


**NEWTEC PISTOL CLUB INCORPORATED
WORKING BEE & MAINTENANCE**
**NPC-OPS-POL-001
Version 1.0 • DRAFT**

DOCUMENT REFERENCE: NPC-OPS-POL-001 | APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL) | CL1 —
INTERNAL


PISTOL CLUB

WORKING BEE AND CLUB MAINTENANCE POLICY

Safe, inclusive and well-controlled volunteer maintenance

Document control	Value
Reference	NPC-OPS-POL-001
Version / status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Control level	CL1 — Internal; completed attendance/medical records CL3
Owner	Public Officer/Secretary
Commencement	On Committee adoption
Review	Annually and after an incident, legislative change or material task change

THE NON-NEGOTIABLE RULE

No maintenance work starts until the coordinator confirms that affected ranges and danger areas are closed, live fire cannot commence, firearms are secured, and the work area has been checked for ammunition, firearm parts, sharp objects and other hazards.

Policy status

This document adopts SafeWork NSW principles as Newtec's minimum safety standard. Whether the Work Health and Safety Act 2011 legally applies depends on the Club's circumstances, including whether it engages any paid worker. Adoption of this policy does not replace competent trade work, current Range Approval conditions, manufacturer instructions, chemical labels or emergency-service directions.



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QUICK WORKING BEE SEQUENCE

Stage	Required action	Stop / escalate when
1. Plan	Appoint coordinator; define tasks, skills, tools, weather limits, exclusions and emergency arrangements.	No competent lead, uncertain scope, unsafe forecast or approval conflict.
2. Isolate	Close affected ranges; prevent live fire; control keys, access, signs, flags and firing points.	Range status cannot be positively confirmed.
3. Sweep	Walk the work area before tools start. Search for ammunition, cases, primers, firearm parts, sharps, wire, rocks, glass, wildlife and damage.	Live ammunition, firearm/controlled item, suspected explosive, snake, asbestos or unknown hazardous material.
4. Brief	Sign in; allocate suitable tasks; cover hazards, PPE, communications, breaks, first aid and stop-work authority.	Volunteer is unwell, impaired, untrained, pressured or not equipped.
5. Work	Use task leader, exclusion zones, safe plant and tools, hydration, buddy checks and housekeeping.	Condition changes, guard fails, person enters exclusion zone or any worker feels unsafe.
6. Close	Account for people/tools; inspect ranges; remove waste; secure chemicals/plant; record defects and authorise reopening.	Item missing, ammunition/controlled item unresolved, damage or hazard remains.
EVERY PERSON MAY STOP WORK		
Any volunteer may call STOP WORK without criticism. Work resumes only after the coordinator or competent task leader confirms the hazard is controlled. No maintenance target, timetable or convenience overrides safety.		

1. PURPOSE AND SCOPE

This policy covers organised working bees and routine volunteer maintenance at Newtec, including mowing, brush cutting, gardening, cleaning, waste handling, minor repairs, painting, pest control, moving equipment and inspections. It applies to Committee members, members, volunteers, visitors, contractors and supervisors.

It does not authorise electrical, plumbing, structural, asbestos, excavation, tree-felling, roof, confined-space, high-risk construction or other licensed/specialist work. Those tasks require Committee approval and a competent licensed contractor or separate risk assessment.

2. SAFETY PRINCIPLES

- Plan the work, consult the people doing it and control hazards before starting.
- Use the hierarchy of controls: eliminate; substitute; isolate; engineer; administer; then PPE.
- Match tasks to competence, capacity, age and health; volunteering is freely chosen and may stop at any time.
- Keep range safety, firearm security and access control separate from ordinary grounds maintenance.
- Do not work alone on higher-risk tasks. Maintain communication and a reliable check-in/check-out system.
- Record hazards, incidents, near misses, equipment defects and corrective actions.



