



COMPLYWORKS

ComplyWorks Questionnaire Updates – Summer 2014

We want to make it as simple as possible for your company to understand and meet compliance requirements. This document is intended to provide you with an overview of the updates and improvements we have made.

Questionnaire

[How to use this Questionnaire](#)

Your questionnaire is based on the following criteria: [Show / Hide](#)

Filter by allowed requester
All

Click on the Listed topic, which requires your current attention, to expand and show all of the related questions. Your answer will be automatically saved when you move to another question.

- Business Information
 - Corporate Profile
 - Billing Information
- Finance
- Insurance
- Workers Compensation
- Regulatory Compliance
- Safety
- Safety and Health Statistics
- Transportation
- Environmental
- Quality Assurance
- Cultural Compliance
- Terms and Conditions
- References

Business Information

- Q. Key Contacts
- Document Business Registration
- Document Certificate of Incorporation
- ▶ Corporate Profile
- ▶ Billing Information

Simplified organization

All of the questions have been regrouped into categories, available from the left side of the page. Questions can now be approached in a more organized fashion, with less scrolling and searching.

Updated look and feel

To make your time in ComplyWorks more enjoyable we have updated the look of the Questionnaire to be more consistent with the rest of our system and site.

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Business Information

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1 Requires Attention
5 Not Published

Pinpoint issues quickly from within the Questionnaire

If a question requires your attention, it will be clearly indicated with a red dot. Click on the section to identify the specific question that needs updating or adjusting.

Streamlined workers' compensation and insurance entry

Enter your workers' compensation and insurance information in less time. We have reworked how you provide data in this section so that it takes you less clicks to get the job done.

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- Business Information
- Finance
- Insurance
- Workers Compensation**
 - USA Workers' Compensation
- Regulatory Compliance
- Safety
- Safety and Health Statistics
- Transportation
- Environmental
- Quality Assurance

Workers Compensation

- Q. Does your company have a Workers Compensation Account in good standing for all jurisdictions (provinces or territories) in which your company performs work?
- Q. Have your Workers Compensation Clearance Letters been submitted to ComplyWorks for each listed Compensation Account Number?
- Q. Are all personnel insured under applicable WCB coverage including personal coverage for Owners, Directors and Managers of the company?
- Q. Do you carry employer's liability insurance covering all your personnel who may be involved in performance of the services including partners, proprietors and owner-operators where not covered by workers compensation?
- Q. Do your company's owners or workers perform work on client's or other employer's worksites?

Location	Account Number	Expiry Date	Clearance Letter
Alberta	123123123		Upload OR Fax

add an item delete last item

- Q. Alberta WCB experience rate differential
- Document Alberta WCB Employer Premium Rate Statement

USA Workers' Compensation

Become compliant for a specific client faster

Looking to meet requirements for a single client so that you are ready to work fast? Now you are able to select a client and see the questions that you need to answer to meet their requirements. Select their name and the Questionnaire will automatically change to only display that client's question set. Still the Questionnaire still functions the same as always – if a question is asked by more than one client, you only need to answer it a single time.

Questionnaire

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Filter by allowed requester

All

All

- Client 1
- Client 2
- Client 3
- Client 4
- Client 5
- Client 6
- Client 7

Navigate directly to your compliance problems while you review your compliance statuses

When you view your Clients tab you are now able to go directly to the item that is affecting your compliance status. You no longer need to remember what data you need to adjust; simply click and fix.

Employer Demo - Advanced

Releasing Data: YES

Compliance [explain]: Non-Compliant

- CGL plus Umbrella (combined) insurance is less than 5 million minimum
- Require the following insurance type to be complete: CGL plus Umbrella (combined)
- Missing safety stats

How to use this Questionnaire

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- Finance
- Insurance
- Workers Compensation
- Regulatory Compliance
- Safety
- Safety and Health Statistics**
- Specify the basis for exposure or employee hours:
- Transportation
- Environmental
- Quality Assurance

Safety and Health Statistics

- Q. Peak number of employees in the year?
- Q. Total hours worked per year?
- Q. Fatalities per year?
- Q. Lost time injury cases per year?
- Q. Restricted (modified) work cases per year?
- Q. Medical aid cases per year?
- Q. Total recordable cases per year?
- Q. Lost time incident frequency per year?
- Q. Total recordable injury frequency per year?
- Q. Total number of vehicle incidents per year?
- Q. Total kilometers driven per year?
- Q. Are employees from other offices / districts ever utilized?
- Q. If an employee from another district is injured, at which office / district is their injury recorded?

Specify the basis for exposure or employee hours: