

**Description of Operations, Hiring, Employment & Safety Characteristics**

Applicant Name \_\_\_\_\_ Proposed Effective Date \_\_\_\_\_  
 FEIN \_\_\_\_\_ Company Website \_\_\_\_\_

**Description of Operations**

---

**Misc. (Explain any gaps in coverage, cancellations, significant fluctuations in payroll, etc.)**

---

Employee Breakdown (Top Classes by Payroll Excluding 8810/8742)						
Class Code	# FT	# PT	# Seasonal	# Other	Union?	Avg. Wage Per Hour
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

Hiring Practices Check Yes ONLY if Applicable to 75%+ of Labor	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Application
<input type="checkbox"/> Yes <input type="checkbox"/> No	Written Job Description
<input type="checkbox"/> Yes <input type="checkbox"/> No	Background/Reference Check
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-Hire Drug Testing
<input type="checkbox"/> Yes <input type="checkbox"/> No	Pre-Hire Physical Fitness Test

Safety Practices Check Yes ONLY if Applicable to 75%+ of Labor	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Formal Injury & Illness Prevent. Plan
<input type="checkbox"/> Yes <input type="checkbox"/> No	Formal Return to Work Plan
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quarterly (or More) Safety Meetings
<input type="checkbox"/> Yes <input type="checkbox"/> No	Quarterly (or More) Safety Training
<input type="checkbox"/> Yes <input type="checkbox"/> No	Safety Incentive Plan

Management Practices, Loss Control, Claims Handling & Benefits	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the ownership active in the day-to-day operations of the company?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a full-time risk/safety manager employed whose job is 50%+ safety related?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a formal and random drug testing program for all employees?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a formal post-accident drug testing program for all workplace injuries?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Upon termination are personnel files documented for any potential workplace injuries?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there a formal accident investigation and claims reporting process?
<input type="checkbox"/> Yes <input type="checkbox"/> No	Do more than 50% of employees receive group health through you that is 50%+ employer paid?

**Details / Descriptions / Notes**

---

Description of Operations		
Answer	Question	If Yes, What %?
[ ] Yes [ ] No	Do your employees/laborers do any repurposing/reconditioning work?	%
[ ] Yes [ ] No	Do your employees/laborers do any off-site installation work?	%
[ ] Yes [ ] No	Do your employees/laborers do any off-site teardown/demolition work?	%
[ ] Yes [ ] No	Do your employees/laborers do any work using hazardous materials?	%
[ ] Yes [ ] No	Do your employees/laborers use heavy lifting devices cranes, hoists, etc.?	%
[ ] Yes [ ] No	Do your employees/laborers use forklifts, pallet jacks, etc.?	%
[ ] Yes [ ] No	Do your employees/laborers do any machine maintenance?	%
[ ] Yes [ ] No	Are there any pick-up/delivery operations?	%
Describe any necessary answers from above		

