



**CID Insurance Services**

THE BROKERS PREFERRED WHOLESALE SOLUTION

## **Workers' Comp - Architects & Engineers**

For a complete submission, please include the following information:

- ☐ ACORD Application 130
- ☐ Supplemental App

If you don't see what you need or have any questions,  
please email your underwriter:

**[Darby@cidinsurance.com](mailto:Darby@cidinsurance.com)**

# Workers Compensation Supplemental Application

(To be Completed with Acord 130 application)

Named Insured: _____		Web Address: _____	
Insured's FEIN: _____			
<b>Contact Name and Phone Number</b>			
Inspections: _____	_____	( ) -	
Premium Audit: _____	_____	( ) -	
Claims: _____	_____	( ) -	
<b>Prior Payroll and Premium Information</b>			
	<u>Total Annual Payroll</u>		<u>Premium \$</u>
Current Year: _____	_____	_____	_____
Prior Year: _____	_____	_____	_____
Prior Year: _____	_____	_____	_____
Prior Year: _____	_____	_____	_____
Prior Year: _____	_____	_____	_____
<b>Operations and Benefits</b>			
Broker controlled account? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Please provide a detailed description of the operation: _____			
_____			
_____			
Years in business? _____ Hours of operation- _____ to _____			
# of Shifts - _____ Does the applicant ever allow employees to work more than 3 consecutive 12 hour shifts? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is there a driving/delivery exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No		Radius of operations/travel: <input type="checkbox"/> <50 miles <input type="checkbox"/> 50-100 <input type="checkbox"/> 100+	
If yes, what is frequency: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Other: _____		Any group transportation of employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is a PUC/DMV filing required? <input type="checkbox"/> PUC <input type="checkbox"/> DMV <input type="checkbox"/> N/A		If yes, how provided? <input type="checkbox"/> car <input type="checkbox"/> Truck <input type="checkbox"/> Van <input type="checkbox"/> Bus	
Are vehicles company owned? <input type="checkbox"/> Yes <input type="checkbox"/> No		# of employees transported per vehicle _____	
If yes, types of vehicles: _____		# of vehicles used to transport _____	
If yes, are vehicles taken home? <input type="checkbox"/> Yes <input type="checkbox"/> No		Frequency: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	
# Of vehicles? _____ # Of drivers? _____			
Vehicle/fleet maintenance program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, who does the servicing? <input type="checkbox"/> Outside vendor <input type="checkbox"/> In-house mechanics <input type="checkbox"/> Other: _____			
Do employees use personal vehicles for company business? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do any employees work from home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any out of state, international or overnight (within state) travel? <input type="checkbox"/> Yes <input type="checkbox"/> No		List the # of employees who live or work out of state:	
If yes, please provide details -		_____ Live _____ Work	
Why/purpose? _____			
Who will travel? _____			
Where? _____			
Duration? _____			
Frequency? _____			
# of employees: Full time _____ Part-time _____ Seasonal _____ Volunteers _____ (Verify number is consistent with the number on Acord App)			
# of employees per location: #1 _____ #2 _____ #3 _____ #4 _____ (If more space is needed please use separate page)			
# of W-2's issued – Last year _____ Previous year _____		How are employees paid? <input type="checkbox"/> Hourly	
Any day laborers or temporary/employee leasing? <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Piece rate <input type="checkbox"/> Commission <input type="checkbox"/> Flat salary	
If yes, please provide details on separate page.		<input type="checkbox"/> Other: _____	
% of union employees _____ % of non-union _____ If union, Exp. date of contract _____		Paid Sick Leave? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Actual average hourly wage for employees in governing class \$ _____/hour		Paid Vacation? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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Retirement / Pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No		Does employer contribute? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Group medical provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		% of employees enrolled ____	
If yes, name of healthcare provider - _____		% paid by employer ____	
Do you use a specific medical provider to treat injured employees? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently participating in a MPN (Medical Provider Network)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide the name of current MPN: _____			
CPR training provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		RTW Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
# of employees certified? _____		Does it include salary continuation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has the ownership of the applicable entity changed within the past 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please provide details: _____			
_____			
_____			
<b>Hiring Practices – Employee Selection - Claims</b>			
Written Application?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-hire drug testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Reference Checks?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Post Accident drug testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pre/post employment Physicals?	<input type="checkbox"/> Yes <input type="checkbox"/> No	MVR Checks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Orthopedic back testing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Audio hearing tests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Formal job descriptions on file?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Criminal Background Checks ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are personnel files documented for pre-existing injuries? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a formal written accident report? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Average claim reporting time frame - _____		Are there set procedures for reporting claims? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is job specific training provided? <input type="checkbox"/> Yes <input type="checkbox"/> No		Any Interchange of labor? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employee Orientation Program? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please explain <input type="checkbox"/> Another business <input type="checkbox"/> Subsidiary	
If yes, is the orientation <input type="checkbox"/> Verbal only? <input type="checkbox"/> Verbal and Documented?		<input type="checkbox"/> between departments <input type="checkbox"/> Other: _____	
Employee to Supervisor ratio - <input type="checkbox"/> Better than 4-1 <input type="checkbox"/> 5-1 <input type="checkbox"/> 6-1 <input type="checkbox"/> 7-1 <input type="checkbox"/> >7-1			
Subcontractors used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for what purpose? _____			
If yes, are certificates of insurance obtained and kept on file? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Independent contractors used? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, for what purpose? _____			
If yes, how are they paid? <input type="checkbox"/> 1099's? <input type="checkbox"/> Other? Please explain- _____			
<b>Safety Program and Organization – Work premises and Environment</b>			
Are owners active in daily operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, are they excluded from coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Active injury & illness prevention program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has loss control services been performed in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Active safety incentive program?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has Cal/OSHA visited or cited your business in the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, does it encompass all employees? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, please provide explanation on separate page.	
What type of incentive? _____		Are safety meetings conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do employees receive safety training/orientation? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, how often? <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly	
If yes, is the training - <input type="checkbox"/> Formal / Documented <input type="checkbox"/> Informal		<input type="checkbox"/> Other: _____	
Do you have a safety director or risk manager? <input type="checkbox"/> Yes <input type="checkbox"/> No		Name and title: _____	
If yes, is the position full time or an additional responsibility of another employee? _____			
MSDS (Material Safety Data Sheets) available for all chemicals and products used? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
Any material handling exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain _____			
Any lifting exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No		Forklift training provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, <input type="checkbox"/> <25 lbs. <input type="checkbox"/> 25-40 <input type="checkbox"/> 40+		If yes, annual certification? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If 40+, manual lifting or with assistance? Please explain _____			
Is all machinery/equipment properly guarded? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Any use of Baler equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Written Lock out / tag out / block out procedures in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Condition of equipment? <input type="checkbox"/> New <input checked="" type="checkbox"/> Good <input type="checkbox"/> Average	
Respiratory program in place? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		Are all equipment operators trained/ certified? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
What is the maximum height at which you will work? _____		Personal protection equipment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
What is used? <input type="checkbox"/> Ladder <input type="checkbox"/> Scaffolding <input type="checkbox"/> Scissor lifts <input type="checkbox"/> N/A		If yes, strict enforcement of utilization? <input type="checkbox"/> Yes <input type="checkbox"/> No	

