



Firearms Safety Instructors Manual

DRAFT

The Firearms Safety Instructors Manual and the accompanying Firearm Safety Course PowerPoint presentation were developed by



Revised with the assistance of:



Course: Longarm Safety Course
Module: Overview
Session: Three Sessions and Examination
Duration: 180 Min

Session Plan

Purpose: The purpose of this block of instruction is to introduce the Divisional Firearms Officer if present, the Program Instructors and state the purpose of the program then;
Introduce and explain the Firearm Safety Code; plus
To describe the different types and actions of firearms; plus
The legal information required by the applicant to legally posses carry and use firearms in Victoria.

Scope: Instruct the applicants to pass a test to obtain a Recreational Longarms Licence at a course organised by the local Divisional Firearms Officer.

Objectives: At the completion of this instructional program the applicant should know and understand -
The required sections of the Firearms Act 1996; plus -
The Firearms Safety Code; plus -
Safe firearms handling principles;
And be able to demonstrate that knowledge through written examination

Stores & Requirements:




Each Instructor will require their own copy of the Firearms Safety Code Handbook. Multimedia Projector - PowerPoint Presentation - Computer, DVD Player and TV well illuminated classroom - desks and chairs


Trainer/Assessor:



Firearm Safety Instructor Authority Longarm Safety Course


RED MUST BE TAUGHT
BLUE SHOULD BE TAUGHT

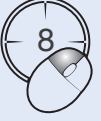
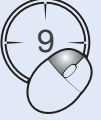

Module: Firearm Safety Rules


Content	Key Points	Time
Setup		
	<p>Setup room according to the size and number of applicants for the course.</p> <p>Ensure that all applicants will be able to clearly see the Instructor and any visual aids being used during the course.</p> <p>Ensure that prior to the course all electronic equipment such as projectors, computers, DVD players and TVs are in good working order.</p> <p>Display “INSTRUCTORS” page on screen for applicants to view.</p> <p>Verify each applicant’s identity and cross reference with list of applicants provided by the DFO.</p>	 
Pre-amble / Welcome		
Welcome Students to the program	<p>Introduce the Divisional Firearms Officer if present.</p> <p>Instructors present should introduce themselves and tell the class:- their involvement as an instructor, club affiliations and experience in the firearm field.</p> <p>Point out to class any Safety Issues to do with the venue such as Fire Exits etc.</p>	
Safety Pre-ample		
Carry out safety precautions of firearms and designate safe area for pointing firearms	<p>Carry out safety precautions of firearms to class to confirm that firearms are safe.</p> <p>Question class if any person is in possession of live ammunition.</p> <p>Designate Safe Area as to pointing firearms in classroom</p>	



Content	Key Points	Time
Purpose		
State the purpose of the program	<p>Legal requirement.</p> <p>Need for Firearm Safety Code to be known.</p> <p>Reduction in unintentional firearm discharges.</p> <p>To encourage all sections of the community in firearm safety.</p>	
Introduction		
Firearm Safety Code	<p>This session of instruction is to introduce the students to the Firearm Safety Code.</p> <p>To provide them with the necessary knowledge required to handle, use and store firearms safely.</p>	
Objectives		
Explain the Tests	<p>At the completion of this block of instruction students should know, understand and be able to pass a test on the Firearm Safety Code.</p> <p>The Firearm Safety Code Test has a 30 multiple choice questions. Applicants must have at least 28 correct and have all 7 Mandatory Safety Questions correct.</p> <p>There will also be a 10 question multiple choice exam based on Firearms Law.</p> <p>The applicant must have all 10 questions correct to pass this exam.</p> <p>At the completion of this students should have a better understanding of the Fire-arm Law.</p>	



