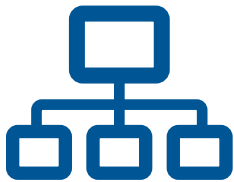




An overview of some essential requirements and resources for business owners

For more information, visit www.Lni.wa.gov/BusinessEssentials



General

Required posters

Post three free L&I required posters where employees will see them and also send them to remote workers.

Recordkeeping

Keep payroll and personnel records for at least three years and keep them safe to protect employee privacy.

Retaliation

Employers can't discipline employees for raising concerns about anything related to their rights.

Contractors: Construction, landscape and related trades

All businesses performing construction work must be insured, bonded, and registered with L&I as contractors to bid, advertise, or perform work.



Safety & Health

Follow safety rules

ALL workplaces have safety requirements, even remote workplaces. Learn and follow yours.

Find and fix safety hazards

Find and prevent workplace hazards instead of reacting to injuries. L&I offers tools to help you reduce or eliminate hazards.

Create your safety program

A workplace safety program requires a written Accident Prevention Program (APP), and includes your specific workplace hazards, such as chemicals, tools, and machinery.

Provide safety training to employees

Your specific workplace will have specific safety training requirements.

Report workplace injuries and fatalities

Employers must contact L&I within eight hours of a worker fatality or in-patient hospitalization; and within 24 hours of a non-hospitalized amputation or loss of an eye.

Feeling overwhelmed? Not sure where to begin?

Get a safety consultation

L&I offers confidential, no-fee, professional advice and help with your safety program.



Workers' Compensation Insurance

Cover all workers

Workers' compensation insurance coverage is required for all of your workers, unless there is a specific exemption in state law.

This includes family and friends who work for your business, short-term staff, and owners without significant management authority. It may include independent contractors.

Independent contractors

Many independent contractors must be covered because they don't meet the rules for state exemption. Use L&I resources to learn if you need to cover them.

Open an account

If you have workers to be covered, you must have a workers' compensation account. To open an account, update your state business license at <https://dor.wa.gov>, indicating that you are hiring employees.

File and pay quarterly premiums

Report workers' hours every quarter to L&I and pay the premium by the due date. If you have no hours to report in a quarter, you must still file a quarterly report, noting zero hours.

Update your information regularly

Keep your workers' compensation account up-to-date with changes to your business ownership, contact information, and services or products you offer.

If a worker is injured on the job

Encourage the worker to get medical attention and file a worker report of accident. After the worker submits their report, file an employer report of accident.

If a work injury prevents an employee from working

Consider L&I's return to work programs to lessen the impacts of worker injuries on your rates.



Workers' Rights

Pay no less than minimum wage

Employers must pay employees at least the state minimum wage for every hour worked. Seattle, SeaTac and Tukwila have higher pay rates.

Pay 1.5x for all hours over 40 in a workweek

Most employees must be paid overtime. To be exempt from overtime, jobs must meet salary and duties tests. L&I can help you understand these tests.

Pay-related practices

You can't ask applicants or employees about their pay history, or prohibit employees from talking about their pay with others.

If you have 15 or more employees, you must provide the salary range and benefits on job postings.

Paychecks

Pay employees at least monthly, and provide pay and deduction detail.

Tips

Tips don't count toward meeting minimum wage. Tips from customers must go to workers.

Noncompete agreements

Employers can't require an employee to sign a noncompete agreement unless their salary meets an annual minimum.

Provide paid sick leave to all workers, even part-time and temporary (unless exempt by law)

Accrue at least one hour sick leave per 40 hours of work. Allow employee use as described in the law for themselves and family members. Provide usage and balance information monthly.

Rest breaks

Provide at least a 10-minute paid rest break per four hours worked, to start no later than the third hour.

Meal period

Provide at least a 30-minute meal period in a shift of five hours or more. You do not have to pay for the meal break unless the employee must remain on duty during that time.

Teen workers

Employers must have a minor work permit to employ teens, and each job must meet youth work restrictions, with an L&I authorization form for each worker.

Family members

Employers must pay family members as other employees, unless they are also legal business owners.

Gender equity

Employment-related decisions can't be based on gender.

Isolated workers

Must provide a panic button, special training and other protections to hotel/motel workers, janitors, security, and other property services workers who work without coworkers present.



More Information

Have questions or need assistance, in any language? Contact the Small Business Office: SmallBusiness@Lni.wa.gov; 1-800-987-0145.

For online resources: www.Lni.wa.gov/BusinessEssentials

Sign up for an L&I Essentials Webinar: Go to www.Lni.wa.gov/Training and type "Essentials for Business" in the search field.