



Prospect Notification Worksheet

Temporary Staffing Companies

(Type or Print)

Staffing Company Name: _____ Today's Date: _____

Contact Name: _____ Contact Phone: _____

Contact E-mail Address: _____

Prospect Data (attach separate listing of all additional locations)

Prospect Company Name <small>(include dba if applicable)</small>		Proposed Effective Date	
Prospect FEIN Number		Total # of Employees	
Prospect's Street Address		Prospect's Phone Number	
Prospect's City, State & Zip		Does this prospect require any endorsements such as Waiver of Subrogation or an Alternate Employer Endorsement? Yes No	
Website			

Will your employees perform their work at a *different* address from above? If yes, please provide the address where your employees will perform their work in the space provided below. If approved, which address should be used in the Certificate Holder box on the Certificate of Insurance?

Detailed Description of Prospective Client's Business (not job specific duties)

Temporary Staffing Employee Information

State + Class Code	# of Temporary Employees	Job Duties	Annual Payroll

Client Information (Provide details for all “Yes” answers)

		Yes	No
A	Has temp placement company visited the work site?		
B	Did you complete an OSHA Establishment Search for this prospect?		
C	Will there be any group travel or company transportation exposures?		
D	Any trenching/excavation exposures?		
E	Is there any height exposure above ground level?		
F	Is there any chemical exposure?		
G	Is there any machine exposure?		
H	Do any operations require respirators or dust masks?		
I	Are there any airborne and/or bloodborne pathogens exposures?		

If you answered “Yes” to Question B, explain the OSHA Establishment Search for this prospect? (number of violations, types of violations, incurred penalties, etc....)

We highly recommend you perform an OSHA Establishment Search for every new prospective client and consider the results when deciding if you want to do business with them. While performing a search is not currently required for you to submit this prospect for consideration, this may become a requirement in the future. If you have questions about how to perform an OSHA Establishment Search, please contact your InSource Account Manager

Client Risk Management Programs

What training does the staffing company provide?

What training does the staffing company’s prospect company provide?

Is PPE required for any of the job duties?

If you answered yes to the above question concerning PPE, please answer the following additional questions:

What PPE is required for each job description?

Who will furnish PPE and do appropriate PPE training?

Will PPE be enforced for all workers, and is a written discipline policy in place?

Contact Signature _____ Printed Name _____

If this prospect has specific requirements and/or requests regarding Certificate of Insurance language and/or special endorsements, please include those when submitting this Prospect Notification Form on InSource’s website.