

Workers' Compensation Supplemental Questionnaire TO BE COMPLETED WITH ACORD 130 APPLICATION

Named Insured:	Years in Business:	
Website Address:	Broker Controlled Account: ☐ Yes ☐ No	
Contact Information	on	
Primary Contact:	Tel:	
	Email:	
Inspections Contact:	Tel:	
	Email:	
Premium Audit Contact:	Tel:	
	Email:	
Claims Contact:	Tel:	
	Email:	
Prior Payroll & Prem	ium	
Total Annual	Payroll	Premium
Expiring Year: 2017-2018		
Prior Year: 2016-2017		
Prior Year: 2015-2016		
Prior Year: 2014-2015		
Prior Year: 2013-2014		
Have you had a lapse in your Workers' Compensation coverages during the	last two years? □Yes	□ No
Please explain any annual change in payroll of greater than 15%:		
Operations		
Description of Operations:		# of locations:
Expected growth/downsizing plans in coming year:	· 6:	
Hours of Operation: From to # of Shi		24 Hours: ☐ Yes ☐ No
Any operations outside of CA?	☐ Yes ☐ No	
Has Insured been in Bankruptcy during the last 5 years?	☐ Yes ☐ No	
Does applicant allow employees to work more than 3 consecutive 12-hour	☐ Yes ☐ No	
shifts?		
Do any employees work from home?	☐ Yes ☐ No	
Do any employees use noncommercial or chartered air carriers, including	☐ Yes ☐ No	
helicopters?		
Do any employees travel outside of California?	☐ Yes ☐ No	
If yes, please explain:		
Do any employees travel internationally?	☐ Yes ☐ No	
If yes, please explain:		
Maximum Number of employees at any one location during a shift?		
Do you provide any group transportation for employees?	☐ Yes ☐ No	



Age of buildings:			
Is any work done at heights? If yes, what is the Maximum height worked If yes, what type of work:	☐ Yes ☐ No ?		
Total # of Employees:	Full Time:		Part Time:
# of W-2's issued last year:	Seasonal:		Volunteers:
How are Employees paid? ☐Hourly	☐ Commission ☐ Piece Rate [□Flat Salary □ Other	
How many employees are: Union?		Non-Union?	Day Laborers?
If you use Day Laborers please provide deta			
Actual average hourly wage for employees	in governing class: \$/hour	•	
Annual employee turnover rate:%		Average tenure of employ months	yees:years &
Do you subcontract any work to subcontract If yes, describe nature of work subcontract			
Do you require Certificates of Insurance for	· Workers' Compensation from su	ıbcontractors? □Yes □ No	
Do you obtain copies of each sub-contractor			
	Healthcare Practice		
Is a group medical plan provided?		□Yes □ No	
If yes, provide name of healthcare provider	:		
Do employees receive Paid Sick Leave?		□Yes □ No	
Do employees receive Paid Vacation?		□Yes □ No	
Do employees participate in a Retirement or Pension Plan?		□Yes □ No	
Are you currently participating in a Medical Provider Network?		□Yes □ No	
If yes, please provide the name of the current MPN:			
Does the insured provide CPR training?		□Yes □ No	
Do you have a designated medical clinic where employees are referred for emergency treatment?		□Yes □ No	
Do you have or do you agree to participate in a Return to Work Program for Injured Employees?		□Yes □ No	
Is modified work available for injured empl	oyees?	□Yes □ No	
Hiring Practices			
Employment Application: ☐Yes ☐	No	Reference Checks:	□Yes □ No
Pre / Post-Employment Physicals: ☐Yes ☐	l No	Background Checks:	□Yes □ No
Drug Testing: ☐Yes ☐	l No	Pathogenic Testing:	□Yes □ No
Audiometric Testing: ☐Yes ☐] No	Orthopedic Back Testing:	□Yes □ No
New employee orientation: ☐Yes ☐] No	MVR Checks:	□Yes □ No



