

WORKPLACE SAFETY

Policy Number:	BP #124
Effective Date:	Approved by the Eastern Washington State Historical Society (EWSHS) Board of Trustees on February 1, 2017.
Application:	Applies to all employees of the EWSHS .
History:	This policy replaces HR #110.

Purpose: The EWSHS is committed to providing a safe, secure, and healthy workplace environment for employees and visitors.

Definitions

Industrial Insurance – The state’s injured worker compensation program is also known as “Workers Comp” or Labor & Industries (L&I) Insurance. If you are injured on the job, L&I will provide medical coverage, rehabilitation if necessary, and pay partial wages while you are recovering.

Safety Committee – A committee comprised of employee-elected and employer-selected members that is required by rule if an agency employs 11 or more employees on the same shift at the same location. See [WAC 296-800-130](#) and [-13020](#). Other employers must hold safety meetings as described in [WAC 296-800-13025](#). The safety committee is responsible for, among other things, reviewing accident reports and addressing workplace safety hazards.

Policy Statement

We recognize that all workers have the right to work in a safe and healthy environment, consistent with the federal Occupational Safety and Health Act (OSHA), the Washington Industrial Safety and Health Act (WISHA) ([RCW 49.17](#)), and other applicable legislation.

Management and employees share responsibility for safety, workplace security, wellness, accident prevention, and reporting as described in this policy and [WAC 296-800](#). The **EWSHS** employees are expected to comply with all safety and health requirements. Safety and health requirements are to be posted for all employees to see.

Employees who identify a hazard or potential hazard should report it immediately to an appropriate supervisor or to agency management.

Immediate supervisors are responsible for providing thorough instructions on job safety and security requirements to all permanent or temporary employees and volunteers. Contract managers or other designated staff are responsible for providing the same information to contractors who carry out their responsibilities on agency premises. Supervisors should periodically review their employees’ work area to identify and correct potentially unsafe or unhealthy conditions.

If an accident occurs, employees should request assistance as needed.

Whether injured or not, an employee who witnesses or is involved in an accident (or a “near miss”) must report the incident immediately to an appropriate supervisor. Employees should complete an [Accident/Incident Report Form](#) and forward it to their supervisor.

Primary roles and responsibilities for Workplace Safety within the EWSHS.

Role	Responsibilities
Agency Director	<ul style="list-style-type: none"> Establish a safety committee or allow for safety meetings as required by law.
Supervisor/ Manager	<ul style="list-style-type: none"> Brief staff on expectations and actions to be taken regarding all aspects of safety, security, and reporting requirements. Periodically inspect the working areas of your staff for safety and health violations. Notify management and the Small Agency Human Resource (HR) Services Safety Consultant of any accidents. Forward all Accident/Incident Reports received to the Small Agency HR Services Safety Consultant.
Employee	<ul style="list-style-type: none"> Understand your responsibilities in regards to safety, security, and reporting requirements. Report any and all situations or activities in agency facilities that are unsafe or may cause an incident. Stop any activity that is unsafe.
Small Agency HR Services Safety Consultant	<ul style="list-style-type: none"> Ensure Accident/Incident Reports are submitted as required. Provide redacted copy of Accident/Incident Report to the Safety Committee for review. Conduct periodic safety checks at agency facilities. Respond to all inquiries received regarding safety. Monitor agencies' Industrial Insurance claims on their behalf.
Safety Committee	<ul style="list-style-type: none"> Review Accident/Incident Reports and address safety hazards. Ensure Accident/Incident Reports are submitted as required. Conduct periodic safety checks at agency facilities. Respond to all inquiries received regarding safety.

WAC's and references that apply to this policy

WAC 296-800 (Safety & Health Core Rules)	RCW 49.17 (Washington Industrial Safety & Health Act)
EWSHS Accident Prevention Program, Policy # 110A	