Content	Key Points	Time
Firearm Accidents		
Firearm Owner's Responsibilities	<p>Explain that firearm owners have a responsibility to:-</p> <p>Themselves, Their families, and Everyone else</p> <p>Explain that issues such as:-</p> <ul style="list-style-type: none"> • SAFE HANDLING of Firearms, • SAFE use of Firearms, • TARGET Identification and what may be beyond the target • STORAGE of Firearms 	
Are firearms dangerous?	<p>Ask the question, “Are Firearms Dangerous?” Get the students to respond. Prove a bolt action rifle (bolt open, magazine out, chamber empty) and place on the floor.</p> <p>Ask “would you all agree that the firearm is unloaded, bolt open, magazine out and chamber empty?”</p> <p>Ask “Is that firearm, as you see it, dangerous?” If a student answers yes, get them to briefly explain why.</p> <p>Load the magazine with imaginary rounds. Tell them that the firearm is now loaded, according to law.</p> <p>Ask “Is that firearm, as you see it, dangerous?” Any student who answers yes, get them to explain why.</p> <p>Chamber an imaginary round. Tell them that the firearm is now loaded and cocked. Ask “Is that firearm, as you see it, dangerous?”</p> <p>Explain that the firearm is an inert object that cannot be trained. It only becomes dangerous when we add a person.</p> <p>That is why we have these safety courses, to train them in the safe handling and use of firearms.</p>	




Content	Key Points	Time
Firearm Safety Rules		
The 10 Firearm Safety Rules	<ol style="list-style-type: none"> 1. Treat every firearm as being loaded 2. Always point firearms in a safe direction 3. Load a firearm only when ready to fire 4. Identify you target beyond all doubt 5. Check your firing zone 6. Store firearms and ammunition safely 7. Avoid alcohol or drugs when handling firearms 8. Never have loaded firearms in the car, home or camp. 9. Never fire at hard surfaces or water 10. Do not climb fences or obstacles with loaded firearms <p>Briefly go over the 10 firearm safety rules. They will be covered in detail during the course.</p>	





Content	Key Points	Time
Firearm Categories / Possible Demonstration		
Category A Firearms	<p>Category A Firearms are:</p> <ul style="list-style-type: none"> • Air Rifle (Not a paintball gun / marker) • Rimfire Rifle (Not a semi-automatic) • Single or Double Barrel Shotgun (Not a pump action or semi- automatic) • Combination Rimfire and Shotgun Firearm 	
Category B Firearms	<p>Category B Firearms are:</p> <ul style="list-style-type: none"> • Muzzle Loading Firearm • Centre Fire Rifle (Not an automatic or semi-automatic) being bolt action, lever and pump action centre fire rifles • Combination Centre Fire and Shotgun Firearm (Not an automatic or semi-automatic shotgun or rifle, or a pump action shotgun) • Black Powder, Ball Firing Cannon • Category B Licences allow you to possess, carry or use Category A Firearms 	
Category C Firearms	<p>Category C Firearms are:</p> <ul style="list-style-type: none"> • Semi-automatic Rimfire magazine capacity of no more than 10 rounds. • Shotguns magazine capacity of no more than 5 rounds for both semi auto and pump action. • This course is for Category A, B and Junior Licences. • Mention why semi-automatics are considered more dangerous; once cocked, they automatically load another round every time you pull the trigger until the magazine is empty. 	



Content	Key Points	Time
Firearm Safety Rules		
Rule 1	<p>Treat every firearm as being loaded.</p> <p>This is the principal point that the Firearm Safety Rules are built upon.</p> <p>Always treat the firearm as if it were loaded. Do not take the word of another person that the firearm is unloaded. Check every firearm yourself.</p> <p>How can you tell if the firearm is loaded or unloaded?</p> <ul style="list-style-type: none"> • Do not take anyone's word that a firearm is unloaded • Keep your finger off the trigger; always point the muzzle in a safe direction; open the action and inspect the chamber and magazine if fitted • If you do not know how to open a firearm, LEAVE IT ALONE <p>Never hand a firearm to anyone with the bolt or action closed. Before handing over a firearm -</p> <p>Point the muzzle in a safe direction</p> <p>Open the bolt or action</p> <p>Check that the chamber and magazine are empty</p> <p>Times for special care - closing, cocking, releasing the safety catch, uncocking, opening a loaded firearm and using the action to unload live rounds.</p>	


