

## Texas Retail Compliance Checklist

A free quick-reference for Texas shops, boutiques & convenience stores | Current as of May 2026

Retail compliance runs from cash-handling and scheduling to robbery response and battery-fire safety. Use this checklist to spot gaps before the TWC or OSHA does. ReadyDocs is not a law firm and this is not legal advice; ReadyDocs documents address HR and workplace-safety compliance only and do not determine which products are legal to sell. For product-legality questions, consult a licensed Texas attorney.

### HR & EMPLOYMENT

- Handbook with at-will, anti-harassment, scheduling, and social-media policies; required state and federal posters displayed**
- Offer letters with no prohibited pre-offer questions; I-9 within 3 days of hire
- Cash-handling and key-holder policies in writing; loss-prevention procedures documented
- Seasonal / part-time staffing terms clear; overtime paid to non-exempt staff; final pay within 6 days (Texas Payday Law)

### OPERATIONS & LOSS PREVENTION

- Opening/closing counts, drop-safe procedure, and dual control documented
- Loss-prevention and shoplifting-response policy in writing; no policy requiring staff to physically confront thieves
- Age-restricted product sales (if any) handled to current Texas law — see note below

### SAFETY & OSHA (the other half)

- Written Safety Plan on file — no small-business exemption (29 CFR 1910 + General Duty Clause)**
- Lithium-ion battery storage/charging and fire procedure if you stock phones, vapes, e-bikes, or power banks
- Robbery / workplace-violence plan for cash-heavy or late-hours operation; pairs with the Texas Workplace Violence notice many retailers must post
- HazCom + SDS for cleaning chemicals (and e-liquids if stocked); slip/trip housekeeping; DWC Form-001 injury reporting within 8 days

### SELLING CBD, VAPE, OR HEMP? (READ THIS)

- Minimum age 21 verified on all hemp, CBD, vape, and tobacco — government photo ID checked every time, documented to current Texas law**
- No cannabinoid vapes on shelves — CBD, Delta-8/10, THCA, HHC vapes are banned (SB 2024). Smokable hemp / THCA status is unsettled — verify before relying
- Product-legality questions reviewed with a licensed Texas attorney — this checklist covers HR and safety only, not what is legal to sell

### Can't check every box? That's where we come in.

ReadyDocs builds both halves — HR documents AND OSHA safety programs — custom for Texas retailers, kept current as the law changes. Total Compliance: \$149/mo. Start at readydocs.ai.