

Job Safety and Health Law

It's the law! Employers must post this notice where employees can read it. (Chapter 49.17 RCW)

All workers have the right to a safe and healthy workplace.

Employers — Your employer must protect you from hazards you encounter on the job, tell you about and provide training.

You have the right to:

- Notify your employer or L&I about workplace hazards. You may ask L&I to keep your name confidential.
- Request an L&I inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection, without loss of wages or benefits.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.
- File a complaint with L&I within 90 days if you believe your employer fired you, or retaliated or discriminated against you because you filed a safety complaint, participated in an inspection or on other safety-related activity.
- Appeal a violation correction date if you believe the time allowed on the citation is not reasonable.

The law requires you to follow workplace safety and health rules that apply to your own actions and conduct on the job.

Employers — You have a legal obligation to protect employees on the job. Employers must provide workplaces free from recognized hazards that could cause employees serious harm or death.

Actions you must take:

- Comply with all workplace safety and health rules that apply to your business, including developing and implementing a written accident prevention plan (also called an APP or safety program).
- Post this notice to inform your employees of their rights and responsibilities.
- Prior to job assignments, train employees how to prevent hazardous exposures and provide required personal protective equipment at no cost.
- Allow an employee representative to participate in an L&I safety health inspection, without loss of wages or benefits. The L&I inspector may talk confidentially with a number of employees.
- If you are cited for safety and/or health violations, you must promptly display the citation at or near the place of the violation for a minimum of seven working days, excluding weekends and holidays. It must remain posted until all violations have been corrected.

Filing or discriminating against any employee for filing a complaint or participating in an inspection, investigation, or opening or closing conference is illegal.

Employers must report all deaths, in-patient hospitalizations, amputations or loss of an eye.

Report any work-related death or in-patient hospitalization to L&I's Division of Occupational Safety and Health (DOSH) within 8 hours.

Report any work-related non-hospitalized amputation or loss of an eye to DOSH within 24 hours.

For any work-related death, in-patient hospitalization, amputation or loss of an eye, you must report the following information to DOSH:

- Employer contact person and phone number.
- Name of business.
- Address and location where the work-related incident occurred.
- Date and time of the incident.
- Number of employees and their names.
- Brief description of what happened.

Where to report:

- Any local L&I office or
- 1-800-423-7233, press 1 (available 24/7)

www.Lni.wa.gov/RequiredPosters

Free assistance from the Division of Occupational Safety and Health (DOSH)

• Training and resources to promote safe workplaces.

• On-site consultations to help identify hazards and risk management help to lower your workers' compensation costs.

Division of Occupational Safety and Health

www.Lni.wa.gov/go/F416-081-009 • 1-800-423-7233

Upon request, foreign language support and forms for persons with disabilities are available. Call 1-800-547-8367, TDD users, call 711. L&I is an equal opportunity employer. or 2022

You may be eligible for UNEMPLOYMENT BENEFITS if you lose your job

Visit www.esd.wa.gov to apply and click "Sign in or create an account"

To apply for unemployment, you will need:

- Your Social Security number.
- Names and addresses of everyone you worked for in the last 18 months.
- Dates you started and stopped working for each employer.
- Reasons you left each job.
- Your alien registration number if you are not a U.S. citizen.
- Your SRA and SF50 (if you worked for the Federal Government in the last 18 months).
- Your Washington State ID or License, if applicable.

If you were in the military within the last 18 months, we will also ask you to fax or mail us a copy of your discharge papers (Form DD214 number 4 or higher).

The fastest way to apply is online at esd.wa.gov

If you don't have a home computer, you can access one at a WorkSource center or your local library.

If you can't apply online, try contacting us over the phone

Call 800-316-6022. Persons with hearing or speaking impairments can call Washington Relay Service 711. We are available to help you Monday through Friday 9 a.m. to 4 p.m., except on state holidays. You may experience long wait times.

You must look for work each week that you claim benefits

Visit WorkSource to find all the FREE resources you need to find a job. These include work computers, courses, phone, fax, machines, internet access, and job listings. Log onto WorkSourceWA.com to find the nearest office.

If your work hours have been reduced to part-time, you may qualify for partial unemployment benefits.

If you have been unemployed due to a work-related injury or non-work-related illness or injury and you are able to work again, you may be eligible for Temporary Total Disability (TTD) unemployment benefits.

For more information, please refer to the Handbook for Unemployed Workers at ESD.WA.GOV

Employers are legally required to post this notice in a place convenient for employees to read (see RCW 50.20.140).

The Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711

Employment Security Department WASHINGTON STATE

esd.wa.gov

Re 10/17

Notice to Employees

It's the law! Employers must post this notice where employees can read it.