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3. RESPONSIBILITIES

Role	Responsibilities
Committee	Approve policy, provide resources, confirm insurance, identify paid-worker/WHS status, engage licensed contractors and review serious risks.
Working bee coordinator	Plan and authorise work; confirm range closure; conduct risk assessment and briefing; allocate tasks; monitor weather, welfare and close-out.
Task leader	Be competent with the task/equipment; demonstrate controls; maintain exclusion zones; inspect tools; stop unsafe work.
Range Approval Holder / Captain	Confirm maintenance is consistent with the Range Approval, range safety, reopening and incident-notification requirements.
Volunteers	Sign in/out; disclose limitations needed for safe task allocation; follow instructions; use PPE; protect others; stop and report hazards.
Contractors	Provide licences, insurance, safe work method/risk documents and chemical information as relevant; comply with site induction and range controls.

4. PLANNING AND PRE-WORK AUTHORISATION

For each working bee the coordinator must prepare a short task plan and record:

- date, expected conditions, task locations and start/finish times;
- coordinator, task leaders, first-aider and emergency communications;
- range-closure and access-control arrangements;
- people, competency, supervision, plant, chemicals and PPE required;
- weather, heat, UV, bushfire, lightning, wind, smoke/air quality and wildlife risks;
- manual-handling, noise, flying-object, slip/trip, electrical and vehicle interactions;
- contractor or licence needs, waste disposal and environmental controls; and
- emergency access, exact site address, assembly point and nearest suitable medical assistance.

The coordinator cancels, postpones or changes tasks where conditions exceed the agreed limits, Total Fire Ban or emergency directions affect the site, fire danger is unacceptable, visibility/air quality is poor, or safe supervision is unavailable.

5. RANGE, FIREARM AND AMMUNITION CLEARANCE

1. Confirm in writing or the working-bee record that all affected ranges are closed and no live-fire booking overlaps the work.
2. Post barriers/signs and control access. Remove or secure firearms and ammunition before volunteers enter the work area.
3. Conduct a deliberate visual sweep of firing lines, benches, floors, grass, target areas and equipment zones before mowing, sweeping, vacuuming, hot work or machinery use.
4. Treat every cartridge or round as live. Do not strike, crush, mow over, burn, dismantle or place it in ordinary waste.
5. If loose ammunition is found, stop work and keep others away. Notify the coordinator and Range Approval Holder. Only a person lawfully authorised and competent may make the item safe and place it in approved secure control. Record the find and disposition.
6. If an unattended firearm, firearm part, prohibited item, suspected explosive or unknown controlled item is found: do not handle it; isolate the area; prevent access; call Police on 000 if there is immediate danger, otherwise obtain Police advice through 131 444 and notify Club officials.
7. After work, complete a second sweep and obtain Range Approval Holder or authorised delegate approval before reopening any affected range.

NO LIVE FIRE AND MAINTENANCE OVERLAP

Live fire must not occur on an affected range or where a projectile danger area, noise, access route, machinery or maintenance worker could interact. A range may reopen only after a documented close-out inspection.



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6. VOLUNTEER WELLBEING AND FITNESS FOR TASK

- Participation is voluntary. No member is disadvantaged for declining a task, taking a break or stopping unsafe work.
- Begin with a respectful briefing. Do not use ridicule, aggression, unsafe competition, hazing or pressure to “push through”.
- Ask only for information necessary to allocate work safely. Health information is private and need-to-know.
- Provide water, shade, toilets, handwashing, first aid and reasonable rest. Use shorter work periods in heat, humidity, smoke or demanding tasks.
- Use buddy checks for isolated areas, machinery, wildlife risk and strenuous work. Account for every person at close-out.
- Anyone affected by alcohol, illicit drugs, fatigue, illness, heat stress or medication that impairs safe work must not operate plant or perform hazardous tasks.
- Encourage early reporting of pain, dizziness, distress, near misses and unsafe behaviour. Adjust or stop the task without blame.

7. MOWING AND BRUSH-CUTTING SAFETY

Only a competent, authorised person may operate powered mowing equipment. The manufacturer’s instructions and any higher control prevail.

