

We Listen >> We Understand >> We Execute

3465 Camino Del Rio South, Suite 220, San Diego, CA 92108 Tol 866.840.5329 | Fax 866.840.5330 www.arrowheadwholesale.com CA License #0C77465

Workers Compensation Supplemental Application

(To be Completed with Accord 130 application)

| Named Insured: Web Address: | | | | | | |
|--|---|--|--|--|--|--|
| Insured's FEIN: | | | | | | |
| Contact Name and Phone Number | | | | | | |
| Inspections: | | | | | | |
| Premium Audit: | | () - | | | | |
| Claims: | | () - | | | | |
| Prior Payroll and | d Premium | Information | | | | |
| <u>Total Annual Payroll</u> | | <u>Premium \$</u> | | | | |
| Current Year: | | | | | | |
| Prior Year: Prior Year: | | | | | | |
| Prior Year: | | | | | | |
| Prior Year: | | | | | | |
| | ns and Be | nefits | | | | |
| Broker Controlled Account? | | | | | | |
| Please provide a detailed description of the operation: | | | | | | |
| | | | | | | |
| | | | | | | |
| Years in business? Hours of operation- | to | # of Shifts | | | | |
| Is there a driving/delivery exposure? Yes No | | of operations/travel: < 50 miles 50-100 100+ | | | | |
| If yes, what is frequency: Daily Weekly Other: | Any gro | up transportation of employees? | | | | |
| Is a PUC/DMV filing required? PUC DMV N/A | | | | | | |
| Are vehicles company owned? Yes No | If yes | s, how provided? | | | | |
| If yes, are vehicles taken home? ☐ Yes ☐ No | # of | employees transported per vehicle | | | | |
| # Of vehicles? # Of drivers? | # of | vehicles used to transport | | | | |
| Vehicle/fleet maintenance program? ☐ Yes ☐ No | Frequ | uency: Daily Weekly Monthly | | | | |
| If yes, who does the servicing? Outside vendor In-house me | echanics 🗌 | Other: | | | | |
| Do employees use personal vehicles for company business? Yes | No | Do any employees work from home? ☐ Yes ☐ No | | | | |
| Any out of state, international or overnight (within state) travel? | s 🗌 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 W-2's issued – Last year Previous year | How are employees paid? Hourly | | | | | |
| Any day laborers or temporary/employee leasing? Yes No | ☐ Piece rate ☐ Commission ☐ Flat salary | | | | | |
| If yes, please provide details on separate page. | Other: | | | | | |
| % of union employees % of non-union | Paid Sick Leave? Yes No | | | | | |
| Actual average hourly wage for employees in governing class \$/hour Paid Vacation? | | | | | | |
| Retirement / Pension plan? | | | | | | |
| Group medical provided? Yes No | | | | | | |
| If yes, name of healthcare provider | % paid by employer | | | | | |
| | Vec 🗆 No | 70 paid by employer | | | | |
| Do you use a specific medical provider to treat injured employees? | | | | | | |

