



Safety Management SOP

SAFETY IS PART OF EVERYTHING WE DO



APPLICABILITY

This SOP is applicable to all members and guests.

PURPOSE

The safety and health of the members of Take Aim Training Range is a responsibility of every person who uses the range. This responsibility also includes the prevention of accidental damage to equipment that is entrusted to their care. It is the safety policy of this range to eliminate injuries to members and damage to equipment due to preventable accidents. This will be accomplished by minimizing risk, and eliminating conditions that produce an unsafe or unhealthful environment. Planning for all activities with positive leadership actions regarding safety and health during the conduct of activities will include comprehensive risk management at all levels.

FUNDAMENTAL RULES OF FIREARM SAFETY

Please observe the three fundamental rules of firearm safety at all times including when transporting firearms to and from a vehicle.

1. **Keep the muzzle pointed in a safe direction**
2. **Keep your finger off the trigger until ready to shoot**
3. **Keep the gun unloaded until ready to shoot**

MEMBERS AND GUESTS

- Must sign-in upon arrival (The signature sheet is provided at the check in station)
- Must sign-out before departure
- Must provide valid identification or membership tag
- Keep actions open until you are on the firing line
- Children or guests are not to be left unattended or unsupervised
- Members and Instructors are responsible for their guests
- Members must obey State and Federal firearms laws
- Eye and ear protection are required on all live firing ranges
- The use (intentional or accidental) of any controlled substance or alcohol is strictly forbidden. (If deemed under the influence of either, one will be required to leave the property and the appropriate authority will/may be notified.)
- The firing or discharge of a firearm at anything other than an approved target on any range is strictly forbidden
- Target frames used are to be returned to the range storage area as soon as shooting is finished
- Horse play of any kind will not be tolerated on any of the range facilities
- Climbing the berms is not permitted
- 50 cal. and larger center-fire rifles are prohibited from all but the 300-yard range. They may only be fired at the 300-yard range.
- All club members are responsible for immediately calling "CEASE FIRE COMMAND – MAKE SAFE – SHOW CLEAR – GROUND – STEP AWAY FROM FIRING LINE" and informing a range officer of any violations they observe or may record the incident and present it to the RSO at the earliest opportunity
- Observe the "CEASE FIRE COMMAND – MAKE SAFE – SHOW CLEAR – GROUND – STEP AWAY FROM FIRING LINE"

RANGE MAINTENANCE

- Please pick up brass and empty shells
- Police your area. Place shell casings in the "brass" barrel, dud or misfired ammo in the provided dud container, and dispose of trash accordingly. Pick up your trash.

HOURS OF OPERATION

- Ranges are available to all members during normal range hours unless a group or individual has obtained authorization in advance for exclusive use from the owners. Members are reminded that they are expected to share the facilities with other members and their guests.
- Monday through Friday 11AM until Sunset, Saturday 9AM until Sunset; Sunday, 1PM until Sunset.



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FUNCTIONS & RESPONSIBILITIES

- **Range Safety Officers (RSOs)**
 - Responsible to owners and members for range safety program. Advises owners on all safety matters relevant to the range and provides safety recommendations to the owners. Prepares and updates the Range Pre-Accident Plan and monitors periodic testing of the plan. Performs other safety duties as assigned.
 - The RSO's (Range Safety Officers) have absolute authority to address all situations. They are expected to correct actions deemed unsafe or questionable and cite violations, which may result in the removal of individuals or groups from the facilities as well as face civil or criminal action.
 - In the absence of a certified RSO and two or more persons are firing on a range, the shooters present shall select one person to act as a range safety officer.
- **Members**
 - Every member is individually responsible for compliance with all safety and health orders, rules, policy and guidance applicable to the range and for taking individual initiative to ask about any areas that are unclear.
 - Members are also responsible for seeking out required information to properly and safely conduct assigned soldier tasks.
 - Responsible for reporting injuries and accidents Responsible for reporting unsafe acts or conditions in a timely manner.
 - Members need to recognize the long-term threat to hearing loss from repeated exposure to high levels of noise. The range has the potential for noise exceeding 85db. RSOs should monitor the environment carefully and encourage use of ear plugs and sound attenuating ear muffs for members at risk. Training should include evaluation of the hazards present. Members should monitor results from periodic physical examinations to determine if trends appear or if they require additional protection.

ACCIDENTS REPORTS

- Accident/Injury notification will be made as soon as possible
- Must be completed within 24 hours and submitted as specified in regulations
- Operational Hazard Reports (OHR's) may be completed by any individual observing unsafe acts or conditions and will be then submitted to Safety Officer(s) for investigation and further action
- Range Safety Officer(s) will receive OHR's and begin investigation with written reports to be returned to the submitting party NLT 10 working days after submission.

FIRE PREVENTION PROGRAM

The responsibility for Fire Prevention is shared between members and the range. Procedure at permanent station is to comply with local requirements. This would obviously include suitable precautions during normal operations to preclude accidental damage or injury from fire. Measures to fight fires will be commensurate with equipment or facility in use.

- Fire Extinguishers will be located in building as specified in regulations and inspected regularly.
- Fire Alarms will be tested periodically to ensure proper functioning and response by evacuation.

SAFETY PROCEDURES

Range areas will be kept clean and free of hazards, debris, and excess trash. Emergency exits will be marked, accessible and unlocked while buildings remain occupied. Hazardous Material will be stored in suitable containers, properly marked and in a condition which will not pose additional threat to surrounding areas. (Locks and Keys used where necessary)

- Fire Extinguishers will be located in building as specified in regulations and inspected regularly.
- Fire Alarms will be tested periodically to ensure proper functioning and response by evacuation.

SAFETY AWARDS

This range will recognize members for their contributions to accident prevention and the range safety program. Anyone may recommend an individual or individuals for safety awards by forwarding the information to the Range Safety Officer(s). Members can recommend range personnel for safety awards when recognition is due. Names of personnel along with pertinent information regarding the justification for awards can be submitted to a Range Safety Officer as soon as possible after the noteworthy event(s). Approved awards will be presented at range functions. Risk Assessment and Hazard Management. The key to successful accident prevention and the entire safety process is the identification of hazards and then careful assessment and management of the risks associated with them. The documentation of hazards for dissemination is essential to this function. The Range Safety Officers will maintain a hazard log in order to properly track the knowledge of hazards and steps taken to eliminate or mitigate them. Hearing/Sight Conservation

SCOPE

Since it is impossible for this SOP to define all procedures, policy and guidance for every conceivable situation this SOP will cite only the guidance that further defines guidance previously documented in applicable references. It is the task of each member to be fully cognizant of all safety policies, rules, regulations.

- This SOP contains information and guidance that directs the range safety program. Individual duties and responsibilities, reporting requirements, safety directives and other safety related communication may routinely supplement this document. This SOP will not attempt to consolidate all those functions, but rather provide the guidance necessary to correctly interpret the intent of the range safety management program. Applicability. This SOP contains broad guidance necessary to provide a safe and healthful training and working environment for this range. Additional safety guidance and directives will be placed into effect based upon activities that the range is undertaking. Risk management. The prevention of accidents is based upon conscientious application of methodology and techniques used to be cognizant of, or mitigate risk. RSOs must not only recognize hazards in the planning process but train members to assist in the hazard identification.

FEEDBACK

- Comments, Suggestions or Recommendations Changes to this document are expected and welcomed in the interest of promoting safe and effective conduct of unit missions. Communications which will improve this document should be forwarded to any unit Safety Officer.

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FACILITY LAYOUT



- Archery Trail
- Rifle Range
- Handgun Range
- Skeet/Trap