Safety Program & Organization			
Is there a designated Safety Director? ☐Yes ☐ No ☐Full Time ☐ Part	Time		
If yes, Name & Title:			
Tenure of Employment:			
Are OSHA logs maintained? □Yes □ No	Is there a Written Safety Program in place?		
-	□Yes □ No		
Any OSHA violations within the last 3 years?	□Yes □ No		
Are safety meetings conducted?	□Yes □ No		
If yes, how often? \square Daily \square Weekly \square Monthly \square Quarterly \square Other			
Is there an accident investigation program in place?	□Yes □ No		
Are there disciplinary procedures for employees who are in violation of C	Company policy? □Yes □ No		
How often is Drug Testing conducted? ☐Never ☐ At Hire ☐Random ☐ F	or cause □Suspicion		
Personal Protection Equipment provided?	□Yes □ No □N/A		
If yes, please describe:			
Manual Lifting – Maximum Weight:			
Is there a Safety Incentive Plan for employees?	□Yes □ No		
If yes, please describe:			
Is senior management aware of all Workers' Compensation claims?	□Yes □ No		
Any Catastrophic or Occupational Disease Exposure?	□Yes □ No		
Are claims reported within 24 hours? ☐Yes ☐ No	Are you SB 198 complaint? □Yes □ No		
Is work area congested? □Yes □ No	Are premises maintained? □Yes □ No		
General-Ops – Auto: (Complete only if you have OWNED vehicles)			
Do you have any vehicles for hire? ☐Yes ☐ No If yes, please also comp	plete the Trucking section.		
# of Light Vehicles: # of Medium Vehicles:	# of Heavy Vehicles:		
# of Extra-Heavy Vehicles:	Total # of Vehicles:		
Maximum radius of operations:	Any overnight travel? □Yes □ No		
If any Out of State travel, please provide details:			
Do drivers unload vehicles? ☐Yes ☐ No	Motor Carrier Filings: □Yes □ No MCP #:		
Vehicles taken home: ☐Yes ☐ No	Allow Personal use of vehicles: ☐Yes ☐ No		
MVR's reviewed annually: ☐Yes ☐ No	Participating in CA Pull program: ☐Yes ☐ No		
Drivers under the age of 25: ☐Yes ☐ No	Fleet Maintenance Program: ☐Yes ☐ No		
Do any vehicles have lift-gates? □Yes □ No	Special Equipment attached to vehicles or Trailers: ☐Yes ☐ No		
Contractors			
Contractors' License #:	Specific Trade:		
Years in Trade:	Operations:		
Estimated Gross Payroll:	Gross Receipts: \$		
Sub-Contractor Cost: \$	Do you provide Waivers of Subrogation? ☐Yes ☐ No		
Do you require Certificates of Insurance? ☐Yes ☐ No	Do you require Workers' Compensation? ☐Yes ☐ No		
Maximum Height work is performed:	Maximum Depth underground work is performed:		



Each row must total 100%:	
% Commercial: % Condo/Apts.:	% Residential:
% New:	% Service/Repair:
% Exterior: % Interior:	% Government:
70 EXCENSI:	70 Government.
Do you perform any of the following types of work?	
	emolition: □Yes □ No Drilling: □Yes □ No
Gas Mains: □Yes □ No Highway Work: □Yes □ No Ex	cavation: Yes No Grading: Yes No
Sewer: □Yes□No Tunneling: □Yes□No Sp	oray Painting: ☐Yes ☐ No Roofing: ☐Yes ☐ No
Framing: □Yes □No Concrete Tilt-up: □Yes □ No St	eel Erection: □Yes □ No
Does your work require the use of Cranes? ☐Yes ☐ No	Other use of heavy equipment:
If yes, please describe:	If yes, please describe:
Does your work require the use of Scaffolding? ☐Yes ☐ No If yes, wh	on does the set-un/take down?
Does your work require the use of Scandiding: Thes Tho Tryes, will	to does the set up, take down:
What type of protective equipment is required?	
Restaurants	
Is there a bar/lounge? □Yes □ No	
% of Sales - Food:	% of Sales – Liquor:
Special Events Setup: ☐Yes ☐ No If yes, please describe:	
Entertainment Setup: □Yes □ No If yes, please describe:	
Catering or Delivery: ☐Yes ☐ No If yes, please describe:	
Maximum Delivery Radius:	Delivery Hours:
Do you perform MVR checks on drivers?	Vehicles used: ☐ Personal ☐ Company ☐ Both
Number of Wait staff: Number of Bartenders:	Number of Cooks:
Average entrée price: \$	Multiple floors: □Yes □ No
Valet Service: ☐Yes ☐ No Employees: ☐ Sub-Contractor	rs: 🗆
Are non-slip shoes required? □Yes □ No	Do you have non-slip flooring? ☐Yes ☐ No
Hotels	
Year Built:	Number of Stories:
Number of Rooms:	Average Room Rate: \$
Restaurant on site: ☐Yes ☐ No	Conference Center: ☐Yes ☐ No
Shuttle Service Provided: □Yes □ No	If yes, type and number of vehicles:
Manager on site 24 hours a day: □Yes □ No	Security Cameras on site: ☐Yes ☐ No
Do on-site managers evict tenants themselves? ☐Yes ☐ No	Armed Security on site: ☐Yes ☐ No