Before starting

- Close the range and complete the ammunition/controlled-item sweep.
- Inspect the ground for live or spent ammunition, cases, primers, rocks, wire, glass, timber, metal, targets, holes, soft edges, hidden drains, animal burrows and debris. Remove hazards safely.
- Check guards, shields, blades/line, fasteners, tyres, controls, interlocks, seat, roll-over protection, fuel/oil and leaks. Tag out defective equipment.
- Set an exclusion zone based on the manufacturer’s instructions and flying-object risk; keep volunteers, spectators, vehicles and animals outside it.
- Wear enclosed non-slip footwear, long trousers, high-visibility clothing where vehicles operate, eye/face protection and hearing protection selected for the noise exposure. Use sun protection.

During operation

- Mow in daylight and suitable visibility; avoid wet, unstable or excessively steep ground. Assess slopes before using a ride-on mower.
- Keep hands and feet away from blades and discharge openings. Never carry passengers. Avoid reversing toward people or blind areas.
- Do not mow over ammunition, metal, wire, rocks or unknown objects. Stop immediately if an object is struck, a vibration starts, a guard moves or a person enters the exclusion zone.
- For brush cutters, use the correct guard and harness, maintain separation from others, and control kickback and thrown-object direction.
- Manage noise exposure and rotate tasks or reduce operating time where needed. Maintain drinking water and heat/UV breaks.

Clearing, maintenance and refuelling

- Stop the engine, remove the key and isolate all energy according to the manufacturer before clearing blockages, inspecting blades or reaching underneath. Wait for all movement to stop.
- Refuel outdoors with the engine off and cooled. No smoking, ignition sources or decanting into unlabelled containers. Clean spills using the approved method.
- Transport and store fuel in approved containers, secured away from firearms, ammunition, ignition sources, drains and public access.



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8. OTHER MAINTENANCE CONTROLS

Hazard / activity	Minimum controls
Manual handling	Reduce load/size; use trolley or team lift; plan route; keep loads close; avoid twisting; rotate repetitive work; stop on pain.
Hand and power tools	Competent user; pre-use check; correct guard/accessory; isolate before adjustment; manage leads/batteries; eye/hearing protection; tag defects.
Ladders / height	Ground-level methods first. Industrial-rated ladder on stable ground for short light work only. No roof work or fall-risk work without separate competent planning.
Electrical	Test condition visually; keep leads dry and protected; use RCD where required; isolate supply. Electrical installation/repair by licensed electrician only.
Chemicals / herbicides	Avoid where practicable. Authorised trained user only; approved product and label; SDS available; weather/drift, PPE, storage, record, notification and re-entry controls.
Cleaning / hygiene	Gloves and handwashing; ventilation; never mix chemicals; manage mould, animal waste, sharps and contaminated material with specialist advice where necessary.
Waste / sharps	Do not hand-sort blind. Use tools and puncture-resistant container for sharps. Separate ammunition/controlled items, chemicals, batteries and e-waste from general waste.
Vehicles / trailers	Licensed authorised driver; pre-start; segregate pedestrians; spotter for reversing/blind areas; secure loads; no passengers unless seat provided.
Hot work / fire	Committee authorisation and separate risk assessment; check fire restrictions; extinguishers and fire watch; remove combustibles; no hot work near ammunition/fuel.
Asbestos / unknown material	Do not disturb. Stop, isolate and arrange competent assessment. Never drill, cut, sand, pressure-clean or remove suspected asbestos.
Trees / chainsaws	Fallen limbs and minor pruning only within competence. Chainsaw, tree-felling, elevated cutting or work near powerlines requires approved competent specialist.
Confined or isolated spaces	Do not enter tanks, pits or spaces with restricted entry/ventilation. Isolated work requires check-in, communication and task-specific approval.