| Are you currently participating in a MPN (Medical Provider Network)? Yes No | | | | | | | |
|--|-------------|------------------------------|--|--|-----------------------|--|--|
| If yes, please provide the name of current MPN: | | | | | | | |
| CPR training provided? ☐ Yes ☐ No | | | | RTW Program? ☐ Yes ☐ No | | | |
| # of employees certified? | | | | Does it include salary continuatio | n? 🗌 Yes 🔲 No | | |
| Has the ownership of the applicable | entity cha | anged within the past 5 year | s? □ Ye | | | | |
| If yes, please provide details: | | goa p , o | | | | | |
| ii yes, piease provide details. | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | Н | liring Practices – Em | ployee | Selection - Claims | | | |
| Written Application? | ☐ Yes | ☐ No | Pre-h | ire drug testing? | ☐ Yes ☐ No | | |
| Reference Checks? | ☐ Yes | ☐ No | Post / | Accident drug testing? | ☐ Yes ☐ No | | |
| Pre/post employment Physicals? | ☐ Yes | ☐ No | MVR | Checks? | ☐ Yes ☐ No | | |
| Orthopedic back testing? | ☐ Yes | □ No | Audio | hearing tests? | ☐ Yes ☐ No | | |
| Formal job descriptions on file? | ☐ Ye | es 🗌 No | Do yo | ou have a formal written accident report? | Yes No | | |
| Are personnel files documented for | pre-existir | ng injuries? 🗌 Yes 🔲 No | Are th | nere set procedures for reporting claims? | Yes No | | |
| Average claim reporting time frame | | | Any I | nterchange of labor? 🗌 Yes 🔲 No | | | |
| Is job specific training provided? | Yes 🗌 | No | If | yes, please explain 🔲 Another busine | ess 🗌 Subsidiary | | |
| Employee Orientation Program? | Yes 🔲 I | No | | ☐ between departments ☐ Other: | | | |
| If yes, is the orientation Ver | bal only? | ☐ Verbal and Document | ed? | | | | |
| Supervisor to Employee ratio - B | Better than | 4-1 5-1 6-1 | □ 7-1 | □ >7-1 | | | |
| Subcontractors used? ☐ Yes ☐ N | No If ye | es, for what purpose? | _ | | | | |
| If yes, are certificates of insurance | ce obtaine | d and kept on file? Yes | ☐ No | | | | |
| Independent contractors used? | Yes 🗌 N | lo If yes, for what purpos | e? | _ | | | |
| If yes, how are they paid? 10 | 099's? 🔲 | Other? Please explain- | | | | | |
| Safet | y Progr | am and Organizatio | n – Wa | ork premises and Environmen | nt | | |
| Are owners active in daily operation | ıs? | ☐ Yes ☐ No | If yes, a | re they excluded from coverage? \square Ye | s 🗌 No | | |
| Active injury & illness prevention pro | | | Has loss | control services been performed in the | last year? 🗌 Yes 🗌 No | | |
| | | Has Cal | OSHA visited or cited your business in the | ne last year? 🗌 Yes 🔲 No | | | |
| If yes, does it encompass all employees? | | If yes | s, please provide explanation on separate | e page. | | | |
| What type of incentive? | | | Are safe | Are safety meetings conducted? ☐ Yes ☐ No | | | |
| Do employees receive safety training/orientation? ☐ Yes ☐ No | | | If yes | If yes, how often? Daily Weekly Monthly Quarterly | | | |
| If yes, is the training - Formal / Documented Informal | | | | Other: | | | |
| Do you have a safety director or risk manager? Yes 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? Yes No N/A | | | | | | | |
| Any material handling exposures? Yes No If yes, please explain | | | | | | | |
| Any lifting exposures? ☐ Yes ☐ No Forklift to | | | t training provided? | | | | |
| If yes, □ <25 lbs. □ 25-40 □ 40+ If yes, annual certification? □ Yes □ No | | | | | | | |
| If 40+, manual lifting or with assistance? Please explain | | | | | | | |
| | | | Any use of Baler equipment? Yes No | | | | |
| Written Lock out / tag out / block out procedures in place?☐ Yes ☐ No☐ N/A | | | □ N/A | Condition of equipment? | | | |
| Respiratory program in place? Yes No N/A | | | | Are all equipment operators trained/ certified? Yes No N/A | | | |
| What is the maximum height at which you will work? | | | | Personal protection equipment provided? ☐ Yes ☐ No ☐ N/A | | | |