Gerierai				
Any Robberies or Burglaries in the last 3 years? ☐Yes ☐ No			Weapons kept on site:]Yes □ No
List of operations Sub-Contracted to Other	s (check all that a	pply):		
Window Cleaning: ☐Yes ☐ No	Tree Trimming:		Pool Cleaning: ☐Yes ☐	
Roofing:	Landscaping:	□Yes □ No	Lifeguard: □Yes □	No
Maximum Height work is performed:				
Housekeeping Exposures:				
Moving of Furniture:	□Yes □			
Mattress Flipping or rotating:	□Yes [-		
If yes to either, do you require more than 1	L person? Light Yes	⊔ No		
Apartments Year Built:			Number of Stories:	
Number of Units:			Average Rental Rate:	
List of Operations Sub-Contracted to Other	rs:			
Window Cleaning: ☐Yes ☐ No	Tree Trimming:	□Yes □ No	8	
Roofing:	Landscaping:	□Yes □ No	S	es 🗆 No
Carpet Cleaning: ☐Yes ☐ No	Pool Cleaning:	□Yes □ No	Security Guards: □Y€	es 🗆 No
Do on-site managers evict tenants themsel	ves: □Yes □ No		Manager on site 24 hours a day: □	lYes □ No
When showing Units to prospective tenant	s, what Safety Pro	ocedures are in p	place?	
If Lodging is provided by the Employer, who	at is the Market V	alue of such lod	ging to the Employee? \$	
Warehousing/Manufacturing				
Mechanical Equipment Used:				
Cranes: □Yes □ No	Overhead Crane	es: □Yes □ No	Conveyors:	□Yes □ No
Forklifts: □Yes □ No	Pallet Jacks:	□Yes □ No	Electroplating:	□Yes □ No
Scissor Lifts: □Yes □ No If yes, fall-prot	ection plan:	□Yes □ No		
Certified forklift operator training:		□Yes □ No		
Number of Certified forklift operators:				
Manual Lifting – Maximum weight:			Maximum Height worked:	
Maximum Storage Height:			Ladder Height:	
Machine Guarding: Lock Out/ Tag Out: ☐ Point of Operation ☐ Drive Mechanism ☐ Moving Parts ☐				
Punch Press: ☐Yes ☐ No Number of Punch Presses: Age of Punch Presses: Are they properly guarded? ☐Yes ☐ No				
Describe Personal Protection Equipment if provided or in use:				
Any use of flammable, explosive, chemical, or gaseous materials? ☐Yes ☐ No				
Loading/Unloading at insured facility performed by employees: □Yes □ No				
Loading/Unloading at customer facility performed by employees: □Yes □ No				
Offsite Delivery with owned vehicles: \square Yes \square No If yes, please complete General-Ops – Auto section.				



Auto Dealers & Service				
Franchised: ☐Yes ☐ No		Sell: □A1	「V's □ Boats □Motorcycle	es (Check all that apply)
Percentage Sales: % New Car		% Use	d Car	% Body Shop
% Parts		% Rep	air	
# of vehicles used in Parts Delivery (if applic	cable):			
Age of Drivers:			Under 25: □Yes □ No	
Number of Salespersons:	Are salespersons	provided a cor	mpany vehicle for personal	use? □Yes □ No
Any of the following? Auto Transport: □Yes □ No	Towing: □Yes	s □ No	Roadside Assistance	e: □Yes □ No rocess: □Yes □ No
If you have a Body Shop with a Paint Booth:		<u> </u>	caged The Repair p	100csss. <u>11cs</u> 110
Do you have an approved Spray Booth?	□Yes □ No			
Do employees wear/use respiratory protect				
Are employees properly trained in the use of	of respiratory equip	pment? □Yes	s □ No	
Electrical Contractors				
Percentage of Work:	% Industria	l	% Commercial	% Residential
	% New Con	struction	% Remodel	
Are you properly Licensed?	es 🗆 No		License #:	
Do you perform work on Power Lines? 🗆 Ye	es 🗆 No		Do you perform work on Yes □ No	Transformers?
Maximum Height Exposure:			Percentage of Aerial Wor	rk:%
Do you own a Bucket Truck or Trailer? Ye	es 🗆 No		Involved in any undergrowork: ☐ Yes ☐No	ound
HVAC Contractors				
Percentage of Work:	% Industria	I	% Commercial	% Residential
	% New Con	struction	% Remodel	
	% Electric		% Gas	% LPG
Are you properly Licensed? ☐ Yes ☐ No			License #:	
Do you remove or repair Boilers? ☐ Yes ☐	No		Are you involved in asbes	stos removal? ☐ Yes ☐ No
Masonry Contractors				
Percentage of Work:	% Industria	I	% Commercial	% Residential
	% New Con	struction	% Remodel	
Maximum height work is performed:			Involved in Sandblasting: % of Business:	☐ Yes ☐ No
What type of personal protection equipmen	nt is provided?			
Are you involved in Demolition of Buildings	? □Yes □ No			
Do you work with scaffolding?	☐ Yes ☐ No	If yes, up to	what height:	
Who sets up / takes down the scaffolding?				