Content	Key Points	Time
Firearm Safety Rules (continued)		
Rule 2	<p>Always point firearms in a safe direction.</p> <p>Loaded or unloaded, always point the muzzle in a safe direction. Do not point a firearm at anyone else or yourself. “A safe direction” will depend on where you are; remember bullets or pellets can go through ceilings or walls</p> <p>Do not allow careless habits to form. Concentrate on what you are doing when handling firearms - no day-dreaming</p> <p>You could define a safe direction as - The direction that if the firearm were to discharge there would be no loss of life, no injury to another person and minimal damage to property.</p> <p>Never lean your firearms against vehicles or put them in any place where they could slide or fall. This could damage your firearm and make them fire accidentally.</p> <p>Always be particularly careful when placing firearms in or removing them from vehicles and boats. Never let the muzzle point at yourself or any other person. Remove the firearm butt first.</p>	 


Content	Key Points	Time
Firearm Safety Rules (continued)		
Rule 3	<p>Load a Firearm Only When Ready to Fire</p> <p>Only load a firearm when you have reached your shooting area and you are ready to shoot.</p> <p>Only load your ammunition into the magazine when you have reached your shooting area.</p> <p><i>Explain the difference between loaded magazine and loaded chamber</i></p> <p>DO NOT load the chamber until you are ready to shoot.</p> <p>Unload the chamber when not firing a shot</p> <p>Unload completely with no rounds in the chamber or magazine before leaving a shooting area or before entering a hut, camp or vehicle.</p>	 

Content	Key Points	Time
Firearm Safety Rules (continued)		
Rule 4	<p>Identify your target beyond all doubt</p> <p>NEVER FIRE until you are absolutely certain. Your target must be positively identified before firing;</p> <p>if in doubt, DON'T SHOOT</p> <p>Do not fire at –</p> <ul style="list-style-type: none"> • MOVEMENT ONLY • COLOUR ONLY • SOUND ONLY • SHAPE ONLY <p>SIZE and LOCATION are also helpful in assisting you to</p> <p>Are you looking at a deer or are you wanting to see a deer? What are you actually looking at? Is it another human being crouched over whilst walking through the bush that gives the appearance of a large animal such as a deer.</p> <p>Elaborate on this, emphasising the time of year when accidents are most common. Here in Victoria, duck and deer season are of particular concern. Emphasise the need to know what type of area you are in. What is beyond the target?</p> <p>What will happen if the shot misses?</p> <p>Emphasise the importance of correct sight-setting.</p>	  

Content	Key Points	Time								
Firearm Safety Rules (continued)										
Rule 5	<p>Check your firing zone</p> <p>Explain that a shotgun cartridge has a number of pellets compared to a single projectile for a rifle.</p> <p>For example there is approximately 350 pellets in a one ounce/28 gram shotgun load of number 7 lead shot.</p> <p>Explain fully that the discharge from a shotgun commonly known as the “SHOT PATTERN” increases in width over distance.</p> <p>For example a shotgun pattern can be as wide as a metre at a distance of 40 metres and becomes wider as the distance increases.</p> <p>Special care is to be taken when using spotlights or telescopic sights as they limit your field of view.</p> <p>Explain how telescopic sights and spotlights restricts your view of what is between you and the target and beyond.</p> <p>To your left and to the right, and beyond the target...</p> <p>Check what is to the left or right of the target, What is beyond your target? What is between you and your target?</p> <p>Know your Danger ranges</p> <table><tr><td>.22 Rimfire</td><td>Approx 1500 metres</td></tr><tr><td>30/06 Centerfire</td><td>Approx 4000 metres</td></tr><tr><td>12 gauge Shotgun</td><td>Approx 300 metres</td></tr><tr><td>Air rifle</td><td>Approx 150 metres.</td></tr></table>	.22 Rimfire	Approx 1500 metres	30/06 Centerfire	Approx 4000 metres	12 gauge Shotgun	Approx 300 metres	Air rifle	Approx 150 metres.	   
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Content	Key Points	Time
Firearm Safety Rules (continued)		
Rule 6	<p>Store Firearms and Ammunition Separately</p> <p>Emphasise the responsibility of the firearms owner as to the safe storage of firearms and ammunition.</p> <p>Emphasise that an owners family may be well aware of the safety rules, but visiting adults and children may not.</p> <p>Safe storage is essential</p> <p>Also note that it is a prerequisite for a firearms ownership that an applicant will provide safe storage for all firearms and ammunition.</p> <p>Explain this is LAW and will be covered in more detail in the LAW Section.</p>	
Firearm Safety Rules (continued)		
Rule 7	<p>No Alcohol or drugs when handling firearms.</p> <p>Good judgement is the key to safe handling and use of firearms.</p> <p>Alcohol and drugs can dull and slow your mental and physical reactions.</p> <p>The use of prescription drugs can also impede your reaction time which may result in an accident causing serious injury or death to another person.</p> <p>Alcohol or drugs must not be taken prior to going shooting or while you are shooting. Wait until your firearms have been locked away before you consume alcohol.</p> <p>REFUSE to shoot with others who have been drinking alcohol or taking drugs.</p>	

