

WORKPLACE SAFETY PROCEDURE REPORTING OF ACCIDENTS AND CRIMINAL ACTIVITY

Policy Number: SAF-100B
Effective Date: November 4, 2020
Application: Applies to all individuals at the **Eastern Washington State Historical Society (EWSHS)**.
History: This procedure updates and renumbers BP #124B dated February 1, 2017.

Article I PURPOSE

1.1 To inform staff of the procedure for reporting accidents and instances of crime on the EWSHS property.

Article II PROCEDURE STATEMENT

2.1 To act upon the Workplace Safety policy, all accidents involving staff, volunteers, contractors, and visitors to EWSHS property must be reported to the Safety Officer, logged by the safety officer and have appropriate medical personnel evaluate the individual by calling emergency services.

2.2 The EWSHS shall have staff who are adequately trained available to render first aid as needed. An individual has the right to refuse treatment.

2.3 Any criminal activity or threat of criminal activity must be immediately reported to the police. For acts in progress call 9-911 and for acts that have already occurred, call Crime Check at 509 456-2233.

2.4 For break-ins or crimes in progress, where the perpetrator may still be onsite, an individual shall not enter the premises or approach the perpetrator(s). Entry to buildings should only occur after the threat has been mitigated.

Primary roles and responsibilities

Role	Responsibilities
Individuals Who Witness or Discover an Accident	Call emergency services and report the accident or ensure that someone else has called. Complete an Accident Report Form.
Individuals Who Discover Crime in Progress	Call police and report the crime in progress as soon as possible or ensure that someone else has called. Call for help.

	Warn others if possible to avoid the area.
Individuals Who Discover Crime that has already occurred.	Alert the Safety and Security Officer as soon as possible and complete an Incident Report Form. The Safety and Security Officer will report the crime to Crime Check.

References that apply to this policy

Workplace Safety Policy BP #124	Accident Prevention Procedure BP #124A
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