| What is used? ☐ Ladder ☐ Scaffolding ☐ Scissor lifts ☐ N/A | | | If yes, strict enforcement of utilization? ☐ Yes ☐ No | | | |
|--|---------------------|--|---|-----------------------------------|--|--|
| If scaffolding used, does the insured build their own? ☐ Yes ☐ No | | | What types of PPE? | | | |
| Is the building / premises - ☐ Owned or ☐ Leased? | | | # Of years at current location? | | | |
| Condition of premises? Excellent Very good Average | | | Age of building occupied? year(s) | Age of building occupied? year(s) | | |
| Agriculture - Farming | | | | | | |
| Is harvesting mechanized or manual? | | | | | | |
| Do you use contracted labor? ☐ Yes ☐ No | | Is housing | housing provided? Yes No | | | |
| If yes, % of use? | | If yes, 7 | # of employees housed | | | |
| Any seasonal workers used for operations? Yes | □ No | Does all fa | arm machinery have safety guards intact? 🔲 Y | ′es □ No | | |
| If yes, provide details of when season begins and | l ends, # of seasor | nal employe | ees hired, and if same employees used each sea | ason | | |
| Are employees transported by any vehicles on or off | the premises? |] Yes 🔲 N | o If yes, please explain on separate page. | | | |
| Any use of pesticides or fertilizers? Yes No | | Any crop d | dusting operations? Yes No | | | |
| If yes, applications by 🗌 Employees? 🔲 Outsic | de Vendor? | If yes, s | services provided by Employees? Outside | de Vendor? | | |
| Do any family members work in operation? Yes | □ No | Any work | off premises? 🗌 Yes 🔲 No 🛮 If yes, please e | explain on separate page. | | |
| Dairy Farms: | | | | | | |
| What is the size of dairy herd? | | Number of Bulls over 3 years old? | | | | |
| Does risk grow their own feed? ☐ Yes ☐ No | | Does risk deliver any of their own milk products? ☐ Yes ☐ No | | | | |
| Is milking barn − ☐ Flat? ☐ Elevated? Pro | | | Barriers? ☐ Yes ☐ No | | | |
| | | | nployees conduct or complete work on sump pu | ımps? 🗌 Yes 🗌 No | | |
| Are employees allowed to enter stem pipes around I | agoon? 🗌 Yes 🛭 | No | | | | |
| Are proper safety procedures in place for working near stem pipes, lagoons or sump pumps? Yes No | | | | | | |
| Any confined spaces exposures? Yes No If yes, please provide details on separate page – include copy of written procedures and details of | | | | | | |
| Confined Spaces Training. | | | | | | |
| | | | | | | |
| Automotive Services | | | | | | |
| Any towing services provided? | ☐ Yes ☐ No | An | y road repair assistance? | ☐ Yes ☐ No | | |
| If yes, any contract towing? | ☐ Yes ☐ No | | If yes, 24 hour exposure? | ☐ Yes ☐ No | | |
| Is there a mini-market on premises? | ☐ Yes ☐ No | An | y fueling operations? | ☐ Yes ☐ No | | |
| If yes, any sales of Alcoholic beverages? | ☐ Yes ☐ No | | y security/surveillance cameras on premises? | ☐ Yes ☐ No | | |
| Open 24 hours? | - | | y test driving of customers' vehicles? | ☐ Yes ☐ No | | |
| Is cashier's booth bullet proof? | | | y transportation of customers? | ☐ Yes ☐ No | | |
| Access to Freeway? | | | | | | |
| Are employees ASE trained and certified? Yes No If yes, how many employees? | | | | | | |

