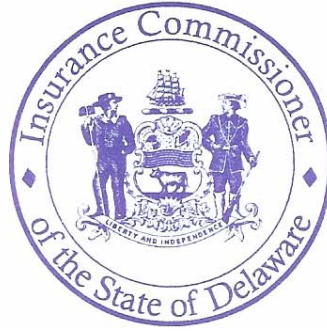


Matthew Denn  
Insurance Commissioner



Department of Insurance  
841 Silver Lake Blvd.  
Dover, DE 19904-2465  
(302) 674-7300  
(302) 739-5280 fax

## MEMORANDUM

TO: Employers Interested in Delaware's Workplace Safety Program

FR: Workplace Safety Program Office

RE: **Beginning the Qualifying Process**

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You have indicated an interest in the Insurance Department's Workplace Safety Program and are just a few steps away from savings on your insurance premiums.

To start the qualifying process, please:

- Fill out the enclosed *Delaware Employers' Workplace Health and Safety Incentive Program General Questionnaire* and return it to this office at the above address **five months prior** to your policy renewal date. The information you provide will serve as the basis for the workplace safety inspector's visits.
- Determine the costs of the inspections by checking the attached fee schedule. With your completed questionnaire, **submit a check**, made payable to the Delaware Insurance Department, in the amount of the first or consecutive year inspections as appropriate. If you are a contractor or artisan and have a fluctuating number of work sites, base the amount of the check on the number of work sites you have at the time you fill out the questionnaire. Adjustments will be made after the visits have been completed.

With the return of the questionnaire and the check covering the costs of the inspections, the Department will assign an independent safety inspector to you who will schedule the first visit. **Please note: the first visit must be completed at least four months prior to your policy renewal date.** You will receive the safety discount if the first inspection shows that your site(s) meet the safety standards. Failure to reaffirm the findings of the first visit on the unannounced visit will result in the loss of that discount.

**Remember: you must re-apply each policy renewal year to continue receiving the discount. You will undergo two inspections in your first year. In all succeeding years, there will only be one inspection (unannounced) - at half the price.**

If you have any questions, please do not hesitate to call (302) 674-7300. We appreciate the opportunity to be of service to you and look forward to welcoming you into the Workplace Safety Program. Our alternate fax number is 302-736-7910. Blank applications and frequently asked questions are available on our website:

[www.delawareinsurance.gov](http://www.delawareinsurance.gov)

## WORKPLACE SAFETY INSPECTION FEE SCHEDULE

For Property Management, Artisans, and Contractors (General, Building, Custodial, Lawn Service, etc.):

**EFFECTIVE AS OF NOVEMBER, 1 2003**

	<b>1<sup>st</sup> YEAR</b>	<b>ALL CONSECUTIVE YEARS</b>
Home Base plus 2 Sites or Less	\$700	\$350
Home Base plus 3 to 5 Sites	\$1,000	\$500
Home Base plus 6 to 10 Sites	\$1,500	\$750
Home Base plus 11 to 15 Sites	\$2,000	\$1,000
Home Base plus 16 or More	\$3,000	\$1,500

For Most Other Businesses:

	<b>1<sup>st</sup> YEAR</b>	<b>ALL CONSECUTIVE YEARS</b>
One Building	\$300	\$150
One Building Plus CDLs	\$400	\$200
Two Buildings/ Car Dealerships/Country Clubs	\$600	\$300
Four Buildings	\$1,200	\$600
Six Buildings	\$1,800	\$900
Eight Buildings	\$2,400	\$1,200
Ten Buildings	\$3,000	\$1,500

*Only Delaware work sites are eligible for the Workplace Safety Program. The safety credit applies to Delaware premiums only in multi-state policies.*

**\*FEES MAY BE ADJUSTED UNDER CERTAIN CIRCUMSTANCES**