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If scaffolding used, does the insured build their own? <input type="checkbox"/> Yes <input type="checkbox"/> No	What types of PPE? _____
Is the building / premises - <input type="checkbox"/> Owned or <input type="checkbox"/> Leased?	# Of years at current location? _____
Condition of premises? <input type="checkbox"/> Excellent <input type="checkbox"/> Very good <input type="checkbox"/> Average	Age of building occupied? _____ year(s)
<b><i>Agriculture - Farming</i></b>	
Is harvesting mechanized or manual? _____	
Do you use contracted labor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is housing provided? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, % of use? _____	If yes, # of employees housed - _____
Any seasonal workers used for operations? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does all farm machinery have safety guards intact? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, provide details of when season begins and ends, # of seasonal employees hired, and if same employees used each season	
Are employees transported by any vehicles on or off the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on separate page.	
Any use of pesticides or fertilizers? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any crop dusting operations? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, applications by <input type="checkbox"/> Employees? <input type="checkbox"/> Outside Vendor?	If yes, services provided by <input type="checkbox"/> Employees? <input type="checkbox"/> Outside Vendor?
Do any family members work in operation? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any work off premises? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on separate page.
<b>Dairy Farms:</b>	
What is the size of dairy herd? _____	Number of Bulls over 3 years old? _____
Does risk grow their own feed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Does risk deliver any of their own milk products? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is milking barn - <input type="checkbox"/> Flat? <input type="checkbox"/> Elevated?	Protective Barriers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Average number of milkings per day? _____	Do any employees conduct or complete work on sump pumps? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are employees allowed to enter stem pipes around lagoon? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are proper safety procedures in place for working near stem pipes, lagoons or sump pumps? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any confined spaces exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide details on separate page – include copy of written procedures and details of Confined Spaces Training.	
<b><i>Automotive Services</i></b>	
Any towing services provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any road repair assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, any contract towing? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, 24 hour exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a mini-market on premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any fueling operations? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, any sales of Alcoholic beverages? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any security/surveillance cameras on premises? <input type="checkbox"/> Yes <input type="checkbox"/> No
Open 24 hours? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any test driving of customers' vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No
Is cashier's booth bullet proof? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any transportation of customers? <input type="checkbox"/> Yes <input type="checkbox"/> No
Access to Freeway? <input type="checkbox"/> 0-1 mile <input type="checkbox"/> 1-2 miles <input type="checkbox"/> 2+ miles	
Any off-premises or mobile services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details including percentage of payroll dedicated: _____	
Any vehicle crushing operations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Do you have a ventilated/filtered spray booth for painting operations? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Do you have a written respiratory protection program? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
If yes, do employees complete a medical evaluation questionnaire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If medical evaluation questionnaire completed, is it reviewed by a physician? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are employees properly trained in the use and care of respiratory protection equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Has proper fit testing been provided to each employee and their assigned respirator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Any work performed on vehicles greater than 2.5 ton capacity? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are employees ASE trained and certified? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many employees? _____	

