



A Mutual Insurance Company Providing North Carolina Workers' Comp

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Property Management Supplemental

What is the layout of the insured's office facilities and property sites?

What are the number, age, and duties of the insured's employees?

What are the training, duties, and level of supervision of the insured's employees?

What is the level of housekeeping at the insured's sites and offices?

Are electrical equipment inspected regularly by a licensed electrician?

What are the qualifications and reputation of the insured's furniture repair service?

What is the experience and qualifications of the insured's elevator maintenance and repair service contractors?

Does the insured have older properties inspected for the presence of asbestos and/or lead before major repairs or remodeling jobs take place?

Is the insured in compliance with ANSI standard ANSI/HFS 100-1998, which provides ergonomic guidelines, including design requirements for visual displays, keyboards, and workstations?

Are employees required to wear nonslip shoes?

Are employees encouraged to ask for assistance when lifting heavy objects?

Are they provided with proper material handling devices?

Are proper Personal Protective Equipment (PPE) provided for the employees? Such as work gloves, goggles, and safety shoes.

Are material safety data sheets (MSDSs) supplied to all employees who work with chemicals?

Are non-English speaking employees hired? Are the non-English speaking employees instructed in safety techniques and rules? Are any supervisors bilingual?

Does the insured work from heights? Are ladders or scaffolding inspected prior to use? Are ladders with nonslip bases and tread surfaces?
