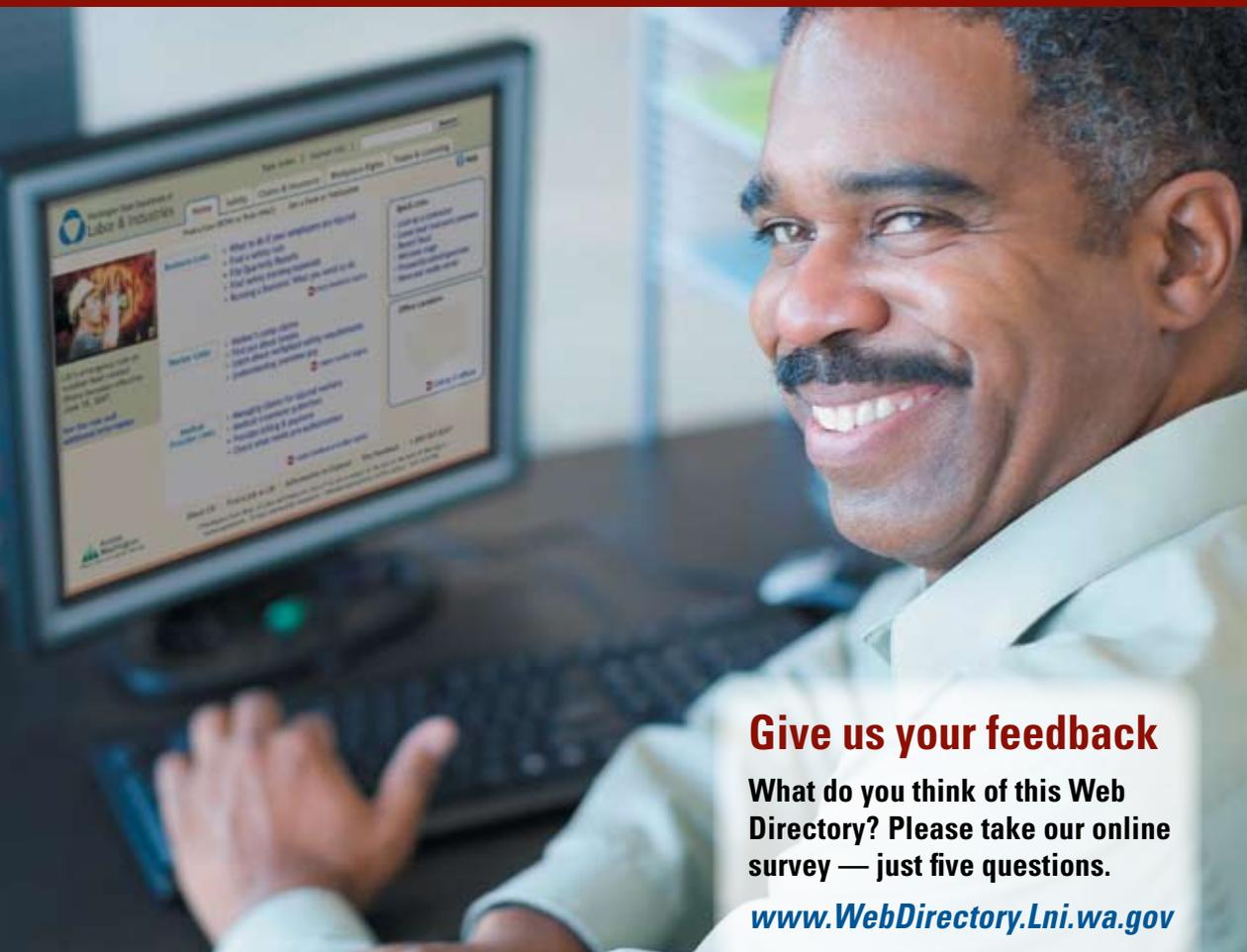


**NEW!**

# Directory of Web Resources for Washington Businesses

*Answers — just a click or two  
away on L&I's Web site* 



**Give us your feedback**

**What do you think of this Web Directory? Please take our online survey — just five questions.**

**[www.WebDirectory.Lni.wa.gov](http://www.WebDirectory.Lni.wa.gov)**



Washington State Department of  
**Labor & Industries**

# Safety

## **Accident prevention — Do I need a plan?** [www.SafetyBasics.Lni.wa.gov](http://www.SafetyBasics.Lni.wa.gov)

Yes. Get a sample “accident prevention program” you can tailor to your business – plus more information to help you provide a safe and healthy workplace.

## **Finding workplace hazards — Is help available?**

[www.SafetyConsultants.Lni.wa.gov](http://www.SafetyConsultants.Lni.wa.gov)

Yes. L&I’s Division of Occupational Safety and Health (DOSH) provides free consultations to help you find hazards, increase safety awareness and understand workplace safety rules.

## **Safety and health rules — Which apply to me?**

[www.Lni.wa.gov/WISHA/Rules/CoreRules/](http://www.Lni.wa.gov/WISHA/Rules/CoreRules/)

Begin with the “core rules” that apply to most businesses except agriculture. Then, follow the steps explained at [www.Lni.wa.gov/Safety/Basics/Steps](http://www.Lni.wa.gov/Safety/Basics/Steps). Agricultural businesses should visit this page: [www.Lni.wa.gov/WISHA/Rules/agriculture](http://www.Lni.wa.gov/WISHA/Rules/agriculture)

## **Personal protective equipment (PPE) — Do I pay for it?**

[www.Lni.wa.gov/Safety/Topics/AtoZ/](http://www.Lni.wa.gov/Safety/Topics/AtoZ/)

You provide necessary PPE at no cost to your employees if the PPE is used to protect against hazardous materials and is a type of PPE that employees would not reasonably use or wear away from the workplace.

## **Grants to improve workplace safety — Are any offered?**

[www.SafetyGrants.Lni.wa.gov](http://www.SafetyGrants.Lni.wa.gov)

Yes. Learn more about Safety and Health Investment Projects (SHIP) to improve worker safety in companies that pay workers’ compensation premiums to L&I.

## **Safety training materials — Free and online?**

[www.Lni.wa.gov/Safety/TrainTools/](http://www.Lni.wa.gov/Safety/TrainTools/) and [www.Workshops.Lni.wa.gov](http://www.Workshops.Lni.wa.gov)

Yes! Online we offer safety courses, employee training kits and videos at no charge. We also present free safety workshops around the state, loan training videos and DVDs, and co-sponsor conferences. And we offer workshops on controlling claim costs.

## **Safety-related research — What’s new?**

[www.SHARP.Lni.wa.gov](http://www.SHARP.Lni.wa.gov)

Preventing lung disease from food flavorings and reducing injuries in the trucking industry are two hot topics. L&I’s SHARP Program conducts research, monitoring and demonstration projects all designed to promote healthy work environments and prevent workplace injuries and illnesses.

## **Safety messages and reminders — Ideas?**

[www.SafetyCalendar.Lni.wa.gov](http://www.SafetyCalendar.Lni.wa.gov)

Try the 2008 Job Safety Calendar. While designed for construction and agriculture, it covers safety topics that may be useful to your business.

## **Pick a topic, find it here**

Quickly find other safety-related topics, from asbestos to workplace violence, using the A to Z Alphabetical Topic Index at [www.Lni.wa.gov/Safety/Topics/AtoZ/](http://www.Lni.wa.gov/Safety/Topics/AtoZ/)

## **Other helpful safety Web sites**

We pulled together this list of safety-related Web sites to make it easier for you to learn about resources other organizations offer.

[www.Lni.wa.gov/Safety/Links.asp](http://www.Lni.wa.gov/Safety/Links.asp)

# Claims & Insurance

## Employee injured at work, filed a claim — What do I do?

[www.Lni.wa.gov/ClaimsIns/Insurance/Reduce/Manage/](http://www.Lni.wa.gov/ClaimsIns/Insurance/Reduce/Manage/)

Get medical help for your injured worker and get the facts. Review our tips for controlling claim costs, and sign up for the Claim and Account Center.

## Rates and premiums — How do you decide what I pay?

[www.Rates.Lni.wa.gov](http://www.Rates.Lni.wa.gov)

Risks in your industry and your company's claim history affect your costs. Get the details online.

## Claim-free discount — Who gets it?

[www.ClaimFreeDiscount.Lni.wa.gov](http://www.ClaimFreeDiscount.Lni.wa.gov)

Companies that prevent workplace injuries can save between 10 and 40 percent on the premiums they pay.

## Quarterly reports — How do I file?

[www.QuarterlyReports.Lni.wa.gov](http://www.QuarterlyReports.Lni.wa.gov)

File your quarterly report with L&I online and pay premiums electronically or by check, or you can file by mail.

## Reducing premiums — Any ideas?

[www.Lni.wa.gov/ClaimsIns/Insurance/Reduce/](http://www.Lni.wa.gov/ClaimsIns/Insurance/Reduce/)

Do all you can to keep your employees safe and injury free. Understand risk-management principles. If one of your employees is injured, manage the claim through light-duty work and other return-to-work strategies to keep costs in check.

## Premium refunds — How can I get one?

[www.Retro.Lni.wa.gov](http://www.Retro.Lni.wa.gov)

Are you committed to safety? Find out more about premium refunds in the Retrospective Rating Program.

## Workers' comp — How does it help employers?

[www.Lni.wa.gov/ClaimsIns/Insurance/Learn/](http://www.Lni.wa.gov/ClaimsIns/Insurance/Learn/)

Learn more about no-fault workers' compensation insurance administered by L&I. It protects both workers and employers from the economic impact of work-related injury and illness.

**Check this out!**

**Online service saves you time & money**

Use the Claim & Account Center, a secure online service, to view your account information, complete and submit the Employer Report of Accident, review claim documents, send secure messages to the claim manager and protest a claim decision. Find out how to register: [www.ClaimInfo.Lni.wa.gov](http://www.ClaimInfo.Lni.wa.gov) and click on "View Employer Account and Claims Information."

# Workplace Rights

## Minimum wage — What is the current amount?

[www.Wages.Lni.wa.gov](http://www.Wages.Lni.wa.gov)

In Washington State, the minimum wage in 2008 is \$8.07 per hour. It applies to workers in both agriculture and non-agricultural jobs, although 14- and 15-year-olds may be paid 85% of the minimum wage, or \$6.86 an hour.

## Overtime — When do I have to pay it?

[www.Lni.wa.gov/WorkplaceRights/Wages/Overtime/](http://www.Lni.wa.gov/WorkplaceRights/Wages/Overtime/)

Most workers who are paid an hourly wage and work more than 40 hours in a 7-day work week must be paid overtime.

## Hiring teens — Are there special rules?

[www.TeenWorkers.Lni.wa.gov](http://www.TeenWorkers.Lni.wa.gov)

Washington State law limits hours and types of work for workers under age 18, and sets other requirements. You also need a Minor Work Permit endorsement on your business license.

## Family leave — What is the current law?

[www.Lni.wa.gov/WorkplaceRights/LeaveBenefits/FamilyCare/](http://www.Lni.wa.gov/WorkplaceRights/LeaveBenefits/FamilyCare/)

Read about state and federal laws covering leave for sickness, caring for sick family members and pregnancy.

## Helpful links to other state agencies

Access Washington –  
Doing Business in Washington

[www.access.wa.gov/business/](http://www.access.wa.gov/business/)

Employment Security Department

[www.esd.wa.gov](http://www.esd.wa.gov)

Department of Ecology

[www.ecy.wa.gov/](http://www.ecy.wa.gov/)

Department of Licensing

[www.dol.wa.gov/](http://www.dol.wa.gov/)

Department of Revenue

[www.dor.wa.gov/](http://www.dor.wa.gov/)

Office of the Secretary of State

[www.secstate.wa.gov/](http://www.secstate.wa.gov/)

## You'll find more answers here

▶ Visit the main Workplace Rights Web page to answer other questions, including requirements for pay, breaks and work schedules; payroll and personnel records; and information on how L&I interprets wage-and-hour rules (the 2006 Wage Payment Act).  
[www.WorkplaceRights.Lni.wa.gov](http://www.WorkplaceRights.Lni.wa.gov)

Employers in the agricultural industry should visit the following page:  
[www.Lni.wa.gov/WorkplaceRights/Agriculture/](http://www.Lni.wa.gov/WorkplaceRights/Agriculture/)



See us online at: [www.Lni.wa.gov](http://www.Lni.wa.gov)

# Trades & Licensing

## Remodeling my facility — What should I know before hiring a contractor?

[www.Lni.wa.gov/TradesLicensing/Contractors/HireCon/](http://www.Lni.wa.gov/TradesLicensing/Contractors/HireCon/)

Use our online search to make sure you're hiring a registered contractor who is current with bonding and insurance requirements and workers' compensation coverage for their employees.

