



Managing Subcontractors

In today's market, coverage may be declined or surcharged if an account does not meet the underwriting guidelines for subcontractors. A subcontractor's liability is passed to the Contractor.

A Subcontractor with no insurance is the greatest risk. Even one with low limits can be costly. To alleviate this risk, Contractors should require each Subcontractor to have at a minimum:

1. \$1,000,000 for each Occurrence and \$2,000,000 for General Aggregate on a General Liability policy.
2. \$1,000,000 limit of liability for Auto coverage.
3. A Worker's Compensation policy should have state statutory limits.
4. The Subcontractor needs to add the Contractor as an Additional Insured on his or her General Liability policy.
5. The Contractor should obtain a Certificate of Insurance from Subcontractors on an annual basis.

For more information or, if you would like to refer a Subcontractor for a quote, please call us at 571-490-7903 and ask for Heather.

Keener Insurance Agency, Inc has a website and if you would like to be listed on it, please call and let us know. Call Charles if you would like to know more.

Reminder(s):

- *If you hire a new employee or an employee leaves your business, please call to let us know.
- *If a new employee is a driver, we will need him/her to fill out a Commercial Driver Questionnaire.

Business Personal Property

Could you list all of your business property from memory? If you had to file a claim, would you be able to prove what you lost? The best way to protect your business is to have a complete inventory of all your business property in your possession.



Record purchase prices and dates of purchases, and jot down serial numbers of computers, fax machines, phones, tools, and equipment, etc. A written description should include: date bought, original cost, serial numbers if applicable, and receipts. Make sure to include items stored in closets or storage boxes.

Take photos. The camera should be used to record things in all areas, as well as, close ups of items that might have a serial number.

A video camera is a great addition to providing additional documentation for your property. This tape or disc can be an aid in the event of theft, fire, or damage. Audio commentary should be added for things not readily apparent.

Once everything has been documented, it should be fairly easy to update things periodically. Store the complete inventory in a fireproof safe or safety deposit box. The better your inventory, the better chances are of recovering stolen items and receiving a full, prompt settlement from your insurance company.

Non-Owned Autos



Do your employees use their personal autos for your business? Do they use their auto to go to a restaurant to pick up lunch for staff members, or to pick up something from the post office?

Many commercial policies have an endorsement to provide the liability coverage for exposure if an employee is acting on the behalf of the business should he or she be involved in an accident.

To find out if you have this coverage or want to add it, please call.

Workplace Violence



According to the Professional Insurance Association (PIA) one in four workers is a victim of workplace violence each year. If no action is taken when violence occurs the likelihood of it continuing and psychological or physical harm increases.

There are many causes of workplace violence. An employee might become angry over his inability to perform well in a task. A worker might perceive his value to the company is viewed as minimal. Or perhaps domestic issues spill over into the workplace.

Management should be trained to recognize warning signs such as:

- Repeated company policy violation
- Increased argumentativeness
- Lack of concern with safety
- Loner tendencies - being withdrawn
- Difficulty accepting authority
- Significant change in appearance or performance
- Preoccupation with weapons
- Episodes of physical or verbal intimidation

Whatever the reason, there should be preventive strategies that include a company's commitment to make clear written policies outlining acceptable employee conduct. Management should work to create an environment that fosters positive and open communication.

Management must also be aware that the perception that its employees have of the company is actually the reality with which they must work. Even though it is best to act in such a way to prevent workplace violence from happening, it is also a good idea to have a plan in case it does occur. Article courtesy of PIA.

Umbrella



An Umbrella or Excess Liability policy is to provide additional limits of liability coverage above the underlying limit of the primary policies. This coverage is helpful for a catastrophic claim. If the underlying insurance liability limits are exhausted, the Umbrella policy will provide the additional coverage.

For more information or to get a quote please call us at 571-490-7903.

Insurance Checkup

Do you need an insurance checkup? Now is the perfect time to call your agent and go over your policy. Here are some questions to ask yourself:

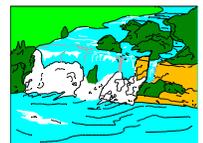


- ❖ Are you insured for the current replacement cost of your building, considering property appreciation, current building and zoning codes, and rising construction costs?
- ❖ Do you have an Electronic Data Processing policy (EDP) to cover computer and other electronic equipment you depend upon for daily business operations?
- ❖ Are you carrying extra coverage for electrical, mechanical, or pressure breakdowns?
- ❖ Have you reported all business acquisitions, additions, and improvements since the policy was last renewed?
- ❖ Have you reported all equipment and machinery purchases?
- ❖ If a disaster forced you to temporarily suspend business operations, are you covered for business income you would lose and any extra expenses you would incur to get up and running again?
- ❖ Do you have life insurance policies on key personnel to provide funds to help secure the continuity of the business?
- ❖ Are all job descriptions in writing to prevent anti-discrimination lawsuits?
- ❖ Have you notified your insurance company of new drivers or employees?

To review your policy(ies) and coverages please call.



Do you know the difference...
Between a flood and a sewer backup?



A flood involves rising waters, such as those caused by rain, melting snow, or overflow of a river. It can cause enormous damage. This is not covered by a business policy. A separate policy is needed for flood insurance.

Sewer or drain backup, on the other hand, involves water that causes damage to your business or building, or business property as a result of a sewer or drain that backs up. Sump pump failure is one of the main causes of drain back up.

Unlike flood insurance, the coverage for this type of loss can be purchased as an endorsement to your business policy. To discuss which type of policy will best suit your needs, call Heather at 571-490-7903.