

Bradbury Stamm Construction – Safety Directive

Safety Directive # 013-03

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INSURANCE CLAIMS

Purpose

- To create a process to handle company insurance claims
- To establish a central filing system for all company insurance claims and correspondence

Rationale

Construction companies have many types of insurance coverage and thus, many potential types of claims may be filed. A central repository for copies of all communication will be established so that copies of any claim-related activity or communication can be maintained, simplifying access to this information as well as information related to the status of all insurance claims.

Policy

All Workers Compensation claims and related communication will be sent to the BSC Safety Administrator. All other insurance claims will be handled in the following manner:

1. Superintendents or Managers shall initiate claims.
2. Notification of a claim shall be made by the following:
 - Contact BSC President Dennis Towne at (505) 250-2174, BSC Safety Director John Brown at (505) 577-7930, and Safety Administrator at (505) 350-6443.
3. Bradbury Stamm's Insurance Broker will send claim acknowledgment to the Safety Administrator as well as to the person initiating the claim.
4. Copies of any and all claim documents and correspondence sent to Bradbury Stamm's Insurance Broker or the insurance carrier for Bradbury Stamm Construction will be sent to the Safety Administrator.
5. Information related to the status of any and all claims will be sent to the Safety Administrator. The Safety Administrator shall share information related to new claims and the status of ongoing claims with the President through weekly status reports or in person when necessary.
6. Requests for information related to insurance claims from BSC personnel, our carrier or outside counsel hired by our carrier can be made through the Safety Administrator.
7. Copies of all routine communication, including notes of telephone conversations, related to claims will be sent to the Safety Administrator