| Contractors | | | | | | | | | | |
|---|---|-------------------------|----------------------------|----------------------------|--------------------|-----------|-------------------------|--------------------------|------------------------|------|
| Contractors license number? | | | | Years experience in trade? | | | | | | |
| Estimated annual gross sales? Estimated # of jobs per year? | | | | | | | | | | |
| Percentage of work su | Percentage of work sub-contracted out? % What type? | | | | | | | | | |
| If subs used, does | insured | I: Check annually? | ☐ Di | rectly supervise s | ubs? | | | | | |
| Average # of certification | tes colle | ected annually? | _ | | Average # c | of Waiver | s of Subrogation n | eeded? | | |
| Indicate % of work co | onducte | d in each of the follow | ing opera | ations (must equa | l 100% for ea | ach): | | | | |
| 1) New Constru | ıction _ | | | Remodeling _ | | | | Service | e/Repair | |
| 2) Commercial | | | Apt | s/Condos/Tract H | omes | | Sing | gle Cus | tom Homes | |
| 3) Interior | _ | Exter | ior | If exterior work de | one, what is t | he maxin | num height exposu | ıre? _ | | |
| Any use of cranes, bo | oms or | similar heavy constru | ction equ | ipment? | □ No | | | | | |
| Any work below grade | | | | lax Depth in feet | | | 9, | % of to | tal work | |
| Any confined spaces e | | | If yes, p | lease provide deta | ails on separa | te page - | - include copy of w | ritten _l | procedures and detail | s of |
| Confined Spaces Tr | raining. | | | | | | | | | |
| Any work involving as | bestos, | hazardous product al | atement, | chemical/petrole | um products, | USL&H, | underground tank | or pipe | replacement? | |
| ☐ Yes ☐ No I | f yes, p | lease explain | | | | | | | | |
| Does this risk conduct | t work f | or the government or | city mun | icipality? | □ No | | | | | |
| Is the applicant involv | ed in "\ | Wrap Up" or "OCIP" p | rojects [|] Yes □ No I | f yes, please | provide p | ercentage of total | payroll | dedicated to these | |
| projects, and advise d | letailed | procedures on how a | oplicant d | etermines employ | ee split betwe | een these | projects and other | er conti | racts/projects (not | |
| Involving "wrap up" o | r "OCIP | o". | | | | | | | | |
| Indicate % of work co | onducte | d in each of the follow | ing opera | ations or Mark not | applicable - | □ N/A | | | | |
| Blasting | | Drilling | | Light Pole Work | | Demo | lition | | Tunneling | |
| Grading | | Wrecking | | Multi Story Buildi | ings | Gas M | lains | | Crane Work | |
| Asbestos | | Highway Work | | Scaffold set-up | | Roofir | ng | | Concrete Tilt-up | |
| Sewer | | Exterior Framing | | | | Bridge | Bridge Work | | Excavation | |
| Supervisory only | | Street/road work | rk Spray painting Dock/Sea | | Sea Walls | | | | | |
| | | | | Hotel/ | Motel | | | | | |
| Number of guest roon | ns? | Room i | ates: | - | | + Rent | rooms - \square Daily | □ We | ekly \square Monthly | |
| Number of guest rooms? Room rates: | | | | | | | | | | |
| Any Restaurant exposures? Yes No Does it include 24 hour room service? Yes No Bar or Lounge Area? Yes No | | | | | | | | | | |
| Any entertainment provided? Yes No If yes, please explain | | | | | | | | | | |
| | Housekeeping exposures: Moving of furniture? Yes No Mattress flipping or rotating? Yes No | | | | | | | | | |
| | | | | | pping or rotal | ш. | 100 🔲 110 | | | |
| If yes, how often and # of employees involved in process? Janitorial Contractors | | | | | | | | | | |
| Check appropriate exposures in the following areas: | | | Facilities Nursing Homes | | ☐ Apartment houses | | | | | |
| ☐ Hospitals | | | ☐ Office Build | | | ☐ Stores | | ☐ Fire/Flood/Restoration | | |
| Government | | ☐ Museums | | | _ | |] Hotels | | ☐ Manufacturing Plants | |
| Indicate % of services provided (must equal 100%): | | | | | | | | | | |
| General cleaning* Chimney cleaning Debris Clearing Exterior window cleaning above 1st floor | | | | | | | | | | |
| Industrial cleaning | | | | | | | | | | |
| 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? | Yes No | Any boulder or tree removal performed? | ☐ Yes ☐ No | | |
| Any use of tractors, loaders or similar equipment? | ☐ Yes ☐ No | Any highway or median work conducted? | ☐ Yes ☐ No | | |
| Any use of chippers, mulchers, cherry pickers, boon | ıs or other similar equip | oment? 🗌 Yes 🔲 No | | | |
| If yes, please explain | | | | | |
| Any use of pesticides or fertilizers? ☐ Yes ☐ No | | | | | |
| If yes, is the application completed by - 🗌 Emp | loyee? 🗌 Outside Ven | dor? | | | |
| Any debris removal or land clearing activities? | es 🗌 No | | | | |
| If yes, please explain | | | | | |
| | Manufacturing | – Machine Shops | | | |
| Any punch press or press brake machinery/equipme | nt? 🗌 Yes 🗌 No | Machine Guarded: Point of operation Drive | Mechanism | | |
| Age of machinery: | yrs 🗌 10+ yrs | Accessible moving parts guarded on machinery/equip | oment? 🗌 Yes 🔲 No | | |
| Types of machines (must equal 100%) - Heavy Mid Light Any Computer Network Controlled (CNC) machinery? Yes No | | | | | |
| % of off-premise operations: If yes, where/ | what for? | | | | |
| Is building properly ventilated? ☐ Yes ☐ No | | Is proper dust collection system in place? ☐ Yes ☐ | No | | |
| Restaurants | | | | | |
| Entertainment provided? | s 🗌 No | Bar or separate lounge area? | es 🗌 No | | |
| Fast Food? | s 🗌 No | Any catering? Yes No | | | |
| Number of: Hosts Waitpersons Ba | Number of: Hosts Waitpersons Bartenders | | | | |
| Valet Busboys Cooks Any delivery? | | | | | |
| Average price of entrée? <pre> <\$5</pre> | | | | | |
| Servicing, cleaning of hoods/filters/grease traps or related systems provided by: Outside vendor Employees | | | | | |
| Retail / Wholesale | | | | | |
| Type of Merchandise? | | | | | |
| Gross Receipts: Wholesale % Retail % Warehousing? Yes No | | | | | |
| Any repacking or repackaging operations? Yes No | | | | | |
| If yes, please explain operations: | | | | | |
| Assembly exposure? | | | | | |
| If yes, please explain exposure: | | | | | |
| Any distribution exposure? Yes No If yes | s, by common carrier or | does insured have a trucking exposure? Please expla | in on separate page. | | |

