

## FIREARMS AND OTHER WEAPONS PROCEDURE

Section	University Services
Contact	Director Occupational Health & Safety, Wellbeing
Last Review	November 2023
Next Review	November 2025
Approval	Director Occupational Health & Safety, Wellbeing

### **Purpose:**

The purpose of this guideline is to impose controls and promote safe possession and use of firearms and other weapons at Massey University including on farmlands and accommodation facilities.

Use of firearms and other weapons at Massey University is strictly limited to the purposes of pest control and animal euthanasia. Recreational shooting is strictly prohibited.

### **Scope:**

All Massey University staff, students, contractors, and visitors to the campuses.

### **Definitions:**

#### **Airgun:**

Includes any air rifle, air pistol and any weapon from which by use of gas or compressed air (and not by force or explosive) any shot, bullet, missile, or other projectile, can be discharged.

#### **Explosive:**

Means any substance or mixture or combination of substances which in its normal state is capable either of decomposition at such rapid rate as to result in an explosion or of producing a pyrotechnic effect including gunpowder, nitro-glycerine, dynamite, guncotton, blasting powder, fulminate of mercury or of other metals, coloured flares, fog signals, fuses, rockets, percussion caps, detonators, cartridges and ammunition of all descriptions.

#### **Firearm:**

Means anything from which any shot, bullet, missile, or other projectile can be discharged by force of explosive, including anything that has been adapted and, anything under repair or replacement and, anything dismantled or partially dismantled and, any dangerous air gun.

**Firearms Licence:**

Must be issued by a member of the Police to the applicant who is of or over 16 years of age and is fit and proper person to be in possession of a firearm or an airgun and whose storage of the firearm(s) and ammunition satisfies Police requirements.

**Massey University Approval:**

Is granted for a valid reason to control or use a firearm at Massey University. A written approval will include a detailed list of approved weapons being used and for what purposes, who will be using them, where they will be used, how long they will on university property and the provisions made for safe storage while not in use. The management of approval is under the direction of the Executive Director, Estates, General Manager of Farms, or their delegate (where applicable).

**Pests:**

Includes rabbits, hares, possum, mustelids, rodents, feral cats, pigeons, ducks, and pigeons.

**Risk Assessment:**

The overall process of hazard identification, risk analysis and risk evaluation for a task or job at hand.

**Safety Plan:**

A plan that outlines the steps taken to safely control any hazards identified in a risk assessment and includes an appropriate emergency response plan.

**Weapons:**

In this procedure a weapon is defined as any article made or adapted for use for killing or causing injury to a person or intended by then for such use by themselves or another person. This definition includes any article which is a concealed knife or concealed weapon and any article designed to look like a weapon.

Examples of weapons include but are not limited to explosives including fireworks and pyrotechnic devices, pellet guns, airsoft guns, crossbows, long bows, swords, martial arts weapons, articles which are sharply pointed or have a blade (other than a folding pocket-knife with a blade less than 3 inches in length), hunting or fishing knives, 'zombie knives and knuckle-dusters'.

**Exemptions for Approval under this Procedure:**

- Police officers carrying police issued weapons or other exempted persons carrying issued weapons in the course or performance of their duty.

- Tools approved for work or educational purposes at Massey University and used for a lawful purpose that are not brandished or worn in such a way as to cause concern or harm, for example firearms used on agricultural farms, use of captive bolts for animal euthanasia and pest control mechanisms.
- Massey University work or educational processes carried out in accordance with relevant legislation, codes of conduct, manufacturer instruction manuals and approved department standard operating procedures.
- Exemptions will be considered in relation to ceremonial knives carried or used for religious purposes.
- Exemptions to this procedure may be granted for a Massey University sanctioned event or activity such as theatrical productions or filming as part of educational activity. All such exemptions for such events or activities must be subject of an appropriate written risk assessment and require written approval signed by:
  - Appropriate Head of School and
  - Executive Director, Estates and
  - Director Health Safety & Wellbeing and
  - National Lead, Security & Traffic

#### **Exemptions for Approval under this Procedure:**

- Police officers carrying police issued weapons or other exempted persons carrying issued weapons in the course or performance of their duty.

