



Isolated Worker Protections

Step-by-Step Guide to using the Isolated Worker Reporting Application

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Introduction

In 2019, **ESSB 5258**, referred to as the Isolated Worker Protection bill, was enacted by the Washington State Legislature. This law requires employers to provide panic buttons for certain isolated workers, implement a sexual harassment policy, educate impacted employees about sexual harassment and assault, and provide a list of resources to employees to report harassment and assault. The law also requires property services contractors to report worker and contractor hours, locations, and certain training information to the Washington State Department of Labor & Industries (L&I).

This guide will help users navigate the Isolated Workers reporting application from signing up to submitting quarterly reports and updated training policy information. These reports and policy information can be amended at any time.

Note: All documentation uploaded and entered is subject to public disclosure at any time.

Portal Access

SIGN UP FOR MY L&I

1. **Existing My L&I users*: Log in** and click “+Get more access” under **My Profile**, then skip to the steps titled **Isolated Worker Reporting Application**.

New users: Sign up for an account, enter your personal information, then click continue.

The screenshot shows the 'My L&I Sign up' page. At the top, it features the Washington State Department of Labor & Industries logo and the 'My L&I' branding, along with 'powered by SecureAccess WASHINGTON'. A yellow button labeled 'Already have a profile? log in' is in the top right. The main form is titled 'Sign up' and is divided into two sections. The first section, 'Enter your personal information', contains five fields: 'First name', 'Last name', 'Email address' (highlighted in yellow), 'Retype email', and 'Phone number'. A blue callout bubble points to the 'Email address' field with the text: 'If you get a warning this email is already in use, you can continue'. The second section, 'Create a User ID and password', contains a 'User ID' field. Another blue callout bubble points to the 'log in' link with the text: 'You can check here to see if you already have an account on the log on page'.

2. You will receive an email from “My L&I” to **activate your profile**. Follow the link to complete your setup. If you don’t see an activation email, check your spam or junk mail folders.
3. Log in to My L&I using your newly created User ID and password. Then proceed to the next section below.

ISOLATED WORKER REPORTING APPLICATION

Once access to My L&I is completed, follow these steps to sign up for the Isolated Worker Reporting Application.

1. Select *Other*

Complete set up 

First, choose a role that applies to you.

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical or Vocational provider
- Billing provider
- Independent Medical Examination (IME) Provider
- Employer or representative
- Third party administrator
- Third party accountant/bookkeeper
- Retro program administrator
- Health Services Coordinators and COHE Directors
- Surgical Best Practices Coordinator
- Best Practice Activity Coach
- Other** 

[Cancel](#) [Continue](#)

2. Select *Report Isolated Workers*

Complete set up 

Choose your task:

- [Public Works for Awarding Agencies](#)
- [Electronic Permits & Inspections \(EPIS\)](#)
- [Manage and pay outstanding elevator invoices](#)
- [Manage apprentices and preparatory](#)
- [Update and renew insurance policies for Construction and Electrical Telecommunication Contractors](#)
- [Take the Medical Examiners' handbook certification test](#)
- [Audit Public Works Projects](#)
- [View your apprenticeship preparatory programs](#)
- [Clean Energy Provider Certification](#)
- Report Isolated Workers** 

[Back](#)

3. Enter your UBI Number

Complete set up ✕

Enter the following to gain access:

WA UBI number **3**

[Back](#) [Continue](#)

4. Enter your Company Name

Complete set up ✕

WA UBI number: 123 456 554

When anyone outside of L&I requests online access to this information, you will be responsible for approving or denying their request.

Please enter the following:

* = required

Business name **4** *

[Cancel](#) [Continue](#)

Note: You can add multiple UBI's to the application by repeating these steps for each UBI.

Accessing the Isolated Worker Reporting Application

Once the application has been added to your profile,

1. Select **Isolated Worker Tasks**
2. Select **Report Quarterly Hours**

Johnnys Team [Edit Name](#)

Isolated Workers
Unified Business ID (UBI): 234 523 455
Administrator [Manage access](#)

Isolated Worker Tasks

Isolated Workers

Report Quarterly Hours >

Home

The home page has quick links to file new reports, view the last quarterly report, or amend the last quarterly report. All of these options can also be found in the reports tab.

If you have linked multiple UBIs to the same account, select **Change Account** to switch UBIs.

Isolated Workers Program [\(Change Account\)](#)

Note: The locations entered for one UBI do not transfer to a different UBI. Locations will need to be entered manually for all UBIs listed.

Reports

Use the report tabs to file quarterly reports.

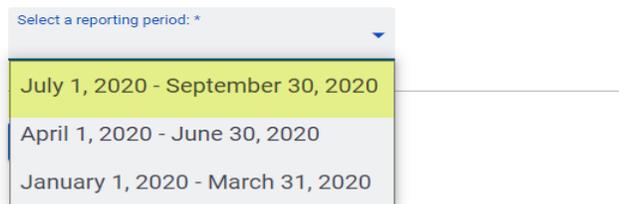
Note: If you have multiple L&I workers' compensation accounts attached to one UBI – all workers must be accounted for the UBI, not for the individual workers' compensation accounts.

