

PUBLIC WORKS
CONTRACTING OFFICER INDUSTRIAL INSURANCE RECOMMENDATIONS

1. Do not award any construction contract (a contract calling for work to be performed by the trades) unless:

A. The Prime Contractor has an active contractors registration (Title 18 or Title 19). Can be reviewed on line at <http://bbip.apps.lni.wa.gov/contractor.asp>

B. The Prime Contractor has an active Industrial Insurance account to cover any employees that will be working on your project. Can be reviewed on line at <https://wws2.wa.gov/lni/crua>

2. Obtain a list of Subcontractors from the Prime Contractor ASAP.

A. Review for active Contractors Registration on each subcontractor (See 1A).

B. Review for a current Industrial Insurance account for each subcontractor (See 1B).

3. At the conclusion of your project:

A. Verify that all contractors have met their industrial insurance responsibilities.

At a minimum, contractors should show current on the Industrial Insurance Internet site through the preceding calendar quarter. Please note that contractors report and pay their industrial insurance premiums for all work (Projects) on a calendar quarter. They do not report to L&I by contracts or projects, therefore, the only premium information L&I has is the total units(hours) worked in a calendar quarter by all workers on all projects. L&I does not know what work or premiums are due for your project without doing an extensive audit of the contractors books and records.

4. **Questions** about industrial insurance, rates, premiums owed and employer reporting requirements should be referred to: (360) 902-4817.