9. SNAKES, SPIDERS, INSECTS AND ANIMALS

- Inspect long grass, sheds, stored materials, boots, gloves, helmets, covers and equipment before reaching in or moving them. Use tools rather than bare hands.
- Wear enclosed footwear, long trousers and gloves suited to the task. Keep grass, waste and storage areas orderly.
- If a snake is seen: stop, remain calm, keep well away, warn others and isolate the area. Do not chase, catch, strike or relocate it. Contact an authorised wildlife handler if removal is necessary.
- Treat a suspected snake bite or funnel-web-type spider bite as an emergency: call 000, keep the person and limb still, apply pressure immobilisation if trained, and follow emergency instructions. Do not wash, cut, suck or tourniquet the bite, and do not try to catch the animal.
- For other bites/stings, provide first aid and contact the NSW Poisons Information Centre on 13 11 26 where advice is required. Call 000 for breathing difficulty, collapse, severe symptoms or suspected envenomation.



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10. WEATHER, HEAT, SUN, FIRE AND AIR QUALITY

- Check Bureau of Meteorology warnings, temperature, humidity, wind, lightning and rain before and during work.
- Schedule heavy work for cooler periods; provide shade, water and planned rest; rotate tasks and monitor new or vulnerable volunteers.
- Use broad-spectrum sunscreen, brimmed hat, protective clothing and sunglasses appropriate to the work.
- Stop work for signs of heat illness: confusion, collapse, severe headache, vomiting, hot/dry skin or worsening dizziness. Call 000 for serious symptoms and commence first aid/cooling.
- Do not conduct vegetation work contrary to Total Fire Ban, fire-danger, emergency or land-manager restrictions. Maintain fire access and avoid machinery contact with dry vegetation where ignition risk is uncontrolled.
- Postpone work where smoke, dust or air quality makes activity unsafe, especially for people with respiratory or cardiovascular conditions.

11. INCIDENTS, INJURIES AND EMERGENCIES

8. Stop work, remove immediate danger without creating further risk and provide first aid within competence.
9. Call 000 for serious injury, fire, suspected envenomation, uncontrolled hazardous material, weapon/firearm threat or other emergency. Send a person to meet responders.
10. Preserve the scene where required, but never delay lifesaving action.
11. Complete NPC-IRF-001 Incident Report and notify the coordinator, Secretary and relevant Club official.
12. The Committee determines notification to Police, Firearms Registry, SafeWork NSW, insurer, venue/land manager, EPA or another authority. If a notifiable incident may have occurred under WHS law, do not disturb the site except as legally permitted.
13. Review controls and approve corrective actions before the task or area reopens.

12. RECORDS, PRIVACY AND REVIEW

The coordinator retains the task plan, risk assessment, attendance/sign-out, induction, competency confirmations, plant checks, chemical records, incident reports, defects, corrective actions and reopening approval. Personal or health information is collected only where necessary and handled under the Newtec Privacy Policy. Completed working-bee records are CL3 where they contain personal information.

13. TRAINING AND COMMUNICATION

The Committee will ensure coordinators understand this policy and volunteers receive a task-specific briefing. Plant operators must be competent through instruction, experience or training appropriate to the equipment and risk. Policy changes and lessons from incidents must be communicated before the next relevant activity.



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APPENDIX A — PRE-START AND CLOSE-OUT CHECKLIST

- ☐ Coordinator and competent task leaders appointed
- ☐ Tasks, boundaries and exclusions defined
- ☐ Weather, heat, UV, fire, smoke and wildlife checked
- ☐ Ranges closed; no live-fire overlap; access controlled
- ☐ Firearms and ammunition secured
- ☐ Ground/work-area sweep completed for ammunition, cases, primers, firearm parts, sharps, wire, rocks and debris
- ☐ First aid, 000 communication, site address and emergency access confirmed
- ☐ Volunteers signed in; wellbeing/fitness and task suitability checked
- ☐ Briefing completed: hazards, PPE, exclusion zones, breaks and stop-work authority
- ☐ Plant/tools pre-started; defects tagged out
- ☐ Chemicals approved; label/SDS, weather, notification and records addressed
- ☐ Children, spectators, vehicles and animals separated from work
- ☐ Work monitored and breaks/hydration provided
- ☐ All persons signed out and accounted for
- ☐ Tools, keys, fuel, chemicals and waste secured
- ☐ Post-work ammunition/controlled-item and debris sweep completed
- ☐ Damage, incidents, near misses and defects recorded
- ☐ Range Approval Holder/delegate authorised reopening

