



AIA Workers Compensation Program for Temporary Employment Agencies

Consideration is given to temporary employment agencies when the following documents are included with the Acord 130 (Workers' Compensation Application) and loss runs.

1. The AIA Supplemental Application for Temporary Employment Agencies. See enclosure #1.
2. A complete listing of clients, client companies physical address, class codes and descriptions of the work. See enclosure #2.
3. A copy of the formal, written safety-program.
4. Explanation of each worker injury where the total expected loss is greater than \$25,000 shown on the loss runs.

EXCLUDED

Jones Act	Demolition or asbestos removal	Roofers
USL&H	Urban Taxis	Cotton Gins
FELA	Steel Erection	Flatbed Trucking
Professional Sports Teams	Framing Contractors	House Movers
Chemical & Dyestuff Plans	NCCI class codes "D" or "E"	Airlines

Generally excluded from participation in the Temporary Staffing Program are construction, agricultural, trucking, and higher hazard jobs such as working in sawmills or on scaffolds. AIA will typically not approve work that is outdoors and/or unsupervised. Excluded are clients with a history of serious worker injuries. Dockside and boat or barge work locations are also excluded. Excluded occupations and clients must be placed in a separate company—not insured through AIA.

AIA Supplemental Application for Temporary Employment Agencies

1. Complete Applicant Name
2. Member of American Staffing Association or other local/regional staffing association?
3. Brief history of this business entity - date begun, ownership changes, key growth milestones, present status, etc.
4. Background and experience of the owners and key managers.
5. Employment practices: Describe recruiting, background checks, interviews, etc.
6. Describe the drug-testing program: Pre-employment, random, for cause, post-accident etc.
7. Describe the training program for new hires, if any:
8. What procedures are followed to qualify and approve a potential client? Are site inspections utilized?
9. What procedures are followed when a report of injury is first received?
10. How are injuries followed up for workers compensation claims? Who tracks the progress of the claim?



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11. What arrangements have been made for a company doctor, for emergency services?

12. How does the agency deal with temporarily disabled workers?

13. Describe your “return to work” program after temporary disability injuries are experienced and the worker can do some jobs, but not his old job, and maybe not for his old employer.

14. How does the agency deal with a client when workers are being injured on their site?

15. Do you have a formal, written safety program?

16. Describe your safety program.

17. How do you ensure that protective equipment is worn at the job site?

18. Are all temporary employees legally eligible for work in this country? Yes No
How is employment eligibility verified?

19. What is your target market?

20. Please provide the following details about your largest client:
Complete Name: _____
Number of years doing business with this client: _____ Number of Employees: _____
Percentage of your business with this client: _____ Any special accommodations for this client? If so, please explain:

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21. Does your temporary employment agency have a list of operations that are excluded? If so, please explain or attach a copy of the list.

22. How many branch offices or locations does your temporary employment agency have? _____
(Please provide a list of all locations to your agent.)

23. Describe the policy that you have in place to allow in house staff to drive their own vehicles – if to and from work only, to bank, etc. Please describe all cases.

24. Describe the policy that you have in place for temporary employees to drive their own vehicles – please describe all cases.

25. Describe the policy that you have in place for transportation services provided to temporary workers. Please include types of vehicles – car, van, bus, etc. What is the maximum radius of travel?

26. Workers Compensation History – Please complete the following section along with providing complete workers compensation loss runs and explanations of all claims over \$25,000. (Please indicate whether figures are before or after deductible.)

Policy Year	Payroll	Premium	Mod	# of Claims	Paid Losses	O/S Reserve



AIA Supplemental Application for Temporary Employment Agencies Client List

This information is required prior to quoting –

If a computer-generated report contains the information below, it will be accepted for underwriting review.

Table with 5 columns: Name of Customer And Location, Principal Product Or Service, Specific Jobs Done by The Temps, Class Codes Used, Estimated Annual Payroll. The table contains 20 empty rows for data entry.

Enclosure #2