

Workplace Posters: Required and Recommended

The following posters are available **free** from the issuing State of Washington or federal agency. Contrary to some advertisements you may have received, employers aren't required to purchase posters from private companies.

Online access to posters is indicated, when available. Otherwise, call the phone number listed to request that posters be mailed to you. Employers must post required posters where their employees can read them.

Washington State

Department of Labor & Industries (required posters)

www.Lni.wa.gov/RequiredPosters ■ 1-800-547-8367

- Job Safety and Health Law (F416-081-909)
- Your Rights as a Worker (F700-074-000)
- Notice to Employees – If a Job Injury Occurs (F242-191-909)

Or

- Notice to Employees – Self-insured Businesses (F207-037-909)
This poster is for self-insured businesses. All others use F242-191-909.

Printed posters are also available from your local L&I office. All posters are printed in English/Spanish combined.

Employment Security Department (required poster)

www.esd.wa.gov/about-employees/forms-and-publications

- Unemployment Benefits poster (EMS 9874)
- Church and Religious Organizations poster (UI07-0119)

Human Rights Commission (recommended poster)

www.hum.wa.gov/publications

1-800-233-3247 (in Washington State) or 360-753-6770

- Washington State Law Prohibits Discrimination in Employment

United States

Equal Employment Opportunity Commission

(required poster)

<http://webapps.dol.gov/elaws/posters.htm>

1-866-487-2365

- Equal Opportunity Employment is the Law
Also covers Americans with Disabilities Act.

Department of Labor (required posters)

<http://webapps.dol.gov/elaws/posters.htm>

1-866-487-2365

- Fair Labor Standards Act (FLSA)
Federal Minimum Wage Poster (WH Pub.1088)
- Employee Polygraph Protection Act (WH Pub.1462)
- Family and Medical Leave Act of 1993 (WH Pub.1420)
- Your Rights Under USERRA – The Uniformed Services Employment and Reemployment Rights Act*

** Federal law requires employers to notify employees of their rights under USERRA; employers may meet this requirement by displaying this notice where they customarily place notices for employee*

Affordable Care Act (required notice)

www.dol.gov/ebsa/healthreform/regulations/coverageoptionsnotice.html ■ 1-866-444-3272

More information on reverse ►

Online guide, helpful websites and numbers

Governor's Office for Regulatory Innovation and Assistance

www.oria.wa.gov ■ 1-800-917-0043

- Small Business Guide, www.BizGuide.wa.gov

Business Licensing Service

www.Business.wa.gov/BLS ■ 1-800-451-7985

- Washington's Website For Businesses, www.Business.wa.gov

Department of Labor & Industries

www.Lni.wa.gov

- Small business liaison, 1-800-987-0145
- Agency information and assistance, 1-800-547-8367
- Contractor registration, 1-800-647-0982
- Employment standards/workplace rights, 1-866-219-7321
- Workplace safety and health, 1-800-423-7233

Employment Security Department

www.esd.wa.gov

- Employer helpline (24 hours), 1-888-836-1900
- Shared Work Program, 1-800-752-2500
- Labor market information, 1-800-215-1617

Required Workplace Posters From L&I

Employers are legally required to display 3 free posters in their workplace to inform employees of their rights and responsibilities. Please note that you do not need to order new posters every year. Simply compare the valid date(s) listed below with the date indicated at the bottom of your poster – just right of the publication number.

The "Notice to Employees" poster differs based on whether your employer is part of the State Fund or self-insured. Self-insured means the employer provides their own workers' compensation coverage to their employees. See if a business is currently self-insured.

Download the free posters below or order online. Each poster is in English and Spanish —other alternative-language versions are available as well.

<https://www.lni.wa.gov/forms-publications/required-workplace-posters>

Upon request, foreign language support and formats for persons with disabilities are available. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

PUBLICATION F101-054-000 [04-2016]

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.

Employees — Your employer must protect you from hazards you encounter on the job, tell you about them 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 any 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 prominently 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.

Firing 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)

This poster is available free from L&I at
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 employers identify and fix hazards, and risk management help to lower your workers' compensation costs.



Division of Occupational Safety and Health
www.Lni.wa.gov/go/F416-081-909 | 1-800-423-7233

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

Ley de seguridad y salud en el trabajo

¡Es la ley! Los empleadores deben colocar este aviso en un lugar donde puedan leerlo los trabajadores.

