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# Janitorial - Industry Supplemental Questionnaire

## Applicant Information:

| Proposed Effective Date: | Legal Name: | Application ID: |
|---|---|---|

Application completed by: Broker: ☐ Employer: ☐

Please provide (*first, last)* name: Date:

Which of the following best describes the insured's operations? ☐ Commercial office cleaning ☐ Residential Cleaning ☐ Other:

Are employees supervised? No ☐ Yes: Direct ☐ Roving ☐ Do employees work in pairs or more? Yes ☐ No ☐

Percentage of work sub-contracted out: % Are certificates collected annually for sub-contractors? Yes ☐ No ☐

Please explain the type of work sub-contracted out:

Does the insured perform any of the following? (*Check all that apply*)

| | | |
|---|---|---|
| ☐ General cleaning | ☐ Debris Clearing | ☐ Crime scene clean-up |
| ☐ Industrial cleaning | ☐ Snow removal | ☐ Graffiti removal |
| ☐ Ceiling Tile cleaning | ☐ Maid/housekeeping services | ☐ Pest Control |
| ☐ Parking lot cleaning | ☐ Pressure or steam | ☐ Landscaping |
| ☐ Carpet cleaning | ☐ Fire/Flood/Restoration | ☐ Chimney cleaning |
| ☐ Waxing/polishing of floors and walls | ☐ Water/fire damage restoration | ☐ Fire Extinguisher refilling, service repair |
| ☐ Exterior window cleaning | ☐ Aluminum nitrate handling | ☐ Other: |
| ☐ Gutter cleaning | ☐ Solar panel cleaning | |

## General Classification Evaluation:

1) Maximum Height exposure: Ft. ☐ N/A
   **If applicable** - Method of reaching height exposures: (*Check all that apply)*
   Ladder ☐ Scaffolding ☐ Scissor Lifts ☐ Other: ☐
   If scaffolding is used, does the insured build their own? No ☐ Yes - % of annual operations compared to total operations.

2) Maximum Weight lifted: lbs. ☐ N/A
   **If applicable:** Manual Lifting ☐ Employee(s) lifts with assistance: ☐ Please explain:
   Please list the typical types of items lifted:

3) Vehicle exposure: No ☐ Yes ☐
   **If Yes** –
   Percentage of total operations: % Total # of Vehicles
   Number of employee drivers: Do employees take the vehicle home overnight? Yes ☐ No ☐
   Driving Radius in miles: mi. GPS tracking system installed? Yes ☐ No ☐
   MVR's Checked: Yes ☐ No ☐ Company Owned: Yes ☐ No ☐
   PUC Filing: N/A ☐ Yes: MCP Filing: N/A ☐ Yes:

4) Any Out of State, International, or Overnight Travel: Yes ☐ No ☐
   **If Yes** - Please provide:
   Number of employees traveling:
   Method of transportation: Location(s):
   Frequency of travel:

5) CPR Training provided: Yes ☐ No ☐ **If Yes -** Number of Employees certified:

## Claims Handling:

1) Is there a set procedure for reporting claims? Yes ☐ No ☐
2) Is there a formal written accident investigation report? Yes ☐ No ☐
3) Do you currently participate in an MPN program to control claim costs? Yes ☐ No ☐

## Personnel Practices:

1) New-hire orientation program: Yes ☐ No ☐ Is the orientation documented? Yes ☐ No ☐
2) Owner is active in daily operations: Yes ☐ No ☐
3) Employee Handbook: Yes ☐ No ☐
4) Post-accident drug testing: Yes ☐ No ☐
5) Job specific training: Yes ☐ No ☐
6) Performance Appraisals: Yes ☐ No ☐
7) Wellness program in place: Yes ☐ No ☐
8) Are any of the following benefits provided?
   - Medical: No ☐ Yes: Employer contribution: ____% Percentage of employees enrolled: ____%
   - Retirement: No ☐ Yes: Employer contribution: ____% Percentage of employees enrolled: ____%
9) Any other information in regard to employee benefits? If so, please provide those details:

## Employer-Employee Relationship:

1) Employee Turnover Rate (Annually): ____% Average Tenure of Employees (in # of years): ____
2) Number of employees hired:
   - Full Time (annual): ____ Payroll Estimate: $____
   - Part Time/Seasonal: ____ Payroll Estimate: $____

   No. of seasonal Employees: ____
   Seasonal Employee Period (From Month: ____ to Month: ____)

## Safety Program/Practices which are implemented and enforced:

1) Fall Protection Plan: Yes ☐ No ☐ N/A ☐
2) Heat and illness prevention program: Yes ☐ No ☐ N/A ☐
3) Respiratory program: Yes ☐ No ☐ N/A ☐
4) Driver safety training plan: Yes ☐ No ☐ N/A ☐
5) Forklift training & safety plan: Yes ☐ No ☐ N/A ☐
   **If Yes –** Annual Certification required: Yes ☐ No ☐ N/A ☐
6) MSDS available for all chemicals/products used: Yes ☐ No ☐ N/A ☐
7) Written Lockout/Tag out/Block out Procedures: Yes ☐ No ☐ N/A ☐
8) Hazardous chemicals safety plan: Yes ☐ No ☐ N/A ☐
9) Confined spaces plan: Yes ☐ No ☐ N/A ☐
10) Active safety incentive program for all employees: Yes ☐ No ☐ N/A ☐
11) Are supervisors held accountable for a safe work environment? Yes ☐ No ☐ N/A ☐
12) Is there a dedicated full time safety manager? Yes ☐ No ☐ N/A ☐
    **If Yes –** Please provide:
    Name: ____ Title: ____
13) Safety meetings are conducted: ☐ Daily ☐ Weekly ☐ Monthly ☐ Quarterly ☐ Does not conduct Safety Meetings
    Are safety meetings documented? Yes ☐ No ☐
14) Personal Protective equipment provided to all employees: No ☐ Yes, please list types: ____
15) Employee to Supervisor ratio: ____/____
16) What loss prevention recommendations has the insured implemented? ☐ Loss control service has not been performed.

Year implemented: ____

Please explain...

## Machinery and Equipment:

1) Please list the types of machinery/equipment used: ____ N/A ☐
2) Are all equipment operators certified? Yes ☐ No ☐
3) Is all machinery/equipment properly guarded: Yes ☐ No ☐
4) Age of equipment in years: ☐ 0-5 ☐ 5-10 ☐ 10-20 ☐ 20+
5) Condition of the equipment: ☐ Excellent ☐ Good ☐ Average ☐ Poor
6) Who is responsible for maintaining machinery? ☐ Insured ☐ Contractor ☐ Other: ____

**Is there any other information about your company, operations, or practices you have implemented which could have an impact on mitigating injuries?**