Content	Key Points	Time
Firearm Safety Rules (continued)		
Rule 9	<p>Never Fire at Hard Surfaces or Water.</p> <p>A ricochet will almost certainly occur from shooting at hard, smooth, flat surfaces, water or rocks.</p> <p>Explain the dangers of ricochets,</p> <p>Explain that all rounds are subject to ricochet, particularly as they rapidly slow down.</p> <p>Emphasise that pellets from air rifles are extremely prone to ricochet due to their slow velocity.</p> <p>Explain that most ricochet are caused by a round hitting a flat hard surface or water.</p> <p>Explain that ricochets are extremely dangerous and are to be avoided at all costs</p> <p>Explain that in order to minimise the risk of ricochet a shooter should be aware of any risk areas in his firing zone and areas beyond.</p> <p>If you are uncertain that your shot will NOT cause a ricochet then do not fire.</p> <p>Emphasis the dangers of shooting near water.</p> <p>Explain that the shot from a shotgun will ricochet when fired over water, this is particularly so when hunting ducks over decoys.</p> <p>“If in doubt, don’t shoot”</p>	

Content	Key Points	Time
Firearm Safety		
Firearm Safety Rules	<p>Briefly go through the 10 Firearm Safety Rules again.</p> <ol style="list-style-type: none"> 1. Treat every firearm as being loaded 2. Always point firearms in a safe direction 3. Load a firearm only when ready to fire 4. Identify your target beyond all doubt 5. Check your firing zone 6. Store ammunition and firearms separately 7. Avoid alcohol or drugs when handling firearms 8. Never have loaded firearms in the Home, Car or Camp 9. Never fire at hard surfaces or water 10. Don't climb fences or obstacles with loaded firearms 	

OBSERVE THIS CODE; INSIST OTHERS DO THE SAME




LEARN






PRACTISE

TEACH AND PROMOTE




THE FIREARM SAFETY RULES






“If in doubt, don't shoot”





Content	Key Points	Time
Firearm Safety (continued)		
Personal Safety in the Field	<p>Explain the importance of having personal safety equipment when heading into the field</p> <p>Tell somebody where you are going and when you expect to return even if it is only a short trip locally.</p> <p>In the event of an accident or other personal health problem it is a good idea to consider carrying the following items in a day pack,</p> <p>Mobile phone, First Aid Kit, Knife, Lighter, Compass, GPS, Wet weather jacket, Torch or Headlamp, Spare Batteries and consideration to an EPIRB should be given, this is especially true of all hunters who travel and hunt in remote areas.</p>	
Handling in the Field	<p>The purpose of this section is to emphasise the particular safety points which apply to the use of firearms in the field or hunting situation.</p> <p>Emphasise though, that strict observance of the basic firearms safety rules are the responsibility of each and every member of the party. If the rules are strictly observed (and particularly point the muzzle in a safe direction) accidents should be prevented. Several points should be stressed, which relate particularly to hunting or field activities.</p> <p>Ditches and Streams</p> <p>Muzzle conscious, if not in control, unload</p> <p>Margin of safety</p> <p>Stumbling and Falling</p> <p>Safety catches only supplement safe handling.</p>	 