Todos los trabajadores tienen derecho a un lugar de trabajo seguro y saludable.

Trabajadores — Su empleador debe protegerlo de los peligros que encuentra en el trabajo, informarle sobre ellos y proporcionarle capacitación.

Usted tiene el derecho de:

- Notificarle a su empleador o a L&I sobre los peligros en el lugar de trabajo. Usted puede pedirle a L&I que mantenga su nombre confidencial.
- Solicitar una inspección de L&I del lugar donde trabaja si cree que existen condiciones no saludables o inseguras. Usted y el representante de los trabajadores pueden participar en una inspección.
- Obtener copias de sus archivos médicos, incluyendo los archivos sobre exposiciones a sustancias o condiciones tóxicas y peligrosas.
- Presentar una queja con L&I dentro de 90 días si usted piensa que su empleador lo despidió o tomó represalias o lo discriminó porque presentó una queja de seguridad, participó en una inspección u otra actividad de seguridad relacionada.
- Apelar la fecha de corrección de una infracción, si usted considera que el tiempo permitido en la citación no es razonable.

La ley requiere que usted siga las reglas de seguridad y salud en el lugar de trabajo que se apliquen a sus propias acciones y conducta en el trabajo.

Empleadores — Ustedes tienen la obligación legal de proteger a los trabajadores en el trabajo.

Los empleadores deben proporcionar lugares de trabajo libres de riesgos reconocidos que puedan causar lesiones serias o muerte a los trabajadores.

Acciones que usted debe tomar:

- Cumpla con todas las reglas de seguridad y salud en el lugar de trabajo que se apliquen a su negocio, incluyendo el desarrollo y la implementación de un Plan de Prevención de Accidentes por escrito (también llamado un APP en inglés o un programa de seguridad).
- Ponga este aviso en un lugar visible para informarle a los trabajadores de sus derechos y responsabilidades.
- Antes de asignar trabajos, capacite a los trabajadores sobre cómo prevenir exposiciones peligrosas y proporcione el equipo de protección personal requerido sin costo alguno.
- Permítale a un representante de los trabajadores que participe en una inspección de seguridad/salud de L&I sin descontarle salarios o beneficios. Es posible que el inspector de L&I hable en forma confidencial con otros trabajadores.
- Si recibe una citación por una infracción de salud y seguridad usted debe poner a la vista la citación en o cerca del lugar de la infracción por un mínimo de siete días laborales, excluyendo los fines de semana y los días festivos. Debe permanecer en un lugar visible hasta que se hayan corregido todas las infracciones.

Es ilegal despedir o discriminar a cualquier trabajador por haber presentado una queja o por haber participado en una inspección, investigación o conferencias de apertura o cierre de las mismas.



Los empleadores deben reportar todas las muertes, hospitalizaciones de pacientes, amputaciones o pérdida de ojos.

Reporte a la División de Seguridad y Salud Ocupacional (DOSH) de L&I cualquier muerte u hospitalización relacionada con el trabajo dentro de 8 horas.

Reporte a DOSH cualquier amputación sin hospitalización o pérdida de un ojo dentro de 24 horas.

Para cualquier muerte relacionada con el trabajo, hospitalización, amputación o pérdida de un ojo, debe reportar la siguiente información a DOSH:

- Nombre del empleador y número de teléfono.
- Nombre del negocio.
- Dirección y lugar donde ocurrió el incidente
- Fecha y hora del incidente.
- Número de trabajadores y sus nombres.
- Breve descripción de lo sucedido.

Dónde reportar:

- Cualquier oficina local de L&I o
- Puede llamar a DOSH al 1-800-423-7233, presione 1 (disponible las 24 horas)

Este cartelón es gratis y está disponible en el sitio Web de L&I en www.Lni.wa.gov/RequiredPosters.

Ayuda gratuita de la División de Salud y Seguridad (DOSH)

- Capacitación y recursos para promover lugares de trabajo seguros.
- Consultas en su lugar de trabajo para ayudar a los empleadores a identificar y corregir peligros y manejo de riesgos para reducir los costos de compensación para los trabajadores.