Every worker is entitled to workers' compensation benefits. You cannot be penalized or discriminated against for filing a claim. For more information, call toll-free 1-800-547-8367.

If a job injury occurs

Your employer is insured through the Department of Labor & Industries' workers' compensation program. If you are injured on the job or develop an occupational disease, you are entitled to workers' compensation benefits.

Benefits include:

Medical care. Medical expenses resulting from your work-related injury or disease are covered by the workers' compensation program.

Disability income. If your work-related medical condition prevents you from working, you may be eligible for benefits to partially replace your wages.

Vocational assistance. Under certain conditions, you may be eligible for help in returning to work.

Partial disability benefits. You may be eligible for a monetary award to compensate for the loss of body function resulting from an injury.

Penalties. Employers that permanently keep you from returning to work may qualify you for a disability pension.

Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic partner and/or dependents may receive a portion.

About required workplace posters

Go to www.Lni.wa.gov/RequiredPosters to learn more about required workplace posters from L&I and other government agencies.

On the Web: www.Lni.wa.gov

Report your injury to:

(Your employer fills in this space.)

Helpful Phone Numbers:

Amulance

Fire

Police

Upon request, foreign language support and forms for persons with disabilities are available. Call 1-800-547-8367, TDD users, call 711. L&I is an equal opportunity employer. 12/2012

Washington State Law Prohibits Discrimination in Employment

PROTECTED CLASSES

PROHIBITED UNFAIR EMPLOYMENT PRACTICES

AN EMPLOYER OF EIGHT (8) OR MORE EMPLOYEES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS.

FOR EXAMPLE, AN EMPLOYER CANNOT:

• Refuse to hire you or discharge you on the basis of employment

• Discriminate in compensation or other terms or conditions of employment

• Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form

• Make any discriminatory inquiries in connection with prospective employment

LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. FOR EXAMPLE, A LABOR UNION CANNOT:

• Deny membership or membership rights and privileges

• Expel from membership

• Fail to represent a person in the collective bargaining unit

EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS.

FOR EXAMPLE, AN EMPLOYMENT AGENCY MAY NOT:

• Refuse to classify or refer for employment

• Print or circulate any discriminatory statement, advertisement, or publication

• Use discriminatory employment application forms, or make discriminatory inquiries in connection with prospective employment

If you were discriminated against, please call or go to: 1-800-223-3247 or www.lni.wa.gov

Washington State Human Rights Commission April 2015

www.thehotline.org

No one ever deserves to be mistreated.

Abuse is a pattern of behavior that one person uses to gain power and control over another. These behaviors can include isolation, emotional abuse, monitoring, controlling finances, or physical and sexual assault.

Everyone should be free to make their own choices in relationships. If you are experiencing harm or need advice, call the National Domestic Violence Hotline. You can reach their advocates 24/7/365 to get the support you deserve. No names, no fees, and no judgment. Just help. 800-799-SAFE (7233) or 800-787-3224 (TTY).

Employment Security Department WASHINGTON STATE

Workplaces covered available at esd.wa.gov 07/19

Paid time off. Peace of mind.

Paid Family and Medical Leave provides paid time off when a serious health condition prevents you from working, when you need to care for a family member or a new child, or for certain military-related events. It's here for you when you need it most, so you can focus on what matters.

How it works

Nearly every Washington worker—whether you work full time or part time in a small to large business—is eligible for up to 12 weeks of Paid Family and Medical Leave. You need to work 520 hours in Washington, or about 16 hours per week, over the course of about a year. You can get up to 16 weeks if you have family and medical needs in the same year or up to 18 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks within your "claim year," which starts when you notify and then use for the next 52 weeks. When that claim year expires you can then be eligible to leave again.

You may also leave when the Employment Security Department and will partial wage replacement, up to 90 percent of your typical pay, capped at \$1,456 per week.

Learn more and apply at paidleave.wa.gov

Washington State Department of Labor & Industries

Employment Security Department WASHINGTON STATE

10/2023

Announcement

Washington State Department of Labor & Industries

2024 minimum wage: \$16.28 per hour

Washington's minimum wage will be \$16.28 per hour beginning Jan. 1, 2024.

Workers who are 14 or 15 years old may be paid 85% of this adult minimum wage, or \$13.84 per hour.

For more information about Washington's minimum wage law, see the required workplace poster Your Rights as a Worker or visit www.Lni.wa.gov/workers-rights.

09-2023

Your Rights as a Worker

Employers must post this notice where employees can read it.

Washington State Department of Labor & Industries

It's the law!