Painting Contractors			
Percentage of Work:	% Industrial	% Commercial	% Residential
	% New Construction	% Remodel	
Do you perform Sandblasting? ☐ Yes ☐ No		Do you perform any Brid	ge Work? □ Yes □ No
Do you work in the interior of tanks or worl	k in confined spaces? ☐ Yes ☐] No	
Do you provide any transportation for emp	loyees?] No	
Maximum height work is performed: Interi	or:	Exterior:	
Are all flammables and paint stored in acco	rdance with all state and feder	al regulations? ☐ Yes ☐ No	
Plumbing Contractors			
Percentage of Work:	% Industrial	% Commercial	% Residential
	% Interior		% Exterior
Are you properly Licensed?	☐ Yes ☐ No	License #:	
Do you work in refineries, large manufactur	ring facilities, or wastewater pla	ants? ☐ Yes ☐ No	
Do you work with asbestos removal or pipe	insulation?	☐ Yes ☐ No	
Do you work with asbestos removal or pipe	insulation?	☐ Yes ☐ No	
Do you work on LPG equipment?	☐ Yes ☐ No		
Do you work on gas lines outside of building	gs? ☐ Yes ☐ No		
Any trenching or excavating?	Yes □ No If yes, at what de	epth:	
How are utilities identified, please describe	?		
Do you offer 24 hour service?] No	Do you clean sewers or in	ndustrial drains? Yes 🗆 No
Landscape Contractors			
Percentage of Work:	% Industrial	% Commercial	% Residential
Do you build retaining walls?	□ Yes □ No	Do you trim trees?	es □ No
Are day laborers used in your operations? [□ Yes □ No	Is work seasonal?	es □ No
What type of mechanical equipment do you	u use, please describe?		
How are utilities identified, please describe	?		
		T	
Maximum depth of work:			uire blasting? ☐ Yes ☐ No
Do you work near major highways or inters	tates?	☐ Yes ☐ No	
Are you involved in Reclamation Work or Cl	earing of Land?	☐ Yes ☐ No	
Do you take precautionary measures to pro	tect and prevent a collapse?	☐ Yes ☐ No	
Are you involved in Reclamation Work or Cl	earing of Land?	☐ Yes ☐ No	
Do you use hazardous pesticides and fertiliz	zers?	☐ Yes ☐ No	



Carpentry Contractors			
Percentage of Work:	% Industrial	% Commercial% Resid	ential
_	% New	% Remo	del
Maximum height work is performed:		Do you install trusses? ☐ Yes ☐No	
Are day laborers used? ☐ Yes ☐ No		Do you frame homes or condominiums?	⁹ □ Yes □ No
Woodwork or Cabinetry Contractors			
Delivery of product:	☐ Yes ☐ No	Installation of product:	□No
Operations OSHA compliant:	☐ Yes ☐ No	Equipment properly guarded: Yes	□ No
Raw materials and Flammables properly stored	d: □ Yes □ No	Dust Collection System in place: ☐ Yes [□ No
Use of mechanical aids for material handling:	☐ Yes ☐ No	All trucks equipped with lifts: ☐ Yes [□ No
Is approved spray booth properly ventilated?	☐ Yes ☐ No	Max Weight Lifted, per Indiv:	
Is proper eye protection and respiratory equipment provided to employees? ☐ Yes ☐ No			
Signed By:			
<u>Title:</u>			
<u>Dated:</u>			