División de Seguridad y Salud Ocupacional
www.Lni.wa.gov/go/F416-081-909 | 1-800-423-7233

A petición del cliente, hay ayuda disponible para personas que hablan otros idiomas y otros formatos alternos de comunicación para personas con discapacidades. Llame al 1-800-547-8367. Usuarios de dispositivos de telecomunicaciones para sordos (TDD, por su sigla en inglés) llamen al 711. L&I es un empleador con igualdad de oportunidades.

It's the law!

Employers must post this notice where employees can read it.

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/MinWage.
- 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 must 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/workplace-policies/rest-breaks-meal-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” at right.

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 authorized deductions, go to www.Lni.wa.gov/workers-rights/wages/getting-paid and click 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 disclose, 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/EqualPay.

Teen Corner — Information for Workers Ages 14–17

- The minimum age for work is generally 14, with different rules for ages 14–15 and ages 16–17.
- Employers must have a minor 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 they begin working. 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 five hours, and a 10-minute paid break for each four hours worked.
- In all other industries, teens who are 16 or 17 must have a 30-minute meal period if working more than five hours, and a 10-minute paid break for each four hours worked. 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 in the workplace: www.Lni.wa.gov/TeenWorkers, 1-866-219-7321, TeenSafety@Lni.wa.gov.

Leave Laws

Paid sick leave

Most workers earn a minimum of one hour of paid sick leave for every 40 hours worked. This leave may be used beginning on the 90th calendar day of employment. Employers must provide employees with a statement that includes their accrued, used and available hours of this leave at least once per month. This information may be provided on your regular pay statement or as a separate notification. Workers must be allowed to carry over a minimum of 40 hours of any unused paid sick leave to the following year. For details on authorized use, accrual details, and eligibility, see www.Lni.wa.gov/SickLeave.

Washington Family Care Act: Use of paid leave to care for sick family

Employees are entitled to use their choice of any employer provided paid leave (sick, vacation, certain short-term disability plans, or other paid time off) to care for:

- A child with a health condition requiring treatment or supervision;
 - A spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency health condition; and
 - Children 18 years and older with disabilities that make them incapable of self-care.
- For more information, see www.Lni.wa.gov/workers-rights/leave/family-care-act.

Leave for victims of domestic violence, sexual assault or stalking

Victims and their family members are allowed to take reasonable leave from work for legal or law enforcement assistance, medical treatment, counseling, relocation, meetings with their crime victim advocate, or to protect their safety. Employers are also required to provide reasonable safety accommodations to victims. For more information, see www.Lni.wa.gov/DVLeave.

Leave for military spouses during deployment

Spouses or registered domestic partners of military personnel who receive notice to deploy or who are on leave from deployment during times of military conflict may take a total of 15 days unpaid leave per deployment.

Your employer may not fire or retaliate against you for exercising your rights or filing a complaint related to minimum wage, overtime, paid sick leave or protected leave.

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 insurance program is funded by premiums paid by both employees and many employers. Workers are allowed to take up to 12 weeks, as needed, when they welcome a new child into their family, are struck by a serious illness or injury, need to take care of an ill or ailing relative, and for certain military connected events. As directed by the Legislature, premium assessment started on Jan. 1, 2019. For more information, see www.paidleave.wa.gov.

Pregnancy disability leave: Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). www.hum.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 at www.dol.gov/whd/fmla or 1-866-487-9243.

Contact L&I

Need more information?

Questions about filing a worker rights complaint?

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

Call: 1-866-219-7321, toll-free

Visit: www.Lni.wa.gov/Offices

Email: ESgeneral@Lni.wa.gov

About required workplace posters

Go to www.Lni.wa.gov/RequiredPosters to learn more about 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 Crime Victims Advocacy at 1-800-822-1067.

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



It's the law! Employers must post this notice where employees can read it
(Revised Code of Washington 51.14.100).

If a job injury occurs

Your employer is self-insured. You are entitled to all of the benefits required by the state of Washington's workers' compensation (industrial insurance) laws. These benefits include medical treatment and partial wage replacement if your work-related injury or disease requires you to miss work. Compliance with these laws is regulated by the Department of Labor & Industries (L&I).

What you should do

Report your injury. If you are injured, no matter how minor the injury seems, contact the person listed on this poster.

