction or if unavailable in accordance with the advice of a licenced firearms dealer. <p>Recommending a revocation of existing authorisation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Consult with the Head of School/Branch if recommending that authorisation to use a firearm be revoked. (e.g. if a user has demonstrated unsafe work practices or behaviour such that they may be a risk to themselves or others.) See section 7. <p>Privately owned firearms</p> <ul style="list-style-type: none"> <input type="checkbox"/> Seek approval for use of privately-owned firearms in consultation with the Head of School/Branch and the Director, HSW by completing the relevant section of The Authorised Firearms Officer and User Form (Appendix A). <p>Documentation</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Firearms Log</u> Maintain a log of: <ul style="list-style-type: none"> <input type="checkbox"/> Firearm usage; <input type="checkbox"/> Ammunition purchase and usage; and <input type="checkbox"/> Firearm maintenance activities <p>Including, but not limited to the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date of issue <input type="checkbox"/> Authorised user's name, signature, Firearms licence number <input type="checkbox"/> Name and signature of Firearms Officer/Deputy present at the time of issue <input type="checkbox"/> Proposed purpose and location of use <input type="checkbox"/> Ammunition purchased, issued, returned and remaining <input type="checkbox"/> Scheduled return date <input type="checkbox"/> Actual return date <input type="checkbox"/> Details of cleaning and maintenance. <input type="checkbox"/> <u>Firearms Register</u> <ul style="list-style-type: none"> <input type="checkbox"/> Maintain a current copy of the School/Branch Firearms Register. (Note – The Firearms Register for the School/Branch is issued to the Firearms Officer by SAPOL.) <input type="checkbox"/> Ensure a copy of the School/Branch Firearms Register is submitted to the Director, HSW by 1st December each year. <p style="text-align: right;">Continued</p>

8 Process: Firearms activities and documentation (continued)

Person Responsible	Actions
<p>8.1 Nominated School/Branch Firearms Officer and Deputy Firearms Officer</p> <p>(Continued)</p>	<p>Documentation (Continued)</p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>SAPOL documentation</u> <ul style="list-style-type: none"> <input type="checkbox"/> Register all firearms (with SAPOL) and ensure no modifications are made to the firearms which would change the class of firearm and invalidate the current registration. <input type="checkbox"/> Notify SAPOL Registrar with change of name or change of residential address within 14 days, using the applicable form on the SAPOL website for the University's licence. <input type="checkbox"/> <u>Records</u> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that a copy of all documents relating to firearms activities including all forms sent to SAPOL is held as a permanent record by the University. <input type="checkbox"/> <u>HSW Handbook</u> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure the Associate Director, HSW is advised of any changes or issues related to firearms use that would require processes within the Handbook to be amended.
<p>8.2 Authorised user (Any staff member or external experienced shooter, who holds a relevant South Australian firearms licence, who is authorised by the Head of School/Branch to use a registered firearm whilst undertaking University related activities)</p>	<p>Prior to the use of any firearms at the University:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact the School/Branch Firearms Officer. <input type="checkbox"/> Complete the "Authorised Firearms Officer and User form" (Appendix A). <input type="checkbox"/> Provide a copy of your SA Firearms licence to the Firearms Officer before obtaining a School/Branch firearm or ammunition. <input type="checkbox"/> Ensure you hold the appropriate class of licence for the firearm to be used and that your licence category matches the activity that you will be undertaking. <input type="checkbox"/> Ensure that any firearms activity involving animals complies with the University of Adelaide requirements for Animal Ethics. <input type="checkbox"/> Notify Security if using a firearms on campus. <p>Obtaining ammunition</p> <ul style="list-style-type: none"> <input type="checkbox"/> Obtain ammunition only from the School/Branch Firearms Officer except where agreed in consultation with the School/Branch Firearms Officer in exceptional circumstances. <p>When in possession of a firearm</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take sole responsibility for the firearm at all times when in your possession. <input type="checkbox"/> Store the firearm in accordance with the Firearms Act 2015 (SA). <input type="checkbox"/> Ensure that you never use a firearm against any person under any circumstances. (Note: In a personal threat situation contact Security and/or SAPOL. <input type="checkbox"/> Refuse permission for any other person, licensed or otherwise, to take possession of or use the firearm. <input type="checkbox"/> Carry your licence, whenever you have a firearm in your physical control.

