

Firearms

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, Legal Compliance and Policy Framework	<ul style="list-style-type: none"> Absence of a documented firearms governance framework aligned to WHS Act 2011 and relevant Commonwealth, state and territory firearms legislation Inadequate oversight by officers (PCBUs, directors, senior managers) leading to failure to exercise due diligence regarding firearms risks Lack of clear organisational firearms policy covering purpose, scope, lawful use, storage, transport, inspection, reporting and disposal Failure to integrate firearms risks into the broader WHS risk management system and safety management plans Inconsistent application of requirements across different sites, business units or jurisdictions Poor consultation with workers, HSE contractors and relevant unions on firearms-related WHS issues Inadequate procedures for managing changes in legislative codes of practice or regulator guidance concerning firearms Insufficient documentation and recordkeeping to demonstrate compliance and due diligence (policies, risk assessments, training records, incident data) 	High	<ul style="list-style-type: none"> Develop and implement a comprehensive organisational Firearms Management Policy approved by senior leadership that explicitly references the WHS Act 2011 and relevant state and territory firearms legislation Integrate firearms risks into the enterprise WHS management system, including formal risk registers, emergency management plans and contractor management procedures Establish a Firearms Governance Committee (or designate a firearms responsible officer) with clear terms of reference, reporting lines and performance indicators Define roles, responsibilities and accountabilities for firearms governance for officers, managers, supervisors, licence holders, armourers and WHS advisers in position descriptions and procedures Implement a documented legal compliance register covering all applicable firearms legislation, regulatory standards and regulator conditions, with an assigned owner to monitor and update requirements Require periodic compliance audits (internal and, where appropriate, external) focusing on firearms governance, documentation, licences, storage, transport and disposal processes Embed formal worker consultation mechanisms (e.g. WHS committee agenda item, toolbox talks, consultation records) for firearms-related decisions, procedures and changes Develop a change management procedure that requires WHS and legal review of any change involving firearms systems, equipment, calibres, ammunition types or operational deployment contexts Maintain comprehensive records (policies, risk assessments, committee minutes, audit reports, corrective actions, licences, permits) in a controlled document management system with version control and retention periods Include firearms-related WHS performance indicators in management review processes (e.g. incident trends, audit findings, training completion, corrective action closure rates) 	Medium
2. Licensing, Competency and Training Systems	<ul style="list-style-type: none"> Workers handling or supervising firearms without current, appropriate firearms licences or authorisations for the jurisdiction and role Insufficient verification of licences, security clearances and background checks prior to authorising access to firearms Inadequate initial training in safe firearms handling, legal obligations, WHS duties, and organisational procedures 	High	<ul style="list-style-type: none"> Implement a formal firearms licensing and competency procedure that defines eligibility, licence classes, authorisation levels, and revocation criteria for all firearms roles Establish a secure, centralised register of firearms licences, clearances and qualifications with expiry dates, verification records and automatic alerts for renewals Require independent verification of licences and background checks (e.g. police checks, working with children checks if relevant, security clearances) prior to granting firearms access Develop a role-specific firearms competency framework that details required knowledge, skills and behaviours (including WHS, legal and psychological aspects) for each role Engage accredited training providers and ensure that training packages meet both jurisdictional firearms licensing requirements and the organisation's WHS risk profile 	Medium

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	<ul style="list-style-type: none"> Lack of structured competency framework and assessment against role-specific requirements (e.g. security operations, enforcement, wildlife control, armoury management) Training focused only on marksmanship rather than risk management, de-escalation, conflict management and mental health considerations Failure to provide regular refresher training, re-qualification and scenario-based exercises relevant to actual work environments No system to identify and manage workers who are not yet competent, whose competencies have lapsed, or who are medically or psychologically unfit for firearms duties Inadequate training for managers and supervisors in their WHS and legal responsibilities relating to firearms use, incident response and reporting 		<ul style="list-style-type: none"> Mandate initial and periodic refresher training in safe handling, storage, transport, misfire procedures, dynamic risk assessment, de-escalation and incident reporting Introduce formal competency assessments (practical and theoretical) with documented criteria, assessor qualifications and clear pass/fail thresholds Create a controlled process to suspend or restrict firearm duties where competency is in doubt, where training has lapsed or where fitness for duty is in concern Provide specific training to supervisors and managers on monitoring competency in the field, intervening when unsafe behaviours are observed and escalating concerns Integrate training and competency data into the organisation's learning management system (LMS) with dashboards for compliance tracking and management review 	
3. Procurement, Selection and Commissioning of Firearms and Ammunition	<ul style="list-style-type: none"> Procurement of firearms and ammunition that are unsuitable for the work environment or task profile, increasing WHS and safety risks Lack of technical evaluation of firearms type, calibre, ergonomics and recoil relative to worker capability and operational context Inadequate assessment of manufacturer reliability, safety features and compliance with Australian Standards or recognised technical specifications Absence of systematic commissioning process, including safety checks, acceptance testing and documentation before firearms enter service Poor control of accessories (e.g. optics, suppressors, magazines, 	High	<ul style="list-style-type: none"> Develop a firearms and ammunition procurement standard that requires WHS risk assessment, task analysis and consultation with end users and WHS advisers before selection Establish technical specifications for each category of firearm and ammunition that consider intended use, accuracy, stopping power, over-penetration risk, noise, recoil and ergonomics Require pre-procurement evaluation and, where practicable, controlled field trials to test firearms for reliability, user suitability and integration with existing systems Include mandatory safety features in procurement criteria (e.g. drop-safe mechanisms, clear loaded-chamber indicators, lockable cases) and verify prior to acceptance Implement a formal commissioning process with documented inspections, test firing where appropriate, serial number verification and acceptance reports signed by authorised personnel Maintain a central asset register recording each firearm's make, model, calibre, serial number, date of acquisition, location and assigned custodian Standardise accessories and ammunition types where possible to reduce complexity, minimise mismatch risks and simplify training and maintenance Introduce approved supplier lists and framework agreements with defined quality, traceability and delivery controls for firearms and ammunition 	Medium

