



**WELDING SUPPLEMENTAL INFORMATION**

INSURED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AGENCY: \_\_\_\_\_ AGENT NAME: \_\_\_\_\_

1. About the insured's employees:

How many workers do they employ full-time?	How many workers do they employ part-time?	What are their ages?	What are their duties?	What are their experience levels?	Are they trained for the jobs they are assigned?

2. Are all employees required to provide a signed US Department of Justice Form I-9 for verification of employment eligibility? \_\_\_\_ Yes \_\_\_\_ No. If no, explain \_\_\_\_\_

3. Are employees ever required to work overtime hours?

4. Does the insured have a large enough crew to handle its workload?

5. How much on-the-job training are new employees given regarding the operation of workshop machinery and equipment before they are permitted to run it on their own?

6. According to the terms of standard contractual agreements, who is responsible for removing any hazardous materials (such as lead or asbestos) from jobsites before hot metal work begins - the insured or the client?

7. What type of welding, brazing, or cutting work does the company primarily engage in?

8. Where do its employees carry out the majority of their work - on the premises or at offsite locations?

9. When employees are dispatched to work at offsite locations where other contractors are also working, what methods are used to help keep track of company-owned tools and equipment and to keep them from getting mixed up with those belonging to other contractors?

10. If the insured has a workshop as part of its layout, which types of specialized iron-, steel-, and metal-working machinery and equipment are a part of its setup?

11. Is all iron-, steel-, and metal-working equipment kept on a schedule of routine inspections and preventive maintenance?

12. Who on the insured's staff handles the routine inspections and preventive maintenance, and what is their level of training in this regard?



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13. Does the insured have a fleet of tractor-trailers that are used to haul completed projects to clients' locations? If so, how common is it for drivers to disconnect full-loaded flatbed trailer units and leave them with their cargo at the drop-off site for extended periods of time (e.g., several weeks or months)?

14. Which kinds of compressed gases does the insured regularly keep on hand for use in its workshop?

15. Does the above comply with all OSHA safety standards and NFPA regulations that apply to their storage and use?

16. If the insured has any fuel storage tanks located on the premises, what types and amounts of fuel are they designed to hold? Are the storage tanks situated above or below the ground?

17. What steps has the insured taken to reduce the risks posed by long-term exposure to welding smoke?

18. Are workers provided with appropriate types of respirator masks?

19. Is the workshop well ventilated?

20. Carbon monoxide detectors with audible alarms in operation?

21. Have workers who do offsite welding been trained to properly set up temporary ventilation and exhaust systems to draw welding smoke away from their immediate work area?

22. How much in-house training is provided before new employees are allowed to operate complex automated equipment on their own?

23. Where are supplies of copper kept on the premises, and which employees have access to the designated storage area?

24. Does the insured ever bring customer-owned items back to its onsite workshop in order to perform repairs? If so, what methods are used to help ensure that customer-owned items will be protected from loss, damage, or theft while in the insured's care, custody, and control?

25. Are workshop employees fully trained in the use of all built-in materials-handling systems?

26. In using crane and gantry systems, are they taught how to fasten and secure the hooks and rigging and how to ensure that the cargo is properly balanced before it is hoisted aloft?