8 Process: Firearms activities and documentation (continued)

Person Responsible	Actions
8.2 Authorised user (Continued)	Following use of the firearm <ul style="list-style-type: none"> <input type="checkbox"/> Return any unused ammunition with the firearm by the due date of return of the firearm to the Firearms Officer for safe storage. (See section 12 for requirements for transportation/storage.) <input type="checkbox"/> Obtain permission from the Firearms Officer (before the close of business on the due date) if unable to return a firearm by the due date. <input type="checkbox"/> Report any damage, failure, concerns or unsafe wear-and-tear of the firearm to the Firearms Officer. <input type="checkbox"/> Report any loss or theft of a School/Branch firearm or ammunition immediately to the Firearms Officer. <input type="checkbox"/> Notify SAPOL Registrar with change of name or change of residential address within 14 days, using the applicable form on the SAPOL website. (Note – i.e. to update your own SAPOL record.)
8.3 Manager/ Supervisors	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that projects and responsibilities that require the use of firearms are assigned only to Authorised firearms users in consultation with the School/Branch Firearms Officer.

9 Process: Information, instruction and training

Person Responsible	Actions
9.1 Head of School/Branch	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that the School/Branch Firearms Officer is aware of their responsibilities and the contents of this chapter. <input type="checkbox"/> Ensure that Firearms licence renewals are tracked in accordance with the HSW Handbook Chapter HSW Training Plan. <input type="checkbox"/> Ensure that any firearms related activity (i.e. under 2.3) which requires a proficiency is also monitored in accordance with the HSW Handbook Chapter HSW Training Plan.
9.2 Firearms Officer and Deputy Firearms Officer	<ul style="list-style-type: none"> <input type="checkbox"/> Consider the information, instruction and training needs of authorised users. <input type="checkbox"/> Ensure that where any level 2 proficiency or level 3 training is identified as required for an authorised user, (see HSW Handbook Chapter HSW Training Plan), that the requirement is met and recorded in accordance with that HSW Handbook chapter.
9.3 Authorised user	<ul style="list-style-type: none"> <input type="checkbox"/> Attend all training as instructed by the SAPOL Registrar if required as part of the licence renewal process. This may include attending one or more SAPOL approved external training sessions: <ul style="list-style-type: none"> <input type="checkbox"/> training course; or <input type="checkbox"/> written exam; or <input type="checkbox"/> practical exam, in safe handling, carriage and use of firearms. (Qualifications to hold licence – Firearms Regulation 19). <input type="checkbox"/> Complete any instruction or training as required by your Supervisor or the Head of School/Branch or the Firearms Officer.

10 Process: Hazard Management

Person Responsible		Actions
10.1	Supervisor	<input type="checkbox"/> Ensure that all hazards are managed in accordance with HSW Hazard Management chapter .
10.2	Firearms Officer and Deputy Firearms Officer	<input type="checkbox"/> Ensure that risk assessments are documented to cover the general firearms tasks and types of activities that are regularly undertaken in the School/Branch. (As a minimum, at least a broad risk assessment for the firearms activity intended to be used). Control measures should include as a minimum: <ul style="list-style-type: none"> <input type="checkbox"/> the use of ear protection; <input type="checkbox"/> transport arrangements; <input type="checkbox"/> security and storage of firearms and ammunition; <input type="checkbox"/> emergency contingency arrangements; <input type="checkbox"/> animal ethics approval and protocols (if applicable); <input type="checkbox"/> maintenance (e.g. cleaning/manufacture requirements). <input type="checkbox"/> Ensure that where an activity deviates from a 'generic' firearm risk assessment, that the Authorised user documents a new risk assessment. If the Authorised user is a student then the risk assessment must be authorised by their supervisor. <input type="checkbox"/> Review any risk assessments created by Authorised users and where you believe that the risk assessment appropriately addresses the risks and conforms to all the requirements of this chapter, authorise the risk assessment and retain a copy. <input type="checkbox"/> Ensure that copies of all risk assessments are available to Authorised users and are developed, authorised and filed in accordance with the HSW Hazard Management chapter .
10.3	Authorised user	<input type="checkbox"/> Ensure you are aware of the risk assessments and implement all of the required control measures for all firearm-related activities you undertake. <input type="checkbox"/> Complete a new risk assessment in accordance with the HSW Hazard Management chapter where there is no risk assessment on file provide a copy to the School/Branch Firearms Officer with sufficient notice that the School/Branch Firearms Officer can review and authorise for approval prior to commencing the activity. Note – When documenting Safe Operating Procedures, please also check HSW Handbook chapter Biological Safety Management and Information Sheet Working with Animals if working with animals. <input type="checkbox"/> Do not undertake any firearms activity that has not been risk assessed and authorised by the School/Branch Firearms Officer. <input type="checkbox"/> Follow any documented Safe Operating Procedures for activities. <input type="checkbox"/> Gain authorisation from the School/Branch Firearms Officer before altering or accessorising any firearm or ammunition (e.g. attaching a scope).