Manufacturing Exposures																																																																																																						
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2">Size of Raw Material (by %)</th> </tr> <tr> <th style="width:15%;"></th> <th>Total to 100%</th> </tr> </thead> <tbody> <tr><td>0-1 LB</td><td></td></tr> <tr><td>1-5 LB</td><td></td></tr> <tr><td>5-10 LB</td><td></td></tr> <tr><td>10-25 LB</td><td></td></tr> <tr><td>25-50 LB</td><td></td></tr> <tr><td>50+ LB</td><td></td></tr> </tbody> </table> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2">Size of Final Product (by %)</th> </tr> <tr> <th style="width:15%;"></th> <th>Total to 100%</th> </tr> </thead> <tbody> <tr><td>0-1 LB</td><td></td></tr> <tr><td>1-5 LB</td><td></td></tr> <tr><td>5-10 LB</td><td></td></tr> <tr><td>10-25 LB</td><td></td></tr> <tr><td>25-50 LB</td><td></td></tr> <tr><td>50+ LB</td><td></td></tr> </tbody> </table>	Size of Raw Material (by %)			Total to 100%	0-1 LB		1-5 LB		5-10 LB		10-25 LB		25-50 LB		50+ LB		Size of Final Product (by %)			Total to 100%	0-1 LB		1-5 LB		5-10 LB		10-25 LB		25-50 LB		50+ LB		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2">Types of Tools Used</th> </tr> <tr> <th style="width:60%;"></th> <th>Please indicate</th> </tr> </thead> <tbody> <tr><td>Band Saw</td><td></td></tr> <tr><td>Block Planer</td><td></td></tr> <tr><td>Power Jointer</td><td></td></tr> <tr><td>Circular Saw</td><td></td></tr> <tr><td>Jigsaw</td><td></td></tr> <tr><td>Hand Saw</td><td></td></tr> <tr><td>Laser Engraving</td><td></td></tr> <tr><td>Table Saw</td><td></td></tr> <tr><td>Shaper</td><td></td></tr> <tr><td>Lathe</td><td></td></tr> <tr><td>Router</td><td></td></tr> <tr><td>Drill Press</td><td></td></tr> <tr><td>Turning/Lathe</td><td></td></tr> <tr><td>Optimizing Rip Saw</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>	Types of Tools Used			Please indicate	Band Saw		Block Planer		Power Jointer		Circular Saw		Jigsaw		Hand Saw		Laser Engraving		Table Saw		Shaper		Lathe		Router		Drill Press		Turning/Lathe		Optimizing Rip Saw		Other		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e0e0e0;"> <th colspan="2">Types of Business Activity</th> </tr> <tr> <th style="width:60%;"></th> <th>Total 100%</th> </tr> </thead> <tbody> <tr><td>Sawmill</td><td></td></tr> <tr><td>Planing Mill</td><td></td></tr> <tr><td>Pole Mill</td><td></td></tr> <tr><td>Milwork</td><td></td></tr> <tr><td>Hardwood Mill</td><td></td></tr> <tr><td>Particle Board Mfg</td><td></td></tr> <tr><td>Truss Comp. Bldg</td><td></td></tr> <tr><td>Furniture Bldg</td><td></td></tr> <tr><td>Plywood Mill</td><td></td></tr> <tr><td>Veneer Mfg.</td><td></td></tr> <tr><td>Cabinet Mfg.</td><td></td></tr> <tr><td>Kiln Drying</td><td></td></tr> <tr><td>Coating</td><td></td></tr> <tr><td>Wholesale Dist.</td><td></td></tr> <tr><td>Other</td><td></td></tr> </tbody> </table>	Types of Business Activity			Total 100%	Sawmill		Planing Mill		Pole Mill		Milwork		Hardwood Mill		Particle Board Mfg		Truss Comp. Bldg		Furniture Bldg		Plywood Mill		Veneer Mfg.		Cabinet Mfg.		Kiln Drying		Coating		Wholesale Dist.		Other	
Size of Raw Material (by %)																																																																																																						
	Total to 100%																																																																																																					
0-1 LB																																																																																																						
1-5 LB																																																																																																						
5-10 LB																																																																																																						
10-25 LB																																																																																																						
25-50 LB																																																																																																						
50+ LB																																																																																																						
Size of Final Product (by %)																																																																																																						
	Total to 100%																																																																																																					
0-1 LB																																																																																																						
1-5 LB																																																																																																						
5-10 LB																																																																																																						
10-25 LB																																																																																																						
25-50 LB																																																																																																						
50+ LB																																																																																																						
Types of Tools Used																																																																																																						
	Please indicate																																																																																																					
Band Saw																																																																																																						
Block Planer																																																																																																						
Power Jointer																																																																																																						
Circular Saw																																																																																																						
Jigsaw																																																																																																						
Hand Saw																																																																																																						
Laser Engraving																																																																																																						
Table Saw																																																																																																						
Shaper																																																																																																						
Lathe																																																																																																						
Router																																																																																																						
Drill Press																																																																																																						
Turning/Lathe																																																																																																						
Optimizing Rip Saw																																																																																																						
Other																																																																																																						
Types of Business Activity																																																																																																						
	Total 100%																																																																																																					
Sawmill																																																																																																						
Planing Mill																																																																																																						
Pole Mill																																																																																																						
Milwork																																																																																																						
Hardwood Mill																																																																																																						
Particle Board Mfg																																																																																																						
Truss Comp. Bldg																																																																																																						
Furniture Bldg																																																																																																						
Plywood Mill																																																																																																						
Veneer Mfg.																																																																																																						
Cabinet Mfg.																																																																																																						
Kiln Drying																																																																																																						
Coating																																																																																																						
Wholesale Dist.																																																																																																						
Other																																																																																																						
Details / Descriptions / Notes (e.g., any other machinery not specifically described above, etc.)																																																																																																						

Occupational Disease Exposures, Controls			
Exposure	Exposure Exist?	Formal Exposure Training?	% Employees Exposed
Chemical	[ ] Yes [ ] No	[ ] Yes [ ] No	%
Dust	[ ] Yes [ ] No	[ ] Yes [ ] No	%
Hazardous Metals	[ ] Yes [ ] No	[ ] Yes [ ] No	%
Noise	[ ] Yes [ ] No	[ ] Yes [ ] No	%
Repetitive Motion	[ ] Yes [ ] No	[ ] Yes [ ] No	%
Silica	[ ] Yes [ ] No	[ ] Yes [ ] No	%
Vapor	[ ] Yes [ ] No	[ ] Yes [ ] No	%
Other	[ ] Yes [ ] No	[ ] Yes [ ] No	%

  

Details / Descriptions (e.g., controls, testing, training, etc.)

Signature & Affirmation	
<p>By signing this application the client is acknowledging that all information provided on all pages of this supplemental application are complete and accurate representations of work and processes as of the date this application is signed. Additionally, by requesting insurance products through our company you and the client agree to notify us immediately regarding any change in operations that would result in a change in any of the answers provided on this application. All information is subject to verification. Any insurance policy issued may be cancelled, subject to applicable local law, for misrepresentation if the information provided here is not accurate.</p>	
<hr/> Signature of Applicant	<hr/> Date Signed
<hr/> Signature of Agent	<hr/> Date Signed