

WORKPLACE SAFETY PROCEDURE REPORTING OF ACCIDENTS AND CRIMINAL ACTIVITY

Policy Number: BP #124B
Effective Date: February 1, 2017
Application: Applies to all individuals at the **Eastern Washington State Historical Society (EWSHS)**.
History: This is a new procedure for reporting accidents and crime.

Purpose – To ensure everyone knows how to report accidents and instances of crime on the property.

Procedure Statement

To act upon the Workplace Safety policy, it is in the intent of the EWSHS that all accidents involving individuals at this agency be reported to the Safety Officer, logged by the safety officer and have appropriate medical personnel evaluate the individual by calling 9-911. An individual has the right to refuse treatment after the medical personnel arrive.

Further, any criminal activity or threat of criminal activity should be immediately reported to the police. For acts in progress call 9-911 and for acts that already have occurred, call Crime Check at 509 456-2233. The police department regularly increases patrols in neighborhoods that report criminal activity.

For break-ins or crimes in progress, where the perpetrator may still be onsite, an individual should not enter the premises until 9-911 has been called and the threat has been mitigated.

Primary roles and responsibilities

Role	Responsibilities
Individuals Who Witness or Discover an Accident	Call 9-911 and report the accident or ensure that someone else has called. Complete an Accident Report Form.
Individuals Who Discover Crime in Progress	Call 9-911 and report the crime in progress as soon as possible or ensure that someone else has called. Try to radio for help or warn others if possible to avoid the area.
Individuals Who Discover Crime that has already occurred.	Alert the Facilities Manager as soon as possible and complete an Incident Report Form. The Facility Manager 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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