## Risk and liability — Should I worry about a subcontractor's unpaid premiums?

[www.PremiumStatus.Lni.wa.gov](http://www.PremiumStatus.Lni.wa.gov)

Yes, you could be liable for a subcontractor's unpaid workers' comp premiums. Look up a subcontractor to see if his/her account is up to date.

## Electrical work — When is a permit required?

[www.ElecPermit.Lni.wa.gov](http://www.ElecPermit.Lni.wa.gov)

State law requires property owners to obtain an electrical permit for most new, remodel and maintenance electrical work. If you hire an electrical contractor to do the work, he or she must purchase the permit. Find out about electrical permits and inspections before starting any work.

## Bidding on public construction projects — Are there wage requirements?

[www.PrevalingWage.Lni.wa.gov](http://www.PrevalingWage.Lni.wa.gov)

If you bid on public works jobs you're required to pay "prevailing wage" to your workers. Construction, alteration, repair or improvement that is executed at the cost of the state or a local public agency is considered public works. Review the responsibilities of employers, contractors and subcontractors who accept work on these projects.

## General L&I information

### Required posters — Where can I get them?

[www.Posters.Lni.wa.gov](http://www.Posters.Lni.wa.gov)

We'll send you *free* copies of the posters L&I requires. See the list online and find out how to order them.

### Fraud — How do I report it?

[www.Fraud.Lni.wa.gov](http://www.Fraud.Lni.wa.gov)

Learn the signs of fraud and how to report suspected fraud by injured workers, employers, contractors, or health-care providers who treat injured workers.

### Answers to other questions — Where do I call when I don't know who to call?

**Local Offices:** [www.Offices.Lni.wa.gov](http://www.Offices.Lni.wa.gov)

Customer service representatives in local L&I offices can assist you or direct you to L&I specialists who can. Check our Web site for office locations and phone numbers.

**Small business liaison:** [www.SmallBusiness.Lni.wa.gov](http://www.SmallBusiness.Lni.wa.gov)

Ron Langley, L&I's Small Business Liaison, is your advocate inside L&I to answer questions and solve problems about workers' compensation insurance, workplace safety rules, wage-and-hour regulations, contractor registration and other business with L&I.

## Also on our Web site

L&I provides a variety of services to the people and businesses of our state. For example, you'll also find these topics on our Web site.

### **Apprenticeship programs**

[www.Apprenticeship.Lni.wa.gov](http://www.Apprenticeship.Lni.wa.gov)

### **Crime Victims Compensation Program**

[www.CrimeVictims.Lni.wa.gov](http://www.CrimeVictims.Lni.wa.gov)

### **Requirements for farm labor contractors**

[www.Lni.wa.gov/WorkplaceRights/Agriculture/FarmLabor/](http://www.Lni.wa.gov/WorkplaceRights/Agriculture/FarmLabor/)

### **Complaints about construction defects in manufactured/mobile homes**

[www.Lni.wa.gov/TradesLicensing/FAS/Complaints/NewConstruction/](http://www.Lni.wa.gov/TradesLicensing/FAS/Complaints/NewConstruction/)

### **Amusement rides – a safety checklist for parents**

[www.Lni.wa.gov/TradesLicensing/Electrical/AmuseRide/](http://www.Lni.wa.gov/TradesLicensing/Electrical/AmuseRide/)

### **Licenses, registrations and certificates issued by L&I**

[www.Licensing.Lni.wa.gov](http://www.Licensing.Lni.wa.gov)

*View this publication online with active links at*  
[www.WebDirectory.Lni.wa.gov](http://www.WebDirectory.Lni.wa.gov)