11 Process: Annual Stock take

Person Responsible		Actions
11.1	Head of School/Branch	<input type="checkbox"/> Review and sign off on annual firearms Stock take pro-forma(s) (Appendix B) as prepared by the School/Branch Firearms Officer.

11 Process: Annual Stock take (Continued)

Person Responsible	Actions
11.2 Firearms Officer and Deputy Firearms Officer	<input type="checkbox"/> Conduct annual stock takes of School/Branch firearms and ammunition, using the annual firearms Stock take pro-forma (Appendix B) and attach to the Firearms Register which is submitted to the Director, HSW on 1 December each year.

12 Process: Management of Storage and Transportation

Person Responsible	Actions
12.1 Firearms Officer (and Deputy)	<input type="checkbox"/> Store and secure all School/Branch firearms and ammunition when not in use according to Firearms Regulations 2017 (SA) .
12.2 Authorised user	<input type="checkbox"/> Comply with the Code of Practice for the Security, Storage and Transport of Firearms, Ammunition and related items. (Note this constitutes Schedule 1 of the Firearms Regulations 2017 (SA) . <input type="checkbox"/> Ensure that whilst transporting a firearm or ammunition in a vehicle that no ammunition is carried in the chamber, breech or magazine of the firearm. <input type="checkbox"/> Ensure that ammunition and the firearm bolt are stored and secured separately to the firearm and where possible locked in a secure vehicle compartment during transportation. <input type="checkbox"/> Transport firearms in a locked strong box, secured in the luggage compartment (where possible) or bolted in the back of a utility, so that it cannot be stolen. Where this is not possible, all care must be taken to ensure that the firearm cannot be stolen.

13 Process: Acquisition, sale, gifting and disposal of firearms

Person Responsible	Actions
13.1 Head of School/Branch	<input type="checkbox"/> Authorise the acquisition, sale, gifting and disposal of firearms and/or ammunition using the University authorisation to acquire, sell, gift, or dispose of a firearm form (Appendix C). <input type="checkbox"/> Inform the Director, HSW prior to the purchase of the first firearm for the School/Branch. <input type="checkbox"/> Ensure that only the Firearms Officer purchases ammunition for the School/Branch.
13.2 Firearms Officer and Deputy Firearms Officer	<input type="checkbox"/> Complete the following forms and maintain copies on file. <ul style="list-style-type: none"> <input type="checkbox"/> Appendix C, University authorisation to acquire, sell, gift, or dispose of a firearm form. <input type="checkbox"/> The applicable form(s) on the SAPOL website. <input type="checkbox"/> Acquire all new or replacement firearms and ammunition in accordance with the Firearms Act 2015 (SA) on behalf of the School/Branch and ensure they are appropriate to the activities of the School/Branch. <input type="checkbox"/> Record ammunition purchases on the firearms log (see section 8.1). <input type="checkbox"/> Dispose of any School/Branch firearm, in accordance with the Firearms Act 2015 (SA) . <input type="checkbox"/> Ensure completion of the applicable form on the SAPOL website .

