



## Temporary Employment Agency Requirements

Beacon Mutual Insurance Company's mission with regard to temporary employment agencies is to partner with you to ensure safe working environments for employees and to educate with regard to the services we can offer to assist in this process. The Beacon Mutual loss prevention procedure may include an "audit" of your worksite evaluation forms (WSE), training documentation, and accident investigation records as needed. Our expectation is that the temporary employment agency will be an active participant, and you will partner with us following the Temporary Employment Agency Requirements. *Failure to cooperate with these requirements may result in cancellation of your workers compensation policy, or impact policy pricing.*

1. You are required to report all new client companies to us within 48 hours of contracting. The notification must include sufficient information for us to complete the client company DWC09 form as required by the Rhode Island Department of Labor & Training.
2. You are required to provide us with additional information that we request when you report new client companies. Such information could include a copy of the executed contract, a completed worksite evaluation form (WSE), attached, or other information as deemed necessary.
3. You are required to complete a worksite evaluation Form (WSE) for all client companies prior to placement of employees. The worksite evaluation forms (WSE) may be reviewed during loss prevention visits. We reserve the right to review worksite evaluation forms at any time. Subsequent visits to perform additional worksite inspections may be required. Beacon Mutual's loss prevention and underwriting personnel are available to assist you with determining the proper scope and frequency of client inspections.
4. You are required to provide all employees with written job descriptions for any new job assignments.
5. You are required to conduct, and document, accident investigations for all claims.
6. We require that you retain safety and functional job training documentation that certifies all employees are specifically trained for the positions in which they are placed. Such documentation would include instructor name, topic, date, and employee signature.
7. You are required to implement use of language in the client agreement/contract which indicates the temporary employment agency's policy that employees must remain in positions they are assigned unless or until the client contacts your agency for approval to change the employees' job assignment.
8. You must work with our loss prevention representative to coordinate site visits with your client companies, and where possible, accompany our representative on the visit to answer any questions or address any issues which may arise. Our loss prevention representative may perform periodic site visits at your various client company locations on an as-needed basis. Visits will be dependent upon the nature of exposure, number of employees placed at the client facility, or where injuries are occurring.
9. Premium audits will be conducted on an as-needed basis by our staff of premium auditors. Please refer to Beacon's separate list of Premium Audit Requirements for temporary employment agencies.

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