

Home Health Care Services

Please provide the number of employees by classification

942 – Home Health Professional _____

943 - Home Health Non-Professional _____

953 –Clerical Office _____

Please provide a list of services provided under each classification

942 – Home Health Professional:

943 - Home Health Non-Professional:

953 –Clerical Office :

Are the employees union or non-union? If union, when is the contract up?

Does the insured have a formal Return to Work program in place?

Are employees brought back to work with restrictions after a work related injury?

Are jobs descriptions available that identify tasks and their associated physical requirements?

Does the insured currently have a Physician's Panel in place?

Does the insured have a safety committee?

How often are meetings held?

Is the committee certified by the PA Department of Labor?

Please provide the approximate number of visits made to clients per week.

Are inspections completed at each client's residents to identify hazards?

Is a checklist used?

Are recommendations made to the property owner?

Are the hazards reviewed with all caregivers?

When lifts are used in the home, are employees trained in their use and required to use them?

Are all potential clients assessed and evaluated to assure that the agency can meet their needs?

Do client assessments include recommending lifting and other assistive devices?

Is there a policy in place that addresses recommending a next level of care (two items above)?

Please provide information regarding over the road exposures:

Radius of travel

Are driver's licenses checked for all drivers at time of hire and again when it is renewed?

Are Motor Vehicle Reports obtained for all drivers at the time of hire and annually thereafter?

Do drivers participate in any classroom or over the road driver training program?

Please provide details for any claim over \$25,000. (How did the injury occur? Was an accident investigation completed? What changes were made to prevent future claims of this type? Was the employee offered light duty? Is this claimant currently working light duty? Is this claimant still an employee?)