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<b>Contractors</b>									
Contractors license number? _____					Years experience in trade? _____				
Estimated annual gross sales? _____					Estimated # of jobs per year? _____				
Percentage of work sub-contracted out? ____ %    What type? _____									
If subs used, does insured: <input type="checkbox"/> Check annually? <input type="checkbox"/> Directly supervise subs?									
Average # of certificates collected annually? _____					Average # of Waivers of Subrogation needed? _____				
Indicate % of work conducted in each of the following operations (must equal 100% for each):									
1) New Construction _____			Remodeling _____			Service/Repair _____			
2) Commercial _____			Apts/Condos/Tract Homes _____			Single Custom Homes _____			
3) Interior _____			Exterior _____ If exterior work done, what is the maximum height exposure? _____						
Any use of cranes, booms or similar heavy construction equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Any work below grade? <input type="checkbox"/> Yes <input type="checkbox"/> No			Max Depth in feet - _____			% of total work - _____			
Any confined spaces exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please provide details on separate page – include copy of written procedures and details of Confined Spaces Training.									
Any work involving asbestos, hazardous product abatement, chemical/petroleum products, USL&H, underground tank or pipe replacement? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please explain - _____									
Does this risk conduct work for the government or city municipality? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Is the applicant involved in "Wrap Up" or "OCIP" projects <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please provide percentage of total payroll dedicated to these projects, and advise detailed procedures on how applicant determines employee split between these projects and other contracts/projects (not Involving "wrap up" or "OCIP".									
Indicate % of work conducted in each of the following operations or Mark not applicable - <input type="checkbox"/> N/A									
Blasting	_____	Drilling	_____	Light Pole Work	_____	Demolition	_____	Tunneling	_____
Grading	_____	Wrecking	_____	Multi Story Buildings	_____	Gas Mains	_____	Crane Work	_____
Asbestos	_____	Highway Work	_____	Scaffold set-up	_____	Roofing	_____	Concrete Tilt-up	_____
Sewer	_____	Exterior Framing	_____	Structural Steel	_____	Bridge Work	_____	Excavation	_____
Supervisory only	_____	Street/road work	_____	Spray painting	_____	Dock/Sea Walls	_____		_____
<b>Apartment Ops / Building Ops / Hotel/Motel</b>									
Is housing provided? <input type="checkbox"/> Yes <input type="checkbox"/> No					Any furnished apartments available? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, # of employees housed and describe their responsibilities: _____					If yes, % of units furnished? _____ %				
Are employees involved in property maintenance? <input type="checkbox"/> Yes <input type="checkbox"/> No									
If yes, provide details: _____									
Security Guards employed? <input type="checkbox"/> Yes <input type="checkbox"/> No					Security cameras or other security devices on premises? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, provide details (i.e. armed or unarmed, hours on premises): _____									
Does management collect payment from resident and/or is banking controlled by employee(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Are employees responsible for eviction notification and/or enforcement? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Number of guest rooms? _____		Room rates: <input type="checkbox"/> <\$50 <input type="checkbox"/> \$50-\$100 <input type="checkbox"/> \$100+    Rent rooms - <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly							
Any shuttle, limo or similar service? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please explain - _____									
Any Restaurant exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No    Does it include 24 hour room service? <input type="checkbox"/> Yes <input type="checkbox"/> No    Bar or Lounge Area? <input type="checkbox"/> Yes <input type="checkbox"/> No									
Any entertainment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, please explain - _____									
Housekeeping exposures: Moving of furniture? <input type="checkbox"/> Yes <input type="checkbox"/> No    Mattress flipping or rotating? <input type="checkbox"/> Yes <input type="checkbox"/> No									
If yes, how often and # of employees involved in process? _____									
<b>Janitorial Contractors</b>									
Check appropriate exposures in the following areas:				<input type="checkbox"/> Education Facilities		<input type="checkbox"/> Nursing Homes		<input type="checkbox"/> Apartment houses	
<input type="checkbox"/> Hospitals		<input type="checkbox"/> Airports		<input type="checkbox"/> Office Buildings		<input type="checkbox"/> Stores		<input type="checkbox"/> Fire/Flood/Restoration	
<input type="checkbox"/> Government		<input type="checkbox"/> Museums		<input type="checkbox"/> Medical Offices		<input type="checkbox"/> Hotels		<input type="checkbox"/> Manufacturing Plants	