#### **Unauthorised Firearms and Weapons on Campus:**

- Any firearms and weapons which have not been authorized to be on university owned or controlled property will be seized by Security and immediately relinquished to the Police.

In addition the following may apply:

- Using any object, article, substance, or liquid in an offensive or dangerous manner or in a manner which is likely to frighten others is also strictly prohibited.
- The university may inform the police of the details of any person who is or has been in possession of any offensive and/or dangerous weapon found on university owned or controlled property.
- Members of University staff who are or who have been found to be in possession of an unauthorized firearm and/or weapon on campus, or any university owned, or controlled property may be subject to disciplinary action.
- Students who are or who have been found to be in possession of unauthorized firearms and/or weapons on campus or a university owned, or controlled property may be subject to disciplinary action. Any instances of potential misconduct will be investigated in line with the University's Student Disciplinary Regulations.
- In the case of prohibited or non-registered firearms and other illegal weapons, an individual may also be subject to criminal prosecution.

## **Student Accommodation Owned and/or Controlled by Massey University: Dangerous Items and Hazardous Substances**

The possession or storage of firearms and weapons is not permitted at Massey Halls by residents or guests, include but not limited to knives, firearms, swords, air guns, pistols, BB guns and bow and arrows (this includes replica items).

The police may be informed if an offensive and/or dangerous weapon is found within any student accommodation and/or areas surrounding them.

Residents are not permitted to have or use hazardous substances such as chemicals, spray paints, butane lighters or fluid solvents within Massey Halls. Any damage caused by paint, glue or vanish to carpet or floors will be charged to the resident concerned, or the entire Hall/Apartment.

Using any object, article, substance, or liquid offensively or dangerously or in manner that is likely to frighten others is strictly prohibited within Massey Halls.

### **Requirements:**

1. Approval is required to use a firearm and other weapons for the purpose of pest control and animal euthanasia when operating outside controlled and approved documented university work at Massey University. An example of operating to an approved document would be when you are operating under the instruction of a code of conduct, a manufacturer instruction manual and/or an approved local standard operating procedure (SOP).
2. Conduct an appropriate risk assessment and then complete a safety plan. As a minimum the safety plan should cover:
  - a) Details of the task/job at hand.
  - b) A detailed list of approved weapons being used and for what purposes.
  - c) Who will be using them, where they will be used and for how long they will be used on university property?
  - d) How carcasses will be managed.
  - e) Provisions for safe storage of firearms/weapons while not in use.
  - f) A site map of where the firearm/weapon will be used.
  - g) A start and end date/time.
3. The safety plan must be approved under the direction of the Executive Director, Estates General Manager of Farms, or their delegate.

4. Any persons approved to use a firearm/weapon under this policy will be required to ensure they can provide evidence upon request. In addition to approval the person shall have a current NZ Police issued firearms license.

A text message or an email or a signed and dated copy of the safety plan received from the Executive Director, Estates or General Manager of Farms or SoVS HoS or their delegate is accepted evidence of approval.

Approval will expire upon the end date of the safety plan's or when the job/task is completed (whichever comes first).

### **Related documents:**

#### Relevant Legislation

- Agricultural Compounds and Veterinary Medicines Act 1997
- Arms Act 1983
- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015
- Misuse of Drugs Act
- Veterinarians Act 2005
- Welfare of Animals Act 1999 (and relevant Codes of Welfare)

#### Legal Compliance

- Firearms license issued by the New Zealand Police
- Code of Professional Conduct for Veterinarians 2020

#### Related Procedures

- Post-mortem Cash Special User's Manual
- Farms Services Escaped Large Animal Contingency Plan
- Guidelines for Shooting on Massey University Farms
- Massey University Farms Shooting Permit Application
- Grounds Communication Plan