



WORKERS' COMPENSATION INSURANCE CHECKLIST

for Logging Contractors & Purchasers of Standing Timber in Vermont

If you are utilizing the services of another business or entity during logging operations¹, commonly known as “subcontracting,” you must accurately document that that entity has appropriate workers compensation insurance coverage, or, that they are exempt from workers compensation insurance requirements. One of these checklists should be completed for each business or entity on the jobsite.

Completed by _____

Completed for _____

Option A | My 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:

- ☐ List of the occupational class codes that the LLC or Corporation is insured to work under².
- 2702 Logging – Non-mechanized logger
 - 2721 Logging – Safety Certified Non-mechanized or Conventional Logger
 - 2709 Logging – Mechanized logging
 - 2722 Logging – Safety Certified Mechanized Logger

¹ Examples include contracted felling, skidding, chipping, trucking, excavation and earthmoving, and pesticide application.

² Insurance agents are not required to provide this information and may elect not to do so.



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- ☐ I have verified workers compensation coverage at:
<http://labor.vermont.gov/workers-compensation/injured-workers/does-my-employer-have-workers-comp-coverage/>
 - ☐ The Worker or Subcontractor is member of officer of an LLC or Corporation, has excluded themselves from workers' compensation insurance coverage, and has a Form 29 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

Note: If an approved Form 29 or WC certificate of insurance is not provided, then you risk being found the employer of any individual corporate officer or LLC member injured while performing the work. You will have the burden of proving that the work performed is not within the nature of your business, which may be difficult to do.

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

- ☐ A written contract that includes a description of the work being performed and a requirement or statement that work that 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 can be found [here](#).
- ☐ A copy of the business (individual, sole proprietor, partnership or LLP) 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 advertising³

³ 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 any individual on the jobsite claiming the household/family exemption⁴ from workers compensation insurance is a family member

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.

⁴ 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.