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Indicate % of services provided (must equal 100%):

General cleaning*	Chimney cleaning	Debris Clearing	Exterior window cleaning above 1 <sup>st</sup> floor
Industrial cleaning	Ceiling Tile cleaning	landscaping	Heating, A/C ventilation service
Carpet Cleaning	Elevator maintenance	Parking lot cleaning	Aircraft service and maintenance
Snow removal	Maid/housekeeping services	Fire/flood restoration	Servicing/cleaning of hoods/filters/grease traps/etc
Pest control	Floor waxing and refinishing	Crime scene clean-up	Pressure or steam washing operations

\* General Cleaning includes operations such as vacuuming, dusting, wastebasket trash pick up, floor and rug cleaning, restroom clean-up

Do employees work in pairs or more? ☐ Yes ☐ No Employees supervised? ☐ Yes ☐ No Direct or Roving supervision? \_\_\_\_\_

## Landscaping

Any tree trimming performed that is off the ground?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Any boulder or tree removal performed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any use of tractors, loaders or similar equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Any highway or median work conducted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any use of chippers, mulchers, cherry pickers, booms or other similar equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain - _____			
Any use of pesticides or fertilizers? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, is the application completed by - <input type="checkbox"/> Employee? <input type="checkbox"/> Outside Vendor?			
Any debris removal or land clearing activities? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please explain - _____			

## Manufacturing – Machine Shops

Any punch press or press brake machinery/equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Machine Guarded: <input type="checkbox"/> Point of operation <input type="checkbox"/> Drive Mechanism
Age of machinery: <input type="checkbox"/> <2 yrs <input type="checkbox"/> 2-5 yrs <input type="checkbox"/> 5-10 yrs <input type="checkbox"/> 10+ yrs	Accessible moving parts guarded on machinery/equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No
Types of machines (must equal 100%) - Heavy _____ Mid _____ Light _____ Any Computer Network Controlled (CNC) machinery? <input type="checkbox"/> Yes <input type="checkbox"/> No	
% of off-premise operations: _____ If yes, where/what for? _____	
Is building properly ventilated? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is proper dust collection system in place? <input type="checkbox"/> Yes <input type="checkbox"/> No

## Restaurants

Entertainment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Bar or separate lounge area? <input type="checkbox"/> Yes <input type="checkbox"/> No
Fast Food? <input type="checkbox"/> Yes <input type="checkbox"/> No	Any catering? <input type="checkbox"/> Yes <input type="checkbox"/> No
Number of: _____ Hosts _____ Waitpersons _____ Bartenders	If yes, radius of operations: _____ miles % of exposure - _____
_____ Valet _____ Busboys _____ Cooks	Any delivery? <input type="checkbox"/> Yes <input type="checkbox"/> No Delivery hours - _____ to _____
Average price of entrée? <input type="checkbox"/> <\$5 <input type="checkbox"/> \$5-\$15 <input type="checkbox"/> \$15+	If yes, radius of operations: _____ miles % of exposure - _____
Servicing, cleaning of hoods/filters/grease traps or related systems provided by: <input type="checkbox"/> Outside vendor <input type="checkbox"/> Employees	

## Retail / Wholesale

Type of Merchandise? _____	
Gross Receipts: Wholesale _____ % Retail _____ %	Warehousing? <input type="checkbox"/> Yes <input type="checkbox"/> No
Any repacking or repackaging operations? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain operations: _____	
Assembly exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please explain exposure: _____	
Any distribution exposure? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by common carrier or does insured have a trucking exposure? Please explain on separate page.	