Get medical care. The first time you see a doctor, you may choose any health-care provider who is qualified to treat your injury. For ongoing care, you must be treated by a doctor in the L&I medical network. (Find network providers at www.FindADoc.Lni.wa.gov.)

Qualified health-care providers include: medical, osteopathic, chiropractic, naturopathic and podiatric physicians; dentists; optometrists; ophthalmologists; physician assistants; and advanced registered nurse practitioners.

File your claim as soon as possible. For an on-the-job injury, you must file a claim with your employer within one year after the day the injury occurred. For an occupational disease, you must file a claim within two years following the date you are advised by a health-care provider in writing that your condition is work related.

To report an injury:

If you should become injured on the job or develop an occupational disease, immediately report your injury or condition to the person designated below:

Name: _____

Phone: _____

To file a claim for benefits contact
Capital Region ESD 113
Workers' Comp Trust in
Tumwater at (360) 464-6880

For additional information or help with a workers' compensation issue you can contact the Ombudsman for Self-Insured Injured Workers at 1-888-317-0493.

Other formats for persons with disabilities are available on request. Call 1-800-547-8367. TDD users, call 360-902-5797. L&I is an equal opportunity employer.

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

Self-Insurance Section
Department of Labor & Industries
P.O. Box 44890
Olympia WA 98504-4890



¡Es la ley! Los empleadores deben colocar este aviso en un lugar donde puedan leerlo los empleados.
(Código Revisado de Washington 51.14.100).

Si ocurre una lesión en el trabajo

Su empleador está autoasegurado. Usted tiene derecho a todos los beneficios requeridos por las leyes de compensación para los trabajadores (seguro industrial) del estado de Washington. Estos beneficios incluyen tratamiento médico y sustitución parcial de su salario si no puede trabajar como resultado de su lesión o enfermedad. El cumplimiento de estas leyes está regulado por el Departamento de Labor & Industrias (L&I).

Lo que usted debe hacer

Reporte su lesión. Si usted se lesiona, aún cuando la lesión parezca ser mínima, comuníquese con la persona indicada en este cartel.

Obtenga atención médica. La primera vez que usted visite a un doctor, usted puede escoger a cualquier proveedor de cuidado de la salud que esté calificado para tratar su lesión. Para cuidado continuo, usted debe recibir tratamiento de un doctor de la red de proveedores médicos de L&I. (Encuentre proveedores de la red en www.Lni.wa.gov/Spanish/ClaimsIns/Claims/FindaDoc.)

Los proveedores de cuidado de la salud calificados incluyen: médicos generales, osteópatas, quiroprácticos, médicos de naturopatía y podiatría, dentistas, optometristas, oftalmólogos, asistentes de doctor y enfermeras registradas de práctica avanzada.

Presente su reclamo lo más pronto posible. Para una lesión en el lugar de trabajo, usted tiene que presentar un reclamo con su empleador dentro de un año a partir de la fecha en que ocurrió la lesión. Para una enfermedad ocupacional, usted tiene que presentar un reclamo dentro de dos años después de la fecha en la que un proveedor de cuidado de la salud le haya notificado por escrito que su condición está relacionada con su trabajo.

Para reportar una lesión:

Si sufre una lesión en el trabajo o se le presenta una enfermedad ocupacional, repórtelo inmediatamente a la persona indicada abajo:

Nombre: _____

Teléfono: _____

To file a claim for benefits contact Capital Region ESD 113

Workers' Comp. Trust in Tumwater at (360) 464-6880

Para información adicional o ayuda con un asunto relacionado con la compensación para los trabajadores, se puede comunicar con el Ombudsman (defensor) de la sección de trabajadores lesionados autoasegurados al 1-888-317-0493.

A petición del cliente, hay otros formatos disponibles para personas con discapacidades. Llame al 1-800-547-8367. Usuarios de TDD llamen al 360-902-5797. L&I es un empleador con igualdad de oportunidad.

Información sobre los carteles requeridos en el lugar de trabajo

Vaya a www.Lni.wa.gov/IPUB/101-054-999.asp para aprender más sobre los carteles del lugar de trabajo de L&I y de otras agencias gubernamentales.

Self-Insurance Section
Department of Labor & Industries
PO Box 44890
Olympia, WA 98504-4890