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Manufacturing Industry Supplemental Questionnaire

For your protection California law requires the following to appear on this form: Any person who knowingly presents false or fraudulent information to obtain or amend insurance coverage or to make a claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.

Applicant Information:

Proposed Effective Date:		Legal Name:		Application ID:	

Application completed by: Broker: ☐ Employer: ☐

Please provide (*first, last)* name:

Provide a brief description of the product manufactured: Please list the types of machinery used:	Types of machines (must equal 100%) Heavy ☐% Mid ☐% Light ☐% Machine Guards: ☐Point of Operation ☐Drive Mechanism Computer Network Controlled (CNC) machinery used? Yes ☐ No ☐ if yes, percentage of all machinery considered: ☐% Lockout/Tag-out procedures in place? Yes ☐ No ☐ Does the insured do any installation of the product manufactured? Yes ☐ No ☐
Is the building properly ventilated? Yes ☐ No ☐ Is a proper dust collection system in place? Yes ☐ No ☐	Does the insured have assembly operations? Yes ☐ No ☐ If yes, does the insured have job rotation? Yes ☐ No ☐ How many shifts in a 24-hour period? ☐

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 ☐
   MVRs 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 employee's 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 a 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) Do you maintain a written Workplace Violence Prevention Plan? Yes ☐ No ☐ N/A ☐
4) Respiratory program: Yes ☐ No ☐ N/A ☐
5) Driver safety training plan: Yes ☐ No ☐ N/A ☐
6) Forklift training & safety plan: Yes ☐ No ☐ N/A ☐
   If Yes – Annual Certification required: Yes ☐ No ☐ N/A ☐
7) MSDS available for all chemicals/products used: 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) Are all equipment operators certified? Yes ☐ No ☐
2) Age of equipment in years: ☐ 0-5 ☐ 5-10 ☐ 10-20 ☐ 20+
3) Condition of the equipment: ☐ Excellent ☐ Good ☐ Average ☐ Poor
4) 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?