## Trucking

<b>Type of Authority:</b> a) <input type="checkbox"/> Common Carrier <input type="checkbox"/> Contract Carrier <input type="checkbox"/> Private <input type="checkbox"/> Brokerage <input type="checkbox"/> Exempt			
b) <input type="checkbox"/> Regular Route <input type="checkbox"/> Irregular Route			
<b>Carrier Operations:</b> <input type="checkbox"/> California Only <input type="checkbox"/> Interstate			
Length of Haul with Total % = 100%:			
Under 50 Miles _____ %	50 – 200 _____ %	201 – 300 _____ %	
301 – 500 _____ %	501 – 1,000 _____ %	Over 1,000 _____ %	
<b>Filings:</b> DOT# _____ PUC# _____ DMV/MCP# _____ <input type="checkbox"/> Not Applicable			

**Please Check the Questions and Attached the Applicable Data:**

Motor Carrier Identification Report, MCS-150: ☐ Attached or ☐ Not Applicable

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Cargo Classification: ☐ See attached MCS-150 or ☐ See below (check all that apply):

- |   |  |  |   |  |
|---|--|--|---|--|
| <input type="checkbox"/> General Freight            | <input type="checkbox"/> Logs, Poles Beams, Lumber | <input type="checkbox"/> Liquids/Gases         | <input type="checkbox"/> Grain, Feed, Hay       | <input type="checkbox"/> Chemicals               |
| <input type="checkbox"/> Household Goods            | <input type="checkbox"/> Building Materials        | <input type="checkbox"/> Intermodal Containers | <input type="checkbox"/> Coal, Coke             | <input type="checkbox"/> Commodities Dry Bullion |
| <input type="checkbox"/> Metal Sheets, Coils, Rolls | <input type="checkbox"/> Mobile Homes              | <input type="checkbox"/> Passengers            | <input type="checkbox"/> Meat                   | <input type="checkbox"/> Refrigerated Food       |
| <input type="checkbox"/> Motor Vehicles             | <input type="checkbox"/> Machinery, Large Objects  | <input type="checkbox"/> Oilfield Equipment    | <input type="checkbox"/> Garbage, Refuse, Trash | <input type="checkbox"/> Beverages               |
| <input type="checkbox"/> Driveway/Towaway           | <input type="checkbox"/> Fresh Produce             | <input type="checkbox"/> Livestock             | <input type="checkbox"/> U.S. Mail              | <input type="checkbox"/> Paper Products          |
| <input type="checkbox"/> Other _____                |  |  |   |  |

**Drivers:** a) Number of Drivers \_\_\_\_\_ b) Number of Owner/Operators used \_\_\_\_\_

- Percentage where the Motor Carrier will provide workers' compensation for the Owner/Operators \_\_\_\_\_ %

- Percentage where the Motor Carrier will agree with the Owner/Operator that the Owner/Operator

assumes the responsibilities of an Employer for the performance of work: \_\_\_\_\_ %

c) If Owner/Operators used, please attach copy of contract: ☐ Attached or ☐ Not Applicable

d) Number of company drivers with Motor Carrier at least 12 months: \_\_\_\_\_

Number of Owner/Operator with Motor Carrier at least 12 months: \_\_\_\_\_ or ☐ Not Applicable

e) Number of Non-Union: \_\_\_\_\_ Union: \_\_\_\_\_

f) Do the drivers load and unload their trucks? ☐ No ☐ Yes (please provide detail of the types of materials loaded/unloaded and any equipment used: \_\_\_\_\_)

Is the applicant enrolled in the DMV Pull Program? ☐ Yes ☐ No If so, how often? \_\_\_\_\_

