

## 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:**
  - Mokey 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 citation 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.
- Be clear for safety and/or health violations, you must prominently display the citation and/or order on 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 (DOSSH) within 8 hours.

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

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

- 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 (DOSSH)

- 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/F416-081-909 • 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. or 2022

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

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

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

Can you not apply online, try contacting us over the phone

If you can't apply online, please 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

WorkSource to find all the FREE resources you need to find a job. These include workbooks, computers, courses, phone, fax, machines, internet access, and job listings. Log onto [WorkSourceWA.com](http://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 not 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](http://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

## 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 eligible for 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 retraining for work.
- Partial disability benefits. You may be eligible for a monetary award to compensate for the loss of body function and/or income.

**Pensioners:** Individuals 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 dependent may receive a portion.

**File your claim as soon as possible.** For an on-the-job injury, you must file a claim and the Department of Labor & Industries (L&I) must receive it within one year after the day the injury occurred. For an occupational disease, you must file a claim and L&I must receive it within two years following the date you are advised by a health-care provider in writing that your condition is work related.

**About required workplace posters**

Go to [www.Lni.wa.gov/RequiredPosters](http://www.Lni.wa.gov/RequiredPosters) to learn more about workplace posters from L&I and other government agencies.

On the Web: [www.Lni.wa.gov](http://www.Lni.wa.gov)

Report your injury to:

Helpful Phone Numbers:

Amputation  
Fire  
Police

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## Washington State Law Prohibits Discrimination in Employment

PROTECTED CLASSES	PROHIBITED UNFAIR EMPLOYMENT PRACTICES
<ul style="list-style-type: none"><li>Race</li><li>Color</li><li>National Origin</li><li>Sex</li><li>Creed</li><li>Disability—Genetic, Mental or Physical</li><li>HIV, AIDS, and Hepatitis C</li><li>Age 40 yrs and older</li><li>Marital Status</li><li>Pregnancy or maternity</li><li>Sexual Orientation or Gender Identity</li><li>Use of a service animal by a person with a disability</li><li>Honorably discharged Veterans or Military Status</li></ul>	<ul style="list-style-type: none"><li>Retain to hire you or discharge you from employment</li><li>Print, circulate, or use any discriminatory statement, advertisement, publication, or job application form</li><li>Make any discriminatory inquiries in connection with prospective employment</li><li>LABOR UNIONS MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. (FOR EXAMPLE, A LABOR UNION CANNOT:)<ul style="list-style-type: none"><li>Discriminate in membership rules and privileges</li><li>Expel from membership</li><li>Fail to represent a person in the collective bargaining contract</li></ul></li><li>EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS. (FOR EXAMPLE, AN EMPLOYMENT AGENCY MAY NOT:)<ul style="list-style-type: none"><li>Discriminate in classification or referral for employment</li><li>Print or circulate any discriminatory statement, advertisement, or publication</li><li>Use discriminatory employment application forms, or make discriminatory inquiries in connection with prospective employment</li></ul></li></ul>

If you have been discriminated against, please call us to go to: 1-800-233-3247 or [www.Lni.wa.gov](http://www.Lni.wa.gov)

Washington State Human Rights Commission April 2015

## Everyone deserves a healthy relationship

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 Helpline. 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).

Workplaces posted available at [esd.wa.gov](http://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 when you need it most, so you can focus on what matters.**

**How it works**

Nearly every Washington worker—whether you work full 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 820 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 for leave again.

You may also contact the Office of the Paid Family and Medical Leave Ombuds. The Ombuds is appointed by the governor and serves as a neutral, independent that pays to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates reports or tips and sets up complaints about service deficiencies and concerns with the Paid Family and Medical Leave program. Learn more at [www.paidleaveombuds.wa.gov](http://www.paidleaveombuds.wa.gov) or call the Ombuds' office at 844-399-6997.

Learn more and apply at [paidleave.wa.gov](http://paidleave.wa.gov)

## Announcement

2025 minimum wage: \$16.66 per hour

Washington's minimum wage will be \$16.66 per hour beginning Jan. 1, 2025.

Workers who are 14 or 15 years old may be paid 85% of the adult minimum wage, or \$14.16 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](http://www.Lni.wa.gov/workers-rights).

09-2024

## Your Rights as a Worker

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/WageLaw](http://www.Lni.wa.gov/WageLaw).
- 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**

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/MealAndRestBreaks](http://www.Lni.wa.gov/MealAndRestBreaks).

**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 Center" below.

**Pay Requirements**

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 deduction taken.

For more information regarding authorized deductions, go to [www.Lni.wa.gov/Wages](http://www.Lni.wa.gov/Wages) and click on "Psychic 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 contacting other prohibited 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](http://www.Lni.wa.gov/EqualPay).

**Teen Center — Information for Workers Ages 14–17**

- The minimum age for workers is generally 14, with different rules for ages 14–15 and ages 16–17.
- Employers must have a minor work permit to employ teens.
- Teens who are 14 or 15 must have a parent's consent on family forms. 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.
- Most kids during the school year, a parent and a school official must sign the Parent/School Authorization form.

**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](http://www.Lni.wa.gov/TeenWorkers), 1-888-219-7321, toll-free; [TeenSafety@Lni.wa.gov](mailto:TeenSafety@Lni.wa.gov)

**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. The 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 aging relative, and/or certain military connected events.

**Pregnancy disability leave:** Enforced by the Washington State Human Rights Commission under the Washington State Law Against Discrimination (WLAD). [www.hum.wa.gov](http://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/eis/vfn/whd/foia](http://www.dol.gov/eis/vfn/whd/foia) or 1-866-487-6243.

**Contact L&I**

For more information or assistance:

- [www.Lni.wa.gov/workers-rights](http://www.Lni.wa.gov/workers-rights)
- Call: 1-866-219-7321, toll-free
- Text: [www.Lni.wa.gov/Text](http://www.Lni.wa.gov/Text)
- Email: [ESG@Lni.wa.gov](mailto:ESG@Lni.wa.gov)

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**About required workplace posters**

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**Human trafficking is against the law**

For victim assistance, call the National Human Trafficking Resource Center at 1-888-273-8889 or the Washington State Office of Civil Rights Victims Advocate at 1-800-822-1067.

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