Content	Key Points	Time
Firearm Safety (continued)		
Ways of carrying firearms safely	<p>This is a reminder to demonstrate the different types and actions of firearms if not already shown.</p> <ul style="list-style-type: none"> • Cradle Carry • Trail Carry • Side Carry • Two Handed Carry • Sling Carry 	   
Firearm Safety Video	Show the Firearm Safety Video ‘No Second Chance’.	
Firearms Law		
Introduction	<p>There are four main sources of official information in relation to firearms law—</p> <ul style="list-style-type: none"> • The Firearms Act • The Firearms Regulations • The Wildlife Act • The Wildlife Regulations <p>The easiest way for firearm owners / users to keep up to date with changes to the Firearms Laws is to join a club.</p>	





Firearms Law (continued)


Firearm Licence Categories	<p>With the introduction of the Firearms Act 1996, firearm licences were classified by category. The licences are:-</p> <ul style="list-style-type: none"> • Category A, B, C, D, E (Longarms) • Junior (Longarm & Handgun) • General category & E category Handgun • Category 1 & 2 Firearm Collector • Antique Handgun • Ammunition Collector • Heirloom • Dealer • Paint Ball Marker 	
Category A Licence	<p>With a Category A licence, you may possess, carry or use:-</p> <ul style="list-style-type: none"> • Airgun (including paintball guns) • Rimfire rifle (not a semi-automatic) • Shotgun (not a pump action or semi-automatic) • Combination of a shotgun and a rimfire rifle 	
Category B Licence	<p>With a Category B licence, you may possess, carry or use:-</p> <ul style="list-style-type: none"> • Muzzle loading firearm • Centre fire rifle (not an automatic or semi-automatic) • Combination of a shotgun and centre fire rifle (not an selfloading shotgun or rifle or pump action shotgun) • Black powder, ball firing cannon <p>Category B licence automatically allows you to possess, carry or use Category A firearms</p>	

Content	Key Points	Time
Firearms Law (continued)		
Junior Licence	<p>Junior licence is issued to:-</p> <ul style="list-style-type: none"> • Person of or over 12 years and under 18 years of age • To carry or use Category A or B longarms, Category C longarms (being shotguns) • For the purpose of receiving instruction in the use of such firearms or engaging in sport or target shooting competitions. • Must be under the immediate supervision of an adult licence holder at all times when using or carrying a firearm 	
Other Category Licences	<p>For information and eligibility of other Category Licences, contact the Divisional Firearm Officer</p> <p>Inform students that a full birth certificate, not an extract is required.</p> <p>Go through the procedure of lodging application – approximately 6 weeks</p> <p>Data card arrives, explain signing in front of camera operator – within 4 weeks</p> <p>Licence and carrier explaining conditions, particularly rights to inspect storage facilities</p>	
Carriage of Firearms	<p>The carriage of loaded firearms in any type of transport or public place is an extremely dangerous practice and is against the law</p>	
Travelling – Car	<p>Your firearm stored out of sight, preferably in a lockable gun case. FIREARMS AND MAGAZINES MUST BE UNLOADED</p> <p>Must take reasonable precautions to ensure that the firearm and ammunition are not lost or stolen</p> <p>When removing a firearm from a vehicle, it should be removed butt first – NEVER MUZZLE FIRST</p>	 