| Trucking | | | | | |
|--|---|---------------------------|--|--|--|
| | Private Brokerage Exempt | | | | |
| Type of Authority: a) ☐ Common Carrier ☐ Contract Carrier ☐ b) ☐ Regular Route ☐ Irregular Route | Private brokerage Exempt | | | | |
| Carrier Operations: California Only Interstate | | | | | |
| Length of Haul with Total % = 100%: | | | | | |
| Under 50 Miles % | 50 – 200% | 201 – 300% | | | |
| 301 – 500% | 501 – 1,000% | Over 1,000 % | | | |
| Filings: DOT# PUC# DMV/MCP# | Not Applicable | 70 | | | |
| Please Check the Questions and Attached the Applicable Data: | | | | | |
| Motor Carrier Identification Report, MCS-150: ☐ Attached or ☐ Not Appl | icable | | | | |
| Cargo Classification: See attached MCS-150 or See below (check al | | | | | |
| ☐ General Freight ☐ Logs, Poles Beams, Lumber ☐ Liquids/G | _ | ☐ Chemicals | | | |
| | al Containers | ☐ Commodities Dry Bullion | | | |
| ☐ Metal Sheets, Coils, Rolls ☐ Mobile Homes ☐ Passenger | <u> </u> | ☐ Refrigerated Food | | | |
| ☐ Motor Vehicles ☐ Machinery, Large Objects ☐ Oilfield Ed | | | | | |
| ☐ Driveway/Towaway ☐ Fresh Produce ☐ Livestock | | ☐ Paper Products | | | |
| ☐ Other | | | | | |
| Drivers: a) Number of Drivers b) Number of Owne | /Operators used | | | | |
| - Percentage where the Motor Carrier will provide workers' compensation for the | e 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? \square No \square Yes (please provide | e detail of the types of materials loaded/u | nloaded | | | |
| 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 | | | | | |
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| Note: All information provided is subject to verification by war | of an underwriting survey or ins | nection Arrowhead | | | |
| Note: All information provided is subject to verification by way of an underwriting survey or inspection. Arrowhead Wholesale Insurance Services 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. | | | | | |
| 22. 2. 2.3a, 20 cancana in mornida | | | | | |
| | | | | | |
| Signature of Applicant: | Date: | | | | |