Reset Form Print Form

Supplemental Questionnaire

Applicant Information:

Proposed Effective Date:	Legal Name:	Application ID:

Application completed by: Broker: ☐ Employer: ☐

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

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: ☐
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: Yes ☐ No ☐
   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 regards 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: $_____

   Number 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) Are all machineries/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: _____

Sub-Contracted Work:

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

Please explain the type of work sub-contracted out:

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