DIVISION OF
INDUSTRIAL AFFAIRS

Delaware Employer Compliance Quick Guide

A practical checklist for Delaware employers

The Delaware Department of Labor, Division of Industrial Affairs, works closely with state and federal partners to protect workers, support employers, and promote fair, safe, and compliant workplaces.

ANTI-DISCRIMINATION

- ☐ Maintain a workplace free from unlawful discrimination and harassment.
- ☐ Display the Delaware Sexual Harassment Poster where employees can easily see it.
- ☐ Post the Sexual Harassment Poster alongside the required Labor Law Poster.
- ☐ Have a process for employees to report discrimination and harassment.
- ☐ Review requirements for reasonable accommodations.

industrialaffairs.delaware.gov/anti-discrimination

WORKERS' COMPENSATION

- ☐ If you have one or more employees, maintain a valid workers' compensation insurance policy, unless a statutory exception applies.
- ☐ Keep proof of workers' compensation coverage available.
- ☐ Know how employees should report workplace injuries.
- ☐ Submit required First Reports of Injury.
- ☐ Maintain required workers' compensation records.

industrialaffairs.delaware.gov/workers-compensation

CHILD LABOR

- ☐ Verify age before employing a minor.
- ☐ Obtain and retain a valid Delaware work permit when required.
- ☐ Follow hour restrictions for minors.
- ☐ Ensure minors are not assigned prohibited occupations, equipment, or tasks.
- ☐ Maintain required child labor records and permits.

industrialaffairs.delaware.gov/child-labor-law

CONSTRUCTION ENFORCEMENT

- ☐ Maintain required contractor registration.
- ☐ Properly classify employees and independent contractors.
- ☐ Follow prevailing wage requirements when applicable.
- ☐ Maintain required certified payroll records.
- ☐ Verify subcontractor compliance when applicable.

industrialaffairs.delaware.gov/construction-enforcement

WAGE & HOUR

- ☐ Pay employees at least the applicable Delaware minimum wage.
- ☐ Pay overtime when required.
- ☐ Provide required meal breaks.
- ☐ Make only lawful deductions from employee wages.
- ☐ Provide required pay statements and pay information.
- ☐ Maintain required payroll, time, and employment records.

industrialaffairs.delaware.gov/wage-hour

WORKPLACE SAFETY & HEALTH — SafeDE

- ☐ Identify and correct workplace hazards.
- ☐ Provide required safety and health training.
- ☐ Maintain required safety and health programs.
- ☐ Maintain OSHA injury and illness records when applicable.
- ☐ Consider a free, confidential SafeDE consultation.

worksafe.delaware.gov

NEED HELP OR HAVE QUESTIONS?

Delaware Department of Labor • Division of Industrial Affairs

industrialaffairs.delaware.gov

This quick guide is intended as a starting point and does not replace applicable Delaware or federal laws, regulations, or official guidance. Additional requirements may apply based on your industry, workforce, or business activities.