

# Washington State Postings



## 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. 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&H about workplace hazards. You may ask L&H to keep your name confidential.
- Request an L&H inspection of the place you work if you believe unsafe or unhealthy conditions exist. You or your employee representative may participate in an inspection, withdrawal of input or benefits.
- Get copies of your medical records, including records of exposures to toxic and harmful substances or conditions.
- File a complaint with L&H 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 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 to 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 (labor 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 if you need.
- Advise an employee representative to participate in an L&H safety/health inspection, without loss of wages or benefits. The inspector may talk confidentially with a number of employees.
- If you are cited for safety and/or health violations, you must immediately display the citation and/or sign the place of the violation for a minimum of seven working days, including weekends and holidays. I must remain posted until all violations have been corrected.
- Filing a discrimination against an 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&H's Division of Occupational Safety and Health (DOISH) within 8 hours.

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

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

- Employer contact name and phone number.
- Name of deceased.
- 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&H office.
- 1-800-425-7233, press 1 (available 24/7).

**www.Lni.wa.gov/RequiredPosters**

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

- Training and resources to promote safe workplaces.
- On-site consultations to help identify hazards 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 • 1-800-425-7233

Other contact: foreign language support and forms for persons with disabilities/over 65 available: Call 1-800-547-4367. TDD users call 711. L&H is an equal opportunity employer.

**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 unemployment number if you are not a U.S. citizen.
- Your SIN and SIN# 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 (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 ours at a WorkSource center or your local library.

If you can't apply online, try contacting us over the phone: Call 800-374-0212. Persons with hearing or speaking impairments can call Washington Relay Service 711. We are available to help you Monday through Friday 8 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.com is one of the FREE resources you need to find a job. These include: WorkSource, computers, courses, shows, job openings, internet access, and job listings. Log onto [WorkSource.com](http://WorkSource.com) to find the nearest office.

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

Employers are legally required to post this notice in a place convenient for employees to read (see RCW 50.20.146).

The Employment Security Department is an equal opportunity employer. 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**  
www.esd.wa.gov

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

Washington Paid Family & Medical Leave

Employment Security Department

10/2023

## 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 1-800-547-4367.

**If a job injury occurs:**  
Your employer is required 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 a 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 injury benefit if you are unable to perform the full range of your job duties for a significant period of time.  
Death benefits for survivors. If a worker dies, the surviving spouse or registered domestic partner and/or dependent may receive a pension.

**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&H medical network. (Find network provider at [www.Lni.gov/MSADoc](http://www.Lni.gov/MSADoc).)  
Qualified health care providers include: medical, orthopedic, chiropractic, rehabilitation and podiatric physicians, dentists, optometrists, ophthalmologists, physical therapists, and advanced registered nurse practitioners.  
Tell your health care provider and your employer about your work-related injury or condition. The first step is filing a workers' compensation Industrial Injury/Injury claim is to file a Report of Accident (RIA). You can do this online with [www.Lni.gov/MSADoc](http://www.Lni.gov/MSADoc), by phone at 1-877-265-FLE, or in person in your employer's office. Filing online or by phone speeds the claim and reduces your wait time.  
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 five 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.gov/RequiredPosters](http://www.Lni.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:**  
(Your employer fills in this space.)

**Helpful Phone Numbers:**

File:

Police:

## 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>• Age 40 and over and older</li><li>• Marital Status</li><li>• Pregnancy or maternity</li><li>• Sexual Orientation or Gender Identity</li><li>• Age of a service animal or a person with a disability</li><li>• Honorably discharged member of Military or Naval Reserve</li></ul>	<ul style="list-style-type: none"><li>• Refuse to hire you or discharge you from employment</li><li>• Discriminate in compensation or other terms or conditions of employment</li><li>• Print, publish, or use any discriminatory statement, advertisement, publication, or job application form</li><li>• Make any discriminatory inquiry in connection with prospective employment</li><li>• Only membership in trade, labor and professional organizations</li><li>• Equal term membership</li><li>• Ref to represent persons in the collective bargaining unit</li></ul> <p><b>EMPLOYMENT AGENCIES MAY NOT DISCRIMINATE ON THE BASIS OF A PROTECTED CLASS.</b></p> <p>FOR EXAMPLE, AN EMPLOYMENT AGENCY MAY NOT:</p> <ul style="list-style-type: none"><li>• Discriminate in classification or referral to employment</li><li>• Print or circulate any discriminatory advertisement, advertisement, or publication</li><li>• Use discriminatory employment application forms, or create discriminatory inquiries in connection with prospective employment</li></ul>

