



GROCERY STORE SUPPLEMENTAL INFORMATION

INSURED NAME: _____ DATE: _____

AGENCY: _____ AGENT NAME: _____

1. About the insured's employees:

How many workers do they employ?	What are their ages?	What are their duties?	What are their experience levels?	What is their training?

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. What is the layout of the insured's premises?

4. What are the insured's hours of operation?

5. Are trash and rubbish removed from the premises daily?

6. What is the condition of the floor and floor coverings?

7. Are rubber-backed mats placed inside all entrances so visitors can wipe their feet as they enter the main structure?

8. Have these mats been positioned in such a way that workers are unlikely to trip over them?

9. Is there a designated individual or are all employees required to check for slip and trip hazards?

10. If corrective action is needed, is there an appropriate individual who should be told so that necessary action can be taken?

11. Are employees instructed on proper lifting techniques?

12. Are workers required to wear aprons while cooking?

13. Are all electrical equipment and appliances located in the kitchen or food preparation areas designed for use in wet areas?



GROCERY STORE SUPPLEMENTAL INFORMATION

INSURED NAME: _____ DATE: _____

AGENCY: _____ AGENT NAME: _____

14. How much training do the employees receive before being allowed to operate meat slicers unsupervised?
15. Are all of the insured's machines properly guarded?
16. Do the insured's employees perform maintenance work on the process machines, or is such work contracted out?
17. What precautions have been taken to prevent burning or scalding incidents in these areas?
18. Have potholders or padded mittens been provided for all workers who are involved in food preparation?
19. Does the insured have signs posted on these devices alerting workers to the possibility of being burned or scalded?
20. Are flammable or combustible substances (i.e. aerosol cooking sprays) stored at safe distances from hot surfaces and/or open flames?
21. Are those employees who handle fish and other seafood products required to wash their hands frequently throughout the day?
22. What procedures does the insured have in place for proper personal hygiene for its employees?
23. Are new employees closely supervised when working near ovens or stoves?
24. Are all machines equipped with emergency stop bars? (This device, when present, will be positioned so that the body of the operator will fall against it and cut the machine's power in the event of a mishap.)
25. Are employees required to tie back long hair and to wear nets or caps?
26. Do workers help delivery personnel in unloading merchandise? ____ If so, have they received instruction in proper lifting techniques?
27. Are the aisles free of clutter and congestion?
28. Who is responsible for inspecting the insured's shelves and tables for structural integrity, and how often are such inspections conducted?



GROCERY STORE SUPPLEMENTAL INFORMATION

INSURED NAME: _____ DATE: _____

AGENCY: _____ AGENT NAME: _____

- 29. Are all employees trained in how to handle themselves during a robbery attempt? (Management should train workers to cooperate with the robber's demands, and any attempt to deter or detain the robber should be discouraged.)
- 30. Following a robbery and/or break and entry, what procedures are the employees instructed to follow?
- 31. Do employees have access to working telephones in each area, and are emergency telephone numbers posted in the store?
- 32. Are employees trained in securing and safeguarding evidence, and reducing distractions during the post-incident response process after a robbery or break-in occurs?
- 33. Does the insured pick up and deliver products?
- 34. If so, are Motor Vehicle Record's checked on all drivers?
- 35. What is the availability of emergency health care and first aid?
- 36. Have any employees undergone first aid training?