Is the applicant enrolled in the CHP BIT Program? ☐ Yes ☐ No

Total # of Trucks \_\_\_\_\_ # of Trucks with Sleeper Cabs \_\_\_\_\_ Single Trailers \_\_\_\_\_ Double Trailers \_\_\_\_\_ Triple Trailers \_\_\_\_\_

Any trucks / trailers with ramps? ☐ Yes ☐ No If yes, please provide # \_\_\_\_\_

Any trucks / trailers with lift-gates? ☐ Yes ☐ No If yes, please provide # \_\_\_\_\_

Any team driver operations? ☐ Yes ☐ No If yes, please provide details- \_\_\_\_\_

If union operations, provide Month / Year of contract renewal: \_\_\_\_\_

## Public Entities

Municipality \_\_\_\_\_ County \_\_\_\_\_

Check each applicable operational department / category:

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Water Department           | <input type="checkbox"/> Power Department      | <input type="checkbox"/> Sewer Department     | <input type="checkbox"/> Street / Road Department     |
| <input type="checkbox"/> Street Sweeping / Cleaning | <input type="checkbox"/> Building Inspector    | <input type="checkbox"/> Code Enforcement     | <input type="checkbox"/> Garbage / Refuse / Recycling |
| <input type="checkbox"/> Parks / Recreation         | <input type="checkbox"/> Landscape Maintenance | <input type="checkbox"/> Tree Trimming        | <input type="checkbox"/> Waste Treatment              |
| <input type="checkbox"/> Housing Authority          | <input type="checkbox"/> Day Care / Child Care | <input type="checkbox"/> Public Housing Nurse | <input type="checkbox"/> Electricians                 |
| <input type="checkbox"/> Painters                   | <input type="checkbox"/> Mechanic              | <input type="checkbox"/> Truck Driver         |   |
| <input type="checkbox"/> Fire Department            | <input type="checkbox"/> Police Department     | <input type="checkbox"/> Animal Control       |   |

# F/T Staff \_\_\_\_\_ # P/T Staff \_\_\_\_\_

Any Volunteers or Intern Staff? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

City Council Positions? ☐ Yes ☐ No # \_\_\_\_\_

County Supervisors Positions? ☐ Yes ☐ No # \_\_\_\_\_

Does the hiring process include: Drug Screening? ☐ Yes ☐ No Pre Employment Physicals? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

Any Post Accident Drug Testing? ☐ Yes ☐ No

Is there a probationary period upon hire? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

Are employees provided with any New Employee Orientation? ☐ Yes ☐ No

Does each job have a written job description? ☐ Yes ☐ No

Do employees receive initial job training? ☐ Yes ☐ No

Is training on-going and documented? ☐ Yes ☐ No

Do employees work shifts? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

Any on-call employees? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

Do any employees have take home vehicles? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

Any underground work? ☐ Yes ☐ No If yes, explain \_\_\_\_\_

# Workers Compensation Supplemental Application

(To be Completed with Acord 130 application)