If you have been discriminated against, please call or go to: Washington State Human Rights Commission April 2013

**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 able 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 helpline 24/7/365 to get the support you deserve. No fees, no fax, and no judgment. Just help. 800-799-SAFE (7233) or 800-787-3224 (TTY)

**Employment Security Department**  
www.esd.wa.gov

Workplace posters available for sale online.

## 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, so you can focus on what matters.**

**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 820 hours in Washington, or at least 16 hours per week, over the course of about a year. You can get up to 10 weeks if you have family and medical leave in the same year, or up to 16 weeks in some cases. Leave doesn't have to be taken all at once. You can use these weeks when you "claim" pay, which starts when you notify and then reach the lead 52 weeks. When that claim year expires you can then be eligible for leave again.**

You apply for leave through the Employment Security Department and all cost-related responsibilities up to 100 percent of your typical pay, capped at \$1,498 per week.

**Your rights**

If you meet the requirements, you have the right to take paid time off using your Paid Family and Medical Leave.

If you qualify for Paid Family and Medical Leave, your employer cannot prevent you from taking it. Your employer also cannot require you to use other types of leave, such as sick or vacation days, before or after taking Paid Family and Medical Leave. The program is funded by premiums shared between workers and many employers. The premium is a % of your wages. You may pay up to 71% of the total, and a calculator to estimate premiums is available on our website.

To file a complaint against your employer about Paid Family and Medical Leave, email or call our Customer Care Team at [customerservice@esd.wa.gov](mailto:customerservice@esd.wa.gov) or 800-374-0212.

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 third party to help workers and employers in their dealings with the Department. The Office of the Ombuds investigates reports and helps settle complaints about workers' benefits and concerns with the Paid Family and Medical Leave program. Learn more at [www.pandombuds.wa.gov](http://www.pandombuds.wa.gov) or call the Ombuds Office at 800-999-6667.

## Announcement

**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 the 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](http://www.Lni.wa.gov/workers-rights).

## 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/Wage](http://www.Lni.wa.gov/Wage).
- Workers who are 14 or 15 may be paid 85% of the minimum wage.
- This cannot be counted as part of the minimum wage. 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 a 144-hour 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 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 a day. Learn more at [www.Lni.wa.gov/workers-rights/workers-posters](http://www.Lni.wa.gov/workers-rights/workers-posters) (meal periods and rest 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 Care" below.

**Pay Requirements**

**Regular Pay**  
Workers must be paid at least once a month on a regularly scheduled payday. Your employer must give you a close statement showing the number of hours worked, rate of pay, number of days work was paid for, gross pay, the pay period and all deductions taken.

For more information regarding authorized deductions, go to [www.Lni.wa.gov/workers-rights/authorized-deduct](http://www.Lni.wa.gov/workers-rights/authorized-deduct), paid and click on "Paycheck deductions."

**Equal Pay and Opportunities Act**

Under the 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 disclose your wages or the wages of other employees. Your employer cannot take any adverse action against you for discussing, comparing, or disclosing your wages or the wages of other employees. This protection is extended to workers who are not paid hourly. Employees also are prohibited from requesting a pay raise or salary increase or salary adjustment without certain documentation, and cannot receive an employer's wage or salary history without certain information. 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/Equality](http://www.Lni.wa.gov/Equality).

**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 them. This requirement applies to family members except on family farms. There is no need for a work permit.
- Teens are required to have authorization forms signed before they can be employed. 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 who are 14 or 15 must have a 30-minute unpaid 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 after the employer has five or more employees.
- 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 four hours worked.

To find out more about teens in the workplace, 1-866-216-7301. [TeenCare@esd.wa.gov](mailto:TeenCare@esd.wa.gov).

**Human trafficking is against the law**

For victim assistance, call the National Human Trafficking Resource Center at 1-866-373-7888, or the Washington State Office of Child Welfare Advocacy at 1-800-822-1007.

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

**SP-WA-E**

