



Washington State Department of
Labor & Industries

Division of Occupational Safety and Health

Safety Standards for Late-Night Retail Worker Crime Prevention

Chapter 296-832 WAC

July 2014 Edition



Division of Occupational Safety and Health



www.Lni.wa.gov/Safety



1-800-423-7233

F414-112-000

Chapter 296-832 WAC
Late-Night Retail Worker Crime Prevention
(Form Number 414-112-000)

LAST UPDATED 07/01/2014

This book contains rules for Safety Standards for late night retail worker crime prevention, as adopted under the Washington Industrial Safety and Health Act of 1973 (Chapter 49.17 RCW).

DATE: The new issue date of this book is July 2014. A brief promulgation history, set within brackets at the end of each section, gives statutory authority, administrative order of promulgation, and date of adoption of filing.

TO RECEIVE E-MAIL UPDATES:

- Sign up for our Listserv at www.Lni.wa.gov/main/Listservs/SafetyStandards.asp

TO PRINT YOUR OWN PAPER COPY OR TO VIEW THE RULE ONLINE:

- Go to <http://www.lni.wa.gov/Safety/Rules/Find/>

TO REQUEST A SAFETY CD THAT INCLUDES ALL OF OUR RULES:

- E-mail your CD request to: RulesRequests@Lni.wa.gov

TO REQUEST A HARDCOPY:

- E-mail your mailing address and book request to: RulesRequests@Lni.wa.gov

DOSH CONTACT INFORMATION:

- Physical address: 7273 Linderson Way, Tumwater, WA 98501-5414, located off I-5 Exit 101 south of Tumwater.
- Mailing address: DOSH Standards and Information, PO Box 44810, Olympia, WA 98504-4810
- Information phone number is 1-800-423-7233

Also available on the WISHA web site:

- WISHA Core Rules
- Other General WISHA Rules
- Industry and Task-specific Rules
- Proposed rules and hearings
- Newly adopted rules and new rule information.
- WISHA Regional Directives (WRDs)
- WISHA Interim Operations and Interpretive Memoranda (WIIM)
- Memoranda of Understanding (MOU)

Chapter 296-832 WAC **SAFETY STANDARDS FOR LATE-NIGHT RETAIL WORKER CRIME PREVENTION**

LAST UPDATED 07/01/2014

WAC	Page
WAC 296-832-100 Scope	1
WAC 296-832-200 Training	2
Summary	2
WAC 296-832-20005 Provide crime prevention training to your employees.	2
WAC 296-832-20010 Provide crime prevention retraining to your employees annually	3
WAC 296-832-300 Store safety	4
Summary	4
WAC 296-832-30005 Have a safe in your store.	4
WAC 296-832-30010 Post a notice about your store's safe and cash register.....	4
WAC 296-832-30015 Provide outside lighting.....	5

WAC 296-832-100 Scope.

This rule applies to all retail businesses operating between the hours of 11:00 p.m. and 6:00 a.m.

<i>EXEMPTION:</i>
<i>This chapter does not apply to restaurants, hotels, taverns, and lodging facilities.</i>

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-100, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-100, filed 08/07/02, effective 10/01/02.]

WAC 296-832-200 Training.

Summary

Your responsibility: To make sure all employees receive crime prevention training as part of your accident prevention program.

<i>You must meet the requirements...</i>	<i>in this section:</i>
Provide crime prevention training to your employees	WAC 296-832-20005
Provide crime prevention retraining to your employees annually	WAC 296-832-20010

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-200, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-200, filed 08/07/02, effective 10/01/02.]

WAC 296-832-20005 Provide crime prevention training to your employees.

Note: These training requirements apply only to employees working any time during the hours of 11:00 p.m. to 6:00 a.m. This training must be conducted prior to the employee working this time period.

- (1) You must provide crime prevention training as part of your accident prevention program. Make sure you have instructed your employees on the purpose and function of robbery and violence prevention to provide them with the knowledge and skills required to maintain their personal safety.
- (2) You must provide training and training materials that outline your company's:
 - (a) Security policies;
 - (b) Safety and security procedures;
 - (c) Personal safety and crime prevention techniques.
- (3) You must provide formal instruction about crime prevention through a training seminar or training video presentation that includes these topics:
 - (a) How keeping the store clean, neat, and uncluttered discourages potential robbers;
 - (b) Why the cash register should be kept in plain view from outside the store, if your store layout allows;
 - (c) Reasons for operating your business with only a minimum number of cash registers at night;

- (d) Reasons for keeping cash register funds to a minimum;
- (e) How to take extra precautions after dark such as ways to keep alert, making sure appropriate lights are on, inspecting dark corners, and identifying possible hiding places for robbers;
- (f) Violence prevention procedures in case of a robbery.

Note: A short information video on this topic, "Is it Worth Your Life?" has been produced by the Department of Labor & Industries and is available to you. For information on how you can get a copy, please call the L&I Video Library at 1-800-574-9881, or visit the website at <http://www.lni.wa.gov/safety>

- (4) You must have employees sign a statement indicating the date, time, and place they received their crime prevention training.
- (5) You must keep a record of this information readily available for review when requested by the Department of Labor and Industries.

Note: Employers may keep electronic records of employee training and verification.

- (6) You must have a videotape or other materials about crime prevention available to all employees at their request.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-20005, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-20005, filed 08/07/02, effective 10/01/02.]

WAC 296-832-20010 Provide crime prevention retraining to your employees annually.

You must provide a refresher course in crime prevention training annually.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-20010, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-20010, filed 08/07/02, effective 10/01/02.]

WAC 296-832-300 Store safety.

Summary

Your responsibility: To take certain safety measures to discourage crime in your store.

You must meet the requirements...	in this section:
Have a safe in your store	WAC 296-832-30005
Post a notice about your store's safe and cash register	WAC 296-832-30010
Provide outside lighting	WAC 296-832-30015

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-300, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-300, filed 08/07/02, effective 10/01/02.]

WAC 296-832-30005 Have a safe in your store.

You must have a drop safe, limited-access safe, or comparable device in your store.

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-30005, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-30005, filed 08/07/02, effective 10/01/02.]

WAC 296-832-30010 Post a notice about your store's safe and cash register.

You must post a notice in an obvious place on a window or door stating:

- (1) There is a safe in the store.
- (2) Employees have no access to the safe.
- (3) The cash register contains only enough cash to do business.

Notes:

1. *You will not be cited by DOSH for having money in the cash register over the minimal amount needed to do business.*
2. *All displays and other materials posted in the window(s) or door(s) should be arranged to provide an unobstructed view of the cash register if it is visible from the street.*

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-30010, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-30010, filed 08/07/02, effective 10/01/02.]

WAC 296-832-30015 Provide outside lighting.

You must light the store's approach area and parking lot during all night hours your business is open.

Note: You can do this by:

1. *Providing surveillance lighting to observe pedestrian and vehicle entrances.*
2. *Providing lighting of a minimum of 1 foot candle to comply with ANSI/IES RP7-1983. Lighting levels can be measured with a light meter; for comparison purposes 1 foot candle = 1 lumen incident per square foot = 10.76 lux.*

[Statutory Authority: RCW 49.17.010, 49.17.040, 49.17.050 and 49.17.060. 14-09-095 (Order 13-10) § 296-832-30015, filed 04/22/14, effective 07/01/14. Statutory Authority: RCW 49.17.010, .040, .050, .060. 02-16-087 (Order 02-01), § 296-832-30015, filed 08/07/02, effective 10/01/02.]