Any work above 12' in height? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____					
Any confined space exposures? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____					
If yes, is there a Written Confined Space Entry Program? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Any sub-contracted operations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____					
Are W / C Certificates of Insurance obtained on all sub-contractors? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Any use of independent contractors? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____					
Number of vehicles? _____ Driving Radius? _____					
Do employees use personal vehicle for business purposes? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain _____					
<b>Newspaper / Publishing</b>					
Any home delivery services? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, independent contractors and/or employees? _____					
Provide details: _____					
Any delivery operations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, # of vehicles _____ Driving radius _____					
Any telemarketing operations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, independent contractors and/or employees? _____					
Provide details: _____					
Any security operations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, independent contractors and/or employees? _____ Armed or Unarmed? _____					
Provide details: _____					
Do employees or independent contractors use personal vehicle for company business? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, are certificates of insurance in file? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are MVR's (Motor Vehicle Reports) obtained on all drivers? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the Company enrolled in the DMV "Pull" Program? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Any employee or independent contractor travel: Out of State, Out of Country, On Navigable Waters, within War Zones or Exposure to Civil Disturbances, Etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: _____					
Any excessive noise levels within the operations? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: _____					
Have noise levels been evaluated within the Press / Bindery Areas and/r areas with noise producing machinery and equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No					
If yes, provide details: _____					
If noise level testing has been completed, are copies of the results available for review? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Does the company have a written Hearing Conservation Program? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Do employees use/wear and PPE (Personal Protective Equipment)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: _____					
Does the company have a written Ergonomics Program? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Does the company have a written Material Handling Program, with identified weight limits? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Does the company have a written Lock Out / Tag Out Program? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Is maintenance of equipment / machinery completed by employees and/or outside vendors? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: _____					
Are all forklift / material handling equipment operations certified? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>Pest Control</b>					
Type of operations: <input type="checkbox"/> Commercial <input type="checkbox"/> Agricultural <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Structural					
<input type="checkbox"/> Structural repairs or replacements <input type="checkbox"/> Dry Rot Wood Repair <input type="checkbox"/> Shower Pan Replacement					
<input type="checkbox"/> Chemical Treatment Services <input type="checkbox"/> Fumigation <input type="checkbox"/> Foam <input type="checkbox"/> Other					
Provide Details: _____					
Percentage of tenting, if any? _____					
Lawn treatment or care? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide details: _____					
Other Service _____					
Provide details: _____					
Place an (x) next to each of the applicable services available:					
<input type="checkbox"/> Ants	<input type="checkbox"/> Spiders	<input type="checkbox"/> Roaches	<input type="checkbox"/> Fleas	<input type="checkbox"/> Ticks	<input type="checkbox"/> Wasps
<input type="checkbox"/> Mosquitoes	<input type="checkbox"/> Bees	<input type="checkbox"/> Killer Bees	<input type="checkbox"/> Bee Removal	<input type="checkbox"/> Mice	<input type="checkbox"/> Termite
<input type="checkbox"/> Rats	<input type="checkbox"/> Snakes	<input type="checkbox"/> Raccoons	<input type="checkbox"/> Opossum	<input type="checkbox"/> Skunks	<input type="checkbox"/> Bats
<input type="checkbox"/> Rodents	<input type="checkbox"/> Gopher Control	<input type="checkbox"/> Bird/Pigeon Control	<input type="checkbox"/> Animal Trapping	<input type="checkbox"/> Animal Removal	<input type="checkbox"/> Bird/Rodent Proofing
<input type="checkbox"/> Other If other, provide details: _____					
Personal protective equipment required: _____					



# Workers Compensation Supplemental Application

(To be Completed with Acord 130 application)

Written Injury & Illness Prevention Program? <input type="checkbox"/> Yes <input type="checkbox"/> No		Written Haz-Com Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Written Heat Stress Program? <input type="checkbox"/> Yes <input type="checkbox"/> No		Written Respiratory Protection Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Written Fall Protection Program? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Special Written Procedures for working in Confined Spaces (Attics & Under Residences / Buildings)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Documented New Employee Orientation including Documented Training? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Healthcare</b>			
<input type="checkbox"/> For Profit	<input type="checkbox"/> Hospital Affiliation _____		
<input type="checkbox"/> Not For Profit	<input type="checkbox"/> Religious Affiliation _____		
<input type="checkbox"/> Medicare Certified	<input type="checkbox"/> JCAHO Accredited (Date) _____		
<input type="checkbox"/> Medicaid Certified	<input type="checkbox"/> Government		
	% of Total Residents	Separate Unit ?	
Psychiatric Care(excluding depression)	_____ %	_____	
Dementia/Alzheimer	_____ %	_____	
Mental Retardation	_____ %	_____	
HIV (Aids)	_____ %	_____	
Other: _____			
% of Ambulatory without assistance _____			
Please explain any changes during the last 3 years; Or anticipated changes in the next year. _____			
Does your IIPP (SB198) address the following specific Healthcare related exposures:			
Patient Handling ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____	
Blood-borne Pathogens ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____	
Aggressive/Combative Behavior ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____	
Any other ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____	
Is a Registered Nurse, Manager or supervisor who knows procedures for Workers' Compensation and Safety on each shift ? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you treat any worker injuries on site ?	<input type="checkbox"/> No <input type="checkbox"/> Yes, Describe _____		
Are all injuries reported to your insurer ?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain _____		
Do you have a policy to maintain contact with an injured worker ?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>For Skilled Nursing Facilities only, Please answer the following:</b>			
Within the past year has their been a change in the Administrator or Director of Nursing positions ? <input type="checkbox"/> No <input type="checkbox"/> Yes, Explain _____			
_____			
% turnover of RN/LVN positions during the past year ? _____			
What % of new residents do you evaluate prior to admission ? _____			

Note: All information provided is subject to verification by way of an underwriting survey or inspection. We must be notified of any significant change in operations or payroll. Terms of insurance coverage may be cancelled for misrepresentation if information provided is inaccurate.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_