

**Policy No. SAF-100**

# Workplace Safety

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**Applies to:** All employees of the Eastern Washington State Historical Society (EWSHS).

**References that apply to this policy:** Listed below are some, but not all, applicable governing requirements. Note: Laws and rules may change over time and such changes may take precedence over this policy.

- RCW 49.17 – Washington Industrial Safety and Health Act
- Title 51 RCW – Industrial Insurance
- WAC 296-800 – Safety and Health Core Rules

**Effective date:** September 4, 2024

**History:** This policy updates SAF-100, dated November 4, 2020, which updated and renumbered BP #124 dated February 1, 2027. BP#124 replaced HR #110.

**Approved by:** EWSHS Board of Trustees

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## Purpose

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

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## Definitions

**Industrial Insurance** – The state’s injured worker compensation program is also known as Workers Compensation (“Workers Comp”) or Labor & Industries (L&I) Insurance. If you are injured while engaged in authorized work, 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 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 WAC 296-800-[13020](#). The safety committee is responsible for, among other things, reviewing accident reports and addressing workplace safety hazards.

**Safety Officer** - As used in this policy, as well as SAF-100A – Accident Prevention Procedure, and SAF-100B – Workplace Safety Procedure Reporting of Accidents and Criminal Activity, this term refers to the EWSHS employee that holds the position of Safety and Security Officer.

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## Policy Statement

1. EWSHS recognizes 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.
2. Management and employees share responsibility for safety, workplace security, wellness, accident prevention, and reporting as described in this policy and WAC 296-800.
3. 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.
4. Employees who identify a hazard or potential hazard shall report it immediately to an appropriate supervisor or to agency management.
5. Immediate supervisors are responsible for providing thorough instructions on workplace safety and security requirements to all employees (permanent or temporary) and volunteers.
6. Supervisors shall periodically review their employees' work area to identify and correct potentially unsafe or unhealthy conditions.
7. Contract managers or other designated staff shall provide thorough instructions on workplace safety and security requirements to contractors prior to engaging in work on agency premises.
8. If an accident occurs, employees and contractors shall request assistance as needed.
9. Whether injured or not, an employee who witnesses or is involved in an accident (or a "near miss") shall report the incident immediately to an appropriate supervisor. Employees should complete an [Accident/Incident Report Form](#) and forward it to their supervisor as soon as practicable following the incident.

## Roles and Responsibilities

The primary roles and responsibilities for workplace safety within EWSHS are as follows:

<b>Role</b>	<b>Responsibilities</b>
<b>Executive Director</b>	<ul style="list-style-type: none"> <li>Establish a safety committee or allow for safety meetings as required by law.</li> </ul>
<b>Supervisor/Manager</b>	<ul style="list-style-type: none"> <li>Brief staff on expectations and actions to be taken regarding all aspects of safety, security, and reporting requirements.</li> <li>Periodically inspect the working areas of your staff for safety and health violations.</li> <li>Notify management and the Small Agency Human Resource (HR) Services Safety Consultant of all accidents.</li> <li>Forward all Accident/Incident Reports received to the Small Agency HR Services Safety Consultant.</li> </ul>
<b>Employee</b>	<ul style="list-style-type: none"> <li>Understand your responsibilities regarding safety, security, and reporting requirements.</li> <li>Report any, and all, situations or activities in agency facilities that are unsafe or may cause an incident.</li> <li>Stop any activity that is unsafe.</li> </ul>
<b>DES Small Agency HR Services</b>	<ul style="list-style-type: none"> <li>Ensure Accident/Incident Reports are submitted as required.</li> <li>Provide redacted copy of Accident/Incident Report to the Safety Committee for review.</li> <li>Conduct periodic safety checks at agency facilities and maintain a record of same.</li> <li>Respond to all inquiries received regarding safety.</li> <li>Monitor the agency's Industrial Insurance claims on its behalf.</li> </ul>
<b>Safety Committee</b>	<ul style="list-style-type: none"> <li>Review safety and health inspection reports to help correct safety hazards.</li> <li>Evaluate the accident investigations conducted since the last meeting to determine if the cause(s) of the unsafe situation was identified and corrected.</li> <li>Evaluate the workplace accident and illness prevention program and discuss recommendations for improvement, if needed.</li> </ul>

	<ul style="list-style-type: none"> <li>• Prepare minutes for each safety committee meeting that document attendance and the subjects discussed.</li> <li>• Safety committee meeting minutes shall be preserved for one year and made available for review by safety and health consultation personnel of the Department of Labor and Industries.</li> </ul>
<b>Safety Officer</b>	<ul style="list-style-type: none"> <li>• Conduct regular safety meetings and maintain meeting minutes.</li> <li>• Oversee EWSHS' safety program to ensure compliance with WAC 296-800-130. Develop and update safety procedures and promote a safety culture.</li> <li>• Ensure proper training for staff and volunteers</li> <li>• Complete incident and accident reports, investigate workplace accidents and injuries, recommending and implementing corrective actions. Conduct safety audits and inspections.</li> <li>• Respond to life, safety, and other emergencies and coordinate with local emergency services when needed.</li> <li>• Participate in ongoing training for emergency response.</li> </ul>