Content	Key Points	Time
Firearms Law (continued)		
Camping – Backpacking or Hiking	<p>You must either:-</p> <ul style="list-style-type: none"> • Leave a licensed person in camp to look after any firearms, or take your firearms with you at all times • Must take reasonable precautions to ensure that firearms and ammunition is not lost or stolen 	
Lost Firearms During Transportation	<p>Person carrying or using a firearm must –</p> <ul style="list-style-type: none"> • Ensure that the firearm is carried and used in a manner that is secure and is not dangerous, and • Must take reasonable precautions to ensure that firearms and ammunition is not lost or stolen 	
Firearm Lose, Theft or Destruction	<p>You must notify the police if your firearms are –</p> <p>LOST</p> <p>STOLEN</p> <p>DESTROYED</p> <p>The holder of a firearm must notify the Chief Commissioner of any loss, theft or destruction of a firearm in the holder's possession within 24 hours after becoming aware of that loss, theft or destruction</p>	
Move Address	<p>You must notify police of a change of address, in writing, within 14 days of moving</p> <p>This applies to a change of storage, postal or residential address</p> <p>A “Change of Details” form is available from your local police station</p> <p>A change of details will trigger a firearm storage inspection</p>	

Content	Key Points	Time
Firearms Law (continued)		
Permit to Acquire	<p>A firearm licence holder must obtain a Permit to Acquire before purchasing or taking ownership of a firearm</p> <p>There is a mandatory 28 day waiting period before the issue of your first permit</p> <p>PERMITS TO ACQUIRE ARE ONLY ISSUED BY THE FIREARMS REGISTRY</p> <p>Application, 1st firearm, approximately 6 weeks Permit arrives, 28 day life, MUST pay and use by expiry date</p>	
Firearm Registration	All firearms owned, possessed or carried by a firearm licence holder must be registered	
Category A & B Firearm Storage	<p>Firearm must be stored in a receptacle –</p> <ul style="list-style-type: none"> • Which is constructed of hard wood or steel that is not easily penetrable; and • If it weighs less than 150 Kilograms when empty, must be fixed to the frame or floor of the premises in such a manner that it is not easily removable; and • Which, when any firearm is stored in it, is locked with a lock of sturdy construction; and • If more than 15 firearms are stored on the premises, must be fitted with an effective alarm system 	 
Ammunition Storage	Ammunition must be stored in a locked container separate from the receptacle in which the firearm must be stored. This may not apply with some approved safes.	 

Content	Key Points	Time
Firearms Law (continued)		
Ammunition Being Carried or Used	<p>A person who is carrying or using cartridge ammunition or firearms must</p> <ul style="list-style-type: none"> • Ensure that the cartridge ammunition is carried and used in a manner that is secure and is not dangerous; and • Must take all reasonable precautions to ensure that the cartridge ammunition or firearm is not lost or stolen 	
Private Property	<p>You may only shoot on private property with the owners permission</p> <p>The permission may be either written or verbal</p>	
Authority to Demand Licence	<p>Any member of the police force; or</p> <p>An Authorised Officer under Section 83 of the Conservation Forest and Lands Act 1987</p> <p>Has the authority to demand that you produce your firearms licence when you are in possession of a firearm</p> <p>It is an offence to fail to produce your shooters licence to any of the above.</p>	
Firearm / Ammunition Possession	<p>You may only possess firearms and / or ammunition for the category of licence that you possess</p> <p>You may not possess firearms or ammunition unless you are the holder of the appropriate licence</p>	

Content	Key Points	Time
Firearms Law (continued)		
Under the Influence of Alcohol or Drugs	<p>It is an offence to carry or use a firearm whilst under the influence of alcohol or drugs.</p> <p>Includes legal and prescription drugs, any medication that warns about driving or using equipment after use. This would also include any medication that you know effects your ability to drive or operate equipment.</p>	
Game Licence	<p>A firearm licence holder must be in possession of a Game Licence when hunting—</p> <p>DUCK DEER QUAIL</p> <p>Any member of the police force; or</p> <p>An Authorised Officer under Section 83 of the Conservation Forest and Lands Act 1987</p> <p>Has the authority to demand that you produce your Game Licence when you are hunting.</p>	