14 Process: Emergency Incidents

Person Responsible	Actions
14.1 Head of School/Branch	<input type="checkbox"/> Ensure that any firearms incident, injury or near miss is reported via the University HSW Incident Reporting System in accordance with the HSW Handbook Chapter Report a safety issue or incident .
14.2 Authorised user	<ul style="list-style-type: none"> • Call Emergency Services (0) 000 for a life-threatening incident. (ALWAYS inform them that the emergency has involved a firearm and provide the GPS location if available.) • Contact Security as soon as practicable after an incident: <ul style="list-style-type: none"> • North Tce Security on 8313 5444 or internally # 35444, <input type="checkbox"/> Roseworthy Security on 8313 7999 or internally # 37999 and <input type="checkbox"/> Waite Security on 8313 7200 or internally # 37200. <input type="checkbox"/> Notify the Firearms Officer and the Faculty/Branch Health and Safety contact as soon as practicable and report the details of the incident, including the exact location, activity and nature of any injuries (if applicable).
14.3 Faculty/Branch HSW Contact	<input type="checkbox"/> Investigate and enter the details of the incident/injury/near miss and any actions into the University's incident reporting system in accordance with the HSW Handbook Chapter Report a safety issue or incident .
14.4 Security Office staff	<input type="checkbox"/> Assist Emergency Services in all matters involving firearms and follow their direction. <input type="checkbox"/> Follow Security protocols for incident management.

15 Definitions

Categories of use –

Refer to the [SAPOL website](#); and [Firearms Act 2015 \(SA\)](#) and [Firearms Regulations 2017 \(SA\)](#).

Classes of Firearms – Refer to the [SAPOL website](#)

Firearm licences will be issued for a particular class or particular classes of firearms.

SAPOL – South Australian Police.

SAPOL Registrar - the Commissioner of Police is the Registrar of Firearms.

Workplace – A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be while at work. Place includes a vehicle, vessel, aircraft or other mobile structure and any waters and any installation on land, on the bed of any water or floating on any waters [WHS Act 2012, Division 3, S8].

16 Performance Measures

HR Branch will use performance measures to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process. The level of compliance with the chapter and effectiveness will be determined during the internal audit process.

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17 Useful information and resources

17.1	University related documents and Policies University HSW Handbook: Hazard Management Plant/Equipment Safety Management Drugs and Alcohol Biological Safety Management Report a safety issue or incident Incident investigation Working with animals. (FAQ)
17.2	Related Legislation <ul style="list-style-type: none"> • Work Health and Safety Act 2012 (SA) and WHS Regulations 2012 (SA) • the Firearms Act 2015 (SA) and the Firearms Regulations 2017 (SA).
17.3	Useful Web-links <ul style="list-style-type: none"> • SAPOL – Firearms page • SAPOL Firearms Forms • University Incident Reporting System

Appendix A

AUTHORISED FIREARMS OFFICER AND USER FORM

An authorised firearms user is any staff member or external experienced shooter who holds a relevant Firearms licence, who is authorised by the Head of School/Branch to use a University owned firearm (Staff) or Non University owned firearm (External experienced shooter) whilst on University related activities. Undergraduate students will not be authorised.

STAFF MEMBER DETAILS

Staff ID number		Surname	
School/Branch		Given names	
Work contact number		Mobile	

EXTERNAL SHOOTER DETAILS (Contractors)

Company/Business/ Organisation Name		Surname	
Address		Given names	
Phone No.		Mobile	

FIREARMS LICENCE DETAILS (Please attach a copy of the licence)

For a Firearms Officer only a valid South Australian Firearms Licence may be used which must match the classes and categories for the activities of the School/Branch.

For other users, the licence must be valid for the State where the activity is being conducted which must match the classes and categories for the activities to be undertaken.

Firearms Licence No		Classes	
Categories		Expiration	

PRIVATELY OWNED FIREARMS (For both internal and external users)

Firearms details and Serial Number(s)	
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AUTHORISATION (by Head of School/Branch)

I hereby authorise the above mentioned as a firearms user within the University of Adelaide to act in the following capacity until the expiration indicated below within the limitations of their firearms licence. I certify that I have sighted their current Firearms Licence and considered the appropriateness of both the categories and classes for which they are licenced.

<input type="checkbox"/> Firearms Officer (Staff only)	<input type="checkbox"/> Deputy Firearms Officer (Staff only)	<input type="checkbox"/> User <input type="checkbox"/> External User	Expiration of authorisation Date / /
Name of Head of School/Branch		Signature	Date / /

REVOKING AUTHORISATION (by Head of School/Branch)

This authorisation is revoked for the following reason(s).

