



Workers Compensation

**How to get
the best
quote faster**



Your minimum information checklist and proposal form

Sending us the right information upfront can help us speed up the quoting process, so you can deliver even better service to your clients.

Below is a list of the minimum information required to complete an initial assessment. Please note our underwriters may request additional information specific to your client in some cases.

Workers Compensation minimum information guidelines

<p>Slip</p>	<ul style="list-style-type: none"> ✓ Legal entity &/or trading name ✓ ABN ✓ Period of Insurance ✓ State of coverage; ✓ Geographic spread- list of locations ✓ Required policy extension(s) including limit(s) required ✓ Commission <p>For renewals: Details as to any significant changes that have occurred to the business over the last twelve months or are expected to occur in the next twelve months. Examples include mergers, acquisitions, divestments, expansion plans, legal name changes etc.</p>	<ul style="list-style-type: none"> ✓ Company website ✓ Predominant business activity & description ✓ Overview & summary of the business activities, services and/or products offered ✓ Years in business ✓ Extensions ✓ OHS Policy
<p>Claims & Wages History</p>	<ul style="list-style-type: none"> ✓ Minimum 5 years Claims history (including full details for each claim) & corresponding wages history 	<ul style="list-style-type: none"> ✓ Estimate of wages and number of employees, per state with employee category (e.g. Managerial/ Sales/ Trades/ Directors/ Contractors etc)
<p>Sub-Contractors/ Contractors (where applicable)</p>	<ul style="list-style-type: none"> ✓ Payments to contractors/ sub-contractors ✓ \$ estimate next 12 months (split by State) 	<ul style="list-style-type: none"> ✓ Type of work carried out
<p>Labour Hire</p>	<ul style="list-style-type: none"> ✓ Payments to contractors/ sub-contractors ✓ \$ estimate next 12 months (split by State) ✓ Type of work carried out 	<ul style="list-style-type: none"> ✓ Wage roll to numbers ✓ Employer split by numbers
<p>Workplace Health and Safety</p>	<p>Details of any documented Workplace Health Safety, Injury Management & Return to Work processes and any supporting information</p> <p>Describe high-risk activities conducted by your business & specific controls in place to manage these exposures</p>	<p>Examples of high-risk activities:</p> <ul style="list-style-type: none"> ✓ Working at heights ✓ Mobile plant/forklift ✓ Remote or isolated employees ✓ Confined spaces ✓ Demolition work ✓ Excavation or trenching ✓ Hazardous materials
<p>Specific High-Risk Exposures (Information for Re-insurance)</p>	<p>For high-risk exposures mentioned below, additional details around nature of the exposure, workers involved, information around labour hire, contractors, Common Law limit of liability etc</p> <p>Examples of high-risk activities:</p> <ul style="list-style-type: none"> ✓ Underground mining or associated services ✓ Tunnelling, bridge or dam construction ✓ Handling of, or exposure to hazardous materials (including but not limited to Asbestos, silica, radioactive material) 	<ul style="list-style-type: none"> ✓ Offshore activities (i.e. oil rigs etc.) or working on ships ✓ Operation of aircraft or chartering of flights ✓ Working at oil refineries

Want to request a quote?

Submit your customers quote request using quote slip with the minimum information to workerscompunderwriting@qbe.com



If you have any questions, please contact us at qbe.com/au/brokers