

Print Shop Workers' Comp Readiness Checklist

SUBLI GENIUS PRINT

A practical pre-hire and annual review sheet for small print shops

Use this before hiring your first employee and whenever payroll, job duties, or work locations change.

State rules differ. Verify requirements with the official workers' compensation agency where each employee works.

1 Coverage & State Rules

- ☐ Confirm the state where each employee actually works.
- ☐ Check the official state workers' comp coverage threshold.
- ☐ Review owner, officer, partner, and LLC-member rules.
- ☐ Check whether an exemption requires a formal application.
- ☐ Confirm coverage is active before work begins when required.

2 Employee & Payroll Details

- ☐ List every employee, including part-time staff.
- ☐ Record current payroll accurately.
- ☐ Write clear job-duty descriptions for each role.
- ☐ Verify contractor classifications rather than relying on labels.
- ☐ Update records when duties or staffing change.

3 Production Safety Review

- ☐ Check machine guards and safe operating procedures.
- ☐ Confirm employees are trained before independent equipment use.
- ☐ Review chemical labels, storage, and safety information.
- ☐ Check workstations for repetitive or awkward tasks.
- ☐ Keep floors, aisles, cords, and material routes clear.

4 Incident & Policy Readiness

- ☐ Create a written injury and incident-reporting procedure.
- ☐ Keep insurer or state-fund contact details accessible.
- ☐ Know where claim forms and reporting instructions are stored.
- ☐ Review classifications and payroll before renewal.
- ☐ Recheck rules before expanding into another state.

Before requesting a quote

Have your legal business name, work locations, payroll, employee count, and real job duties ready.