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5. Use of Firearms – Organisational Controls and Operational Governance	<ul style="list-style-type: none"> • Unclear organisational rules about when firearms may or may not be carried, presented or discharged in work activities • Reliance on informal practices or custom rather than documented procedures and risk-based decision-making frameworks • Inconsistent supervision and oversight of firearms use in field operations and training environments • Inadequate pre-deployment risk assessments for tasks where firearms may be required (e.g. remote work, law enforcement, wildlife control, high-risk security operations) • Inadequate separation of firearms from non-firearms roles, leading to unnecessary exposure of workers and the public to firearms risks • Failure to consider alternative options or engineering/administrative controls before authorising firearms use • Insufficient monitoring of fatigue, stress and psychosocial factors that can impair judgement in high-risk firearms tasks 	High	<p>[REDACTED]</p>	Medium
6. Incident, Near Miss, Misfire and Critical Event Management	<ul style="list-style-type: none"> • Under-reporting of firearms incidents, near misses, unsafe conditions or misfires due to fear of blame or disciplinary outcomes • Lack of standardised definitions and reporting processes for firearms-related WHS incidents • No formal process for immediate securing, quarantining and forensic examination of firearms and ammunition after an incident 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> Inadequate investigation of firearms incidents, focusing on operator error rather than systemic factors such as training, equipment, supervision or workload Delayed or incomplete notification to regulators, police, insurers or other authorities where required by law or policy Failure to provide appropriate post-incident medical, psychological and peer support to affected workers and witnesses Poor tracking and close-out of corrective actions, allowing repeat incidents or persistent systemic weaknesses 		[REDACTED]	
7. Maintenance, Inspection and Life-Cycle Management	<ul style="list-style-type: none"> Firearms or safety devices failing during use due to inadequate inspection, cleaning or maintenance systems Lack of documented maintenance schedules, leading to incomplete servicing and undetected wear or damage Unqualified personnel performing maintenance beyond their competence or authority Failure to manage recalls, manufacturer safety notices or technical bulletins affecting firearms or ammunition Use of non-genuine or incompatible parts and accessories compromising reliability or safety Insufficient tracking of firearm history (repairs, incidents, modifications) to inform risk-based decisions 	High	[REDACTED]	Low

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	<ul style="list-style-type: none"> No structured criteria for withdrawing firearms from service, decommissioning or disposal 		[REDACTED]	
8. Psychological Health, Fitness for Duty and Suitability Assessments	<ul style="list-style-type: none"> Firearms access for workers experiencing untreated mental health conditions, substance misuse or acute stress that may impair judgement or increase self-harm risk No baseline or periodic psychological and medical assessment process for firearms roles Stigma and fear of career impact discouraging workers from disclosing psychological distress or seeking support Inadequate supervision and peer monitoring of behavioural changes that may indicate fitness concerns Absence of a structured process to temporarily or permanently restrict firearms access where risk is identified Failure to consider cumulative trauma, exposure, critical incident stress and moral injury among long-term firearm users 	High	[REDACTED]	Medium
9. Information Management, Recordkeeping and Data Security	<ul style="list-style-type: none"> Incomplete or inaccurate records relating to firearms licences, training, incidents, inventory and maintenance, undermining due diligence and legal defensibility Fragmented information systems (paper, spreadsheets, disparate databases) leading to errors and inconsistencies Unauthorised access to sensitive firearms data (e.g. storage locations, 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> access codes, deployment patterns) creating security and WHS risks • Failure to retain records for required periods under WHS and firearms legislation • Lack of data analysis and reporting to identify systemic firearms risks, trends or emerging issues • Poor information exchange with other PCBUs and regulators where shared firearms risks exist 		[REDACTED]	
10. Contractor, Visitor and Multi-PCBU Interface Management	<ul style="list-style-type: none"> • Contractors or partner-agency personnel using or carrying firearms on organisational sites without alignment to the organisation's firearms WHS controls • Lack of clarity over which PCBU has primary control over firearms risks at shared workplace • Inadequate pre-qualification of contractors who provide armed services (e.g. security, culling, law enforcement support) • Visitors or other workers inadvertently exposed to firearms-related risks due to poor zoning, communication or supervision • Inconsistent emergency and incident response arrangements between PCBUs where firearms are present 	High	[REDACTED]	Medium
11. Emergency Preparedness, Response and	<ul style="list-style-type: none"> • Lack of specific emergency procedures for firearms-related events (e.g. active 	High	[REDACTED]	Medium

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Recovery (Firearms-Related)	<p>shooter, unintentional discharge, weapon loss or theft</p> <ul style="list-style-type: none"> Workers and visitors not knowing how to respond or where to go during firearms-related emergencies Insufficient coordination with police, emergency services and neighbouring PCBUs for firearms scenarios Inadequate first aid and immediate medical response capability for firearms injuries Failure to manage post-incident business continuity and psychological recovery, leading to prolonged disruption and harm 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

SAMPLE

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.