Name of Head of school/Branch		Signature	Date / /
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INSTRUCTIONS

User

- Attach a copy of your current Firearms licence(s) to this form.
- Submit the completed form and a copy of Firearms licence(s) to the Firearms Officer.
- Complete and submit a new form when your licence is renewed to the Firearms Officer.

Firearms Officer

- Forward the completed form to the Head of School/Branch for authorisation.
- Following authorisation by the Head of School/Branch, forward a copy (i.e. scanned and sent electronically) to (1) [Director, HSW](#) and (2) Authorised User.
- Add the users name and expiry to the School/Branch Training Plan
- Register the form in the University records management system.

ANNUAL FIREARMS STOCK TAKE PROFORMA

FIREARMS					
<input type="checkbox"/>	Attach the SAPOL Firearms Register to this Pro-forma				
<input type="checkbox"/>	List any additional firearms owned by the School/Branch				
Serial Number		Type		Calibre	
<input type="checkbox"/>	All firearms are accounted for.				
<input type="checkbox"/>	All firearms usage logs are accurate and complete.				
<input type="checkbox"/>	The quantity of ammunition held is limited to meeting the reasonable needs of the School/Branch.				
AMMUNITION					
<input type="checkbox"/>	List of Ammunition accounted for (or attach/email a list)				
Lot/Batch		Calibre		Quantity	
<input type="checkbox"/>	All ammunition is accounted for.				
<input type="checkbox"/>	All ammunition usage logs are accurate and complete.				
I verify that all firearms and ammunition is accounted for and that all usage logs are accurate and complete.					
Name of Firearms Officer					
Signature of Firearms Officer				Date	/ /
I have reviewed the annual firearms stock stake pro-forma.					
Name of Head of School/Branch					
Signature of Head of School/Branch				Date	/ /
Name of Associate Director HSW					
Signature of Associate Director HSW				Date	/ /

AUTHORISATION TO ACQUIRE, SELL, GIFT, OR DISPOSE OF A FIREARM FORM

**CONTACT THE DIRECTOR, HSW (ext 36079)
IF YOU ARE ACQUIRING A FIREARM FOR THE FIRST TIME**

STAFF MEMBER DETAILS

Staff ID number		Surname	
School/Branch		Given names	
Work contact number		Mobile	

FIREARMS LICENCE DETAILS *(Please attach a copy of licence)*

☐ Firearms licence

Licence

Number _____ Classes _____ Categories _____ Expiration _____

ACQUISITION OF FIREARM *(if applicable)*

☐ New

☐ Used

Please tick one

Firearm Description

Make: _____

Model: _____

Type: _____

Calibre: _____

Reason for acquisition

Associate Director HSW advice sought:

(For a School/Branch currently not owning Firearms)

☐ Yes

☐ N/A

SALE, GIFT, OR DISPOSAL OF FIREARM *(if applicable)*

☐ Sale

☐ Gift

☐ Disposal

Please tick one

Firearm Serial number:

Reason for sale, gift, or disposal:

Firearm Description

Make: _____

Model: _____

Type: _____

Calibre: _____

AUTHORISATION *(By Head of School/Branch)*

I hereby authorise the above mentioned Firearms Officer/Deputy Firearms Officer to acquire/sell/dispose of the listed Firearm.

(Delete actions above which are not applicable)

Expiration Date of Authorisation _____

Name: _____ School/Branch: _____ Signature _____ Date: _____

INSTRUCTIONS

Firearms Officer

- Forward a copy of the completed form and Firearms licence (i.e. scanned and sent electronically) to the [Director, HSW](#) and cc to Legal and Risk for insurance purposes.
- Ensure the SAPOL form(s) has/have been completed. (<https://www.police.sa.gov.au/services-and-events/firearms-and-weapons>)
- Maintain a copy of the completed form in the University's records management system.

HSW Handbook	Firearms Safety Management	Effective Date:	25 July 2018	Version 3.1
Authorised by	Chief Operating Officer (University Operations)	Review Date:	25 July 2021	Page 14 of 14
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			