Working bee record	Details
Date / time	
Coordinator	Chief: Adam Walter / Deputy: Michael Jonker
Ranges / work areas	Range Complex
First-aider / communication	
Weather decision	
Reopening authorised by / time	
Outstanding actions	


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APPENDIX B — MOWER / POWERED PLANT CHECK

Check	Pass / action
Correct machine and operator competent	☐ Pass ☐ Not used Action: _____
Manufacturer instructions available/known	☐ Pass ☐ Not used Action: _____
Guards, shields, interlocks and controls	☐ Pass ☐ Tag out Action: _____
Blade/line/accessory, fasteners and abnormal vibration	☐ Pass ☐ Tag out Action: _____
Tyres, steering, brakes, seat and ROPS where fitted	☐ Pass ☐ Tag out Action: _____
Fuel/oil/battery/leaks	☐ Pass ☐ Tag out Action: _____
Ground sweep and ammunition clearance	☐ Complete ☐ STOP WORK
Slope, edge, hole and rollover hazards	☐ Controlled ☐ Machine unsuitable
People/vehicle exclusion zone	☐ Established Distance: _____
Eye, hearing, footwear, clothing and sun PPE	☐ Confirmed
Refuelling/fire controls	☐ Confirmed
Post-use clean, inspection and secure storage	☐ Complete Defect: _____

Operator: _____ Signature: _____ Date/time: _____

Task leader verification: _____


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APPENDIX C — VOLUNTEER ATTENDANCE AND BRIEFING

By signing, the volunteer confirms they received the briefing, will follow reasonable safety instructions, will report hazards and may stop work at any time. Signing does not waive any legal right or Club duty.

Name	Task / equipment	Briefed	Sign in	Sign out
		☐		
		☐		
		☐		
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		☐		
		☐		
		☐		

Briefing topics

- range closure and ammunition/controlled-item sweep;
- task hazards, exclusion zones and PPE;
- weather, wildlife, hydration and breaks;
- first aid, 000, address and assembly point;
- stop-work authority, incident reporting and respectful behaviour.



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AUTHORITATIVE REFERENCES

- [SafeWork NSW — Volunteering](#)
- [SafeWork NSW — Easy to do WHS Toolkit 2025](#)
- [SafeWork NSW — Hazardous manual tasks Code of Practice](#)
- [Safe Work Australia — Managing risks of plant Code of Practice](#)
- [NSW Office of Sport — Risk management](#)
- [NSW EPA — Pesticides](#)
- [NSW Health — Snake and spider bite clinical tool](#)

Sources checked 21 July 2026. Current legislation, regulator guidance, product labels, SDS, manufacturer instructions and site-specific approvals must be checked before relevant work.

DOCUMENT CONTROL AND ADOPTION

Field	Record
Document reference	NPC-OPS-POL-001
Version	1.0
Status	APPROVED AND CURRENT - REVIEW/UPDATE SCHEDULED (NOT FOR WITHDRAWAL)
Control level	CL1 Internal; completed personal records CL3
Owner / custodian	Committee / Secretary
Approved by / resolution	July26meeting
Approval date	24/06/2026
Effective date	24/07/2026
Review due	01/10/2027

Proposed resolution

That Newtec Pistol Club Incorporated adopts NPC-OPS-POL-001, Working Bee and Club Maintenance Policy, version 1.0, effective from the recorded date; appoints a coordinator for each working bee; and requires task-specific risk assessment, range clearance and close-out before maintenance work.

Chair signature: Bruce Bourke Secretary: Mark Webb



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Document reference	NPC-OPS-POL-001
Adopted	24/06/2026
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Minute reference	july26meeting
Owner	Public Officer/Secretary
Next review	01/10/2027
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