To file a new quarterly report, select  **New Report** then use the drop down arrow to select the time period for the report.

Isolated Worker Program

Create a New Report

Create a new report for a recent quarter.



The screenshot shows a dropdown menu titled "Select a reporting period: *". The menu is open, showing three options: "July 1, 2020 - September 30, 2020" (highlighted in yellow), "April 1, 2020 - June 30, 2020", and "January 1, 2020 - March 31, 2020".

SEXUAL HARASSMENT TRAINING POLICY

During your first quarterly report filed, you must identify the adoption date of the sexual harassment training policy.

For quarterly reports filed thereafter, if there is no update to the policy, select the check box identifying no changes have been made. If the policy has been updated, identify the date the policy was updated.

Sexual Harassment Training Policy

Adopted: November 11, 2020

Last updated: November 11, 2020

My company has not updated its sexual harassment policy since its last adoption.

Last Update Date:

Example: 10/22/2018



The form consists of three input fields labeled "Month *", "Day *", and "Year *", followed by a blue calendar icon.

CURRENT MANAGERS AND SUPERVISORS

This section identifies the number of supervisors and managers who have completed the Sexual Harassment Training.

Current Managers and Supervisors

Log the number of currently employed managers and supervisors who have been trained according to your sexual harassment training policy. Do not include past managers and supervisors in your report.

Number of managers and supervisors currently employed by your company:

Number of them trained by your company in the last quarter:

Total number of current managers and supervisors trained by your company to date:

1. Identify the total number of managers and supervisors currently employed regardless if they have or have not taken the training
2. Identify the total number of managers and supervisors employed by your company that were trained in the last quarter only
3. Identify the total number to date of current managers and supervisors employed by your company that have been trained

EMPLOYEES

This section is identifying the number of employees that have complied with the Sexual Harassment Training policy.

Current Employees

Log the number of current employees who have been trained according to your sexual harassment training policy. Do not include past employees in your report.

Number of current employees at your company:

 1

Number of them trained by your company in the last quarter:

 2

Total number of current employees trained by your company to date:

 3

1. Identify the total number of employees currently employed regardless if they have or have not taken the training
2. Identify the total number of employees employed by your company that were trained in the last quarter only
3. Identify the total number to date of current managers and supervisors employed by your company that have been trained

MANAGE LOCATIONS

These are the locations where the employees and/or contractors were hired to clean.

Note: All locations must be entered, prior to moving on to the next screen.

If locations were entered from the Locations Tab on the home screen, they will prepopulate to this section of the quarterly report.

To add a location, select [+ Add New Location](#). The locations will be displayed in the order entered. When a location is added, it will also display in the location section of the reports.

Select [✖ Remove](#) to remove a location.

Note: This will remove the location on all reports moving forward, but will remain on previous reports.

REPORT HOURS

Report hours for employees and contractors.

Lost Meadows

345 Lake
Mattawa, WA 98765

Workers *	Work Hours *	Contractors *	Contractor Hours *	<input type="checkbox"/> No hours
1	22	1	22	<input checked="" type="checkbox"/> 5

1. Report the total number of workers in the last quarter that cleaned commercial buildings
2. Report the total number of hours worked by employees in the last quarter that cleaned commercial buildings
3. Report the total number of contractors hired to clean commercial buildings in the last quarter
4. Report the total number of hours worked by contractors to clean commercial buildings in the last quarter
5. If no hours worked by the employees or contractors, select the check box for *No Hours*

When all the information has been completed, select **Review** to review the report before selecting **Submit**.

Locations

Use the locations tab to add all locations where workers and/or contractors will be cleaning commercial buildings.

To add a location, select  [Add New Location](#) . The locations will be displayed in the order entered. When a location is added, it will also display in the location section of the reports.

Select  [Edit](#) to update a location

Select  [Remove](#) to remove a location.

Note: This will remove the location on all reports moving forward, but will remain on previous reports.

Training

Use this tab to review your most recent data entered for employees and manage your sexual harassment policy.

Your Current Training Numbers

Here are the most recent numbers of workers trained at your company, and those trained in the last quarter alone. For a more in-depth look at hours worked, see your [quarterly reports](#).

Managers and supervisors trained in the last quarter:	3
Total managers and supervisors trained/employed:	11/12
Employees trained in the last quarter:	3
Total employees trained/employed:	11/12

Your Policy

This list shows when your sexual harassment policy was adopted and each reported update along the way.

Record a new sexual harassment training policy update:

Example: 10/22/2018

Month *	Day *	Year *		UPDATE POLICY
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