

Office Supplemental

How many workers are employed by the insured?

Are temporary workers or freelanced used?

If so, how often? In addition, are they properly supervised?

Are employees properly trained in proper lifting procedures?

Are they instructed to seek help prior to attempting to move heavy objects?

Since the job is considered highly stressful, does the insured sponsor or organize stress-reducing recreation and exercise programs?

What are the maximum weekly overtime hours that individuals work and how much depends on the insured's workload?

Are workstations ergonomically designed?

Are first aid kits available throughout the premises?

Describe the insured office layout. What is the level of housekeeping?

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