



WORKERS COMPENSATION INSURANCE CHECKLIST

for Landowners and Foresters Administering Timber Sale Contracts and Logging Operations in Vermont

Completed by _____

Completed for _____

Option A | My timber sale or logging contract is with an LLC or a Corporation and that entity has provided me with:

- Workers' Compensation Insurance Certificate
List of names of all employees, entities, or corporate officers covered by the policy:

List of names of any person, entity, or corporate officer **excluded** from coverage by the policy:

- List¹ of the occupational class codes that the LLC or Corporation is insured to work under. Occupational class codes for logging in Vermont are:
 - 2702 Logging – Non-mechanized logger
 - 2721 Logging – Safety Certified² Non-mechanized or Conventional Logger
 - 2709 Logging - Mechanized logging
 - 2722 Logging – Safety Certified³ Mechanized Logger

¹ Employers may have their employees insured under additional class codes for duties unrelated to logging related duties that may be listed with the logging class codes. Insurance agents are not required to provide this information and may elect not to do so.

² Applies to employees who are certified in the "Conventional" or "Nonmechanized" category under the Vermont Logger Education to Advance Professionalism (VT LEAP), Master Logger as certified by the Trust to Conserve Northeast Forestlands" (TCNEF) or any forestry safety certification program approved by the Vermont Department of Financial Regulation (VT DFR) and who perform the duties of a conventional nonmechanized logger.

³ Applies to employees who are certified in the "Mechanized" category under the Vermont Logger Education to Advance Professionalism (VT LEAP), Master Logger as certified by the Trust to Conserve Northeast Forestlands" (TCNEF) or any forestry safety certification program approved by the Vermont Department of Financial Regulation (VT DFR) and who perform the duties of a mechanized logger and operate forwarding, skidding, felling, bunching, delimiting, or bucking equipment where:





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- Workers compensation coverage can be verified at:
<http://labor.vermont.gov/workers-compensation/injured-workers/does-my-employer-have-workers-comp-coverage/>
 - The Worker or Subcontractor is member or officer of an LLC or Corporation, has excluded themselves from workers' compensation insurance coverage, and has a Form 29⁴ approved by the Vermont Department of Labor
 - a. Forester, landowner, or administrator of the sale has a copy of the approved Form 29 on file Yes No *If No, skip b, c, and d.*
 - b. Name of LLC or Corporation

 - c. Name and title of Member or Officer

 - d. Date the Form 29 was approved by the Vermont Department of Labor

Option B (if Option A does not apply) | My timber sale or logging contract is with an individual, sole proprietor, or partnership, including an LLP, and I have:

- Written contract that includes: A description of the work being performed and a requirement or statement that the work is completely outside of the work performed by the hiring business and is not subject to the direction or control of the hiring business in terms of the means and manner of the work. Sample contract language is available [here](#).
- Copy of the business' registration with the Vermont Secretary of State
- Documentation that the individual or sole proprietor or partnership is an established business through a written statement, business cards, newspaper or other advertising⁵

>>> The operator does not leave the cab of the machine in the performance of his or her duties in the logging operation
>>>> The logging equipment meets Occupational Safety and Health Administration (OSHA) standards for Roll-Over Protective Structures (ROPS) and Falling Object Protective Structures (FOPS)

⁴ Form 29 can be found at <http://labor.vermont.gov/wordpress/wp-content/uploads/Form29FillIn.pdf>

⁵ The best practice is to have evidence that the individual is actually in business, offering services to the public.



Household/family exemption from workers' comp

The business or entity has also documented through a written statement that an individual on the jobsite claiming the household/family exemption⁶ from workers compensation insurance is a family member AND lives in the household of a partner or limited partner.

For all contracts or relationships:

I have verified that each person, employee, entity, or business that will be on this site is covered by, or exempted from, workers' compensation insurance requirements. For questions or concerns, please contact the Department of Labor at (802) 828-2286.

⁶ To qualify for the family/household exemption, the person must live in the same household. If you are a sole proprietor or partnership, or an LLP and the individual performing the work is a family member AND lives in your household or the household of a partner or limited partner, then the individual will not be considered your employee, unless you choose to include the individual's payroll when calculating the WC insurance premium. This exemption is NOT available if you are a corporation or LLC.