Wage and Overtime Laws

Workers must be paid the Washington minimum wage

• Most workers who are 16 years of age or older must be paid at least the minimum wage for all hours worked. See www.Lni.wa.gov/WageRate.

• Workers who are 14 or 15 may be paid 85% of the minimum wage.

• Tips cannot be counted as part of the minimum wage. Employers must pay all tips to employees.

Overtime pay is due when working more than 40 hours

Most workers must be paid one and one-half times their regular rate of pay for all hours worked over 40 in a fixed seven-day workweek.

Workers Need Meal and Rest Breaks

Meal period

Most workers are entitled to a 30-minute unpaid meal period if working more than five hours in a day. If you must remain on duty during your meal period, you may be paid for the 30 minutes.

Agricultural workers are entitled to a second 30-minute unpaid meal period if they work more than 11 hours in a day. Learn more at www.Lni.wa.gov/workers-rights/wage-requirements

Rest-breaks meet periods-and-schedules

Breaks

• Most workers are entitled to a 10-minute paid rest break for each four hours worked and must not work more than three hours without a break.

• Agricultural workers must have a 10-minute paid rest break within each four-hour period of work.

• If you are under 18, see "Teen Corner" below.

Pay Requirements

Regular Payday

Workers must be paid at least once a month on a regularly scheduled payday. Your employer must give you a pay statement showing the number of hours worked, rate of pay, number of piece work units (if piece work), gross pay, the pay period and all deductions taken.

For more information regarding wages/setting, go to www.Lni.wa.gov/workers-rights/wages-gedding-paid-and-claim on "Paycheck deductions."

Equal Pay and Opportunities Act

Under this law, your employer is prohibited from providing unequal pay or career advancement opportunities based on gender. You also have the right to discuss, compare, or discuss your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing wages, filing a complaint, or exercising other protected rights under the Equal Pay and Opportunities Act. Employers also are prohibited from requesting a job applicant's wage or salary history, except under certain circumstances, and cannot require an applicant's wage or salary history meet certain criteria. Job applicants also have the right to certain salary information if the employer has 15 or more employees. For more information or to file a complaint, go to www.Lni.wa.gov/EqPay.

Teen Corner — Information for Workers Ages 14–17

• The minimum age for workers is generally 14, with different rates for ages 14-15 and ages 16-17.

• Employers must have a more work permit to employ teens. This requirement applies to family members except on family farms. Teens do not need a work permit.

• Teens are required to have authorization forms signed before their first working hour. For summer employment, parents must sign the Parent/Authorization for Summer Work form. If you work during the school year, a parent and a school official must sign the Parent/School Authorization form.

• Many jobs are not allowed for anyone under 18 because they are not safe.

• Work hours are limited for teens, with more restrictions on work hours during school weeks.

Meal and rest breaks for teens

• In agricultural work, teens of any age get a meal period of 30 minutes if working more than two hours, and a 10-minute paid break for each four hours worked.

• In other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than two hours, and a 10-minute paid break for each four-hour workweek. They must have the rest break at least every three hours.

• Teens who are 14 or 15 must have a 30-minute meal period no later than the end of the fourth hour, and a 10-minute paid break for every two hours worked.

To find out more about teens' workweek, 1-866-219-7321, TeenSafety@Lni.wa.gov

01-2021

Administered by other agencies

Paid Family and Medical Leave. Administered by Washington Employment Security Department.

Washington offers paid family and medical leave benefits to workers. This program is funded by premiums paid by both employees and many employers. Workers are allowed to take up to 12 weeks of leave, which includes family and medical leave under the FMLA by contacting the Department of Labor & Industries at www.Lni.wa.gov/web/fmla or 1-866-487-0243.

Pregnancy disability leave. Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). www.han.wa.gov or 1-800-233-3247

Family and Medical Leave Act. Administered by the U.S. Department of Labor. Eligible employees can enforce their right to protected family and medical leave under the FMLA by contacting the Department of Labor & Industries at www.DOL.gov/fmla or 1-866-487-0243.

Need more information? Questions about filing a workers rights complaint?

Online: www.Lni.wa.gov/workers-rights

Call: 1-800-219-7321, toll-free

Visit: www.Lni.wa.gov/Workers

Email: ESD@Lni.wa.gov

About required workplace posters

Go to www.Lni.wa.gov/RequiredPosters to learn more about required workplace posters from L&I and other government agencies.

Human trafficking is against the law

For victim assistance, call the National Human Trafficking Resource Center at 1-888-373-7888, or the Washington State Office of Child Victim Advocacy at 1-800-822-1007.

Upon request, foreign language support and forms for persons with disabilities are available. Call 1-800-547-8367, TDD users, call 711. L&I is an equal opportunity employer.

ADP

Always Designing for People

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