TRINIDAD NAVARRO
COMMISSIONER



STATE OF DELAWARE
DEPARTMENT OF INSURANCE

WORKPLACE SAFETY PROGRAM APPLICATION SUBMISSION TIPS

1. Once completed, save and/or print your current application for your records. Simply update your information for your consecutive year application.
2. Contact us if you have not received confirmation of your application submission within three business days. Email: Safety@delaware.gov or Phone: (302) 674-7377.
3. Review the current fee schedule to determine your inspection fee. If you have participated previously and have no change in number of locations or size of operations, your fee is likely the same as you previously paid. Check your report from last year for any notes regarding your fee. If your insurance company is conducting your inspection then no Department of Insurance (DOI) inspection fee applies but the WPS application process remains the same.
4. When listing permanent locations, please provide complete addresses and keep your list to Delaware only as the WPS discount applies only to the Delaware portion of your workers' compensation policy. When listing job sites, where possible, provide Delaware job site address for current jobs or jobs that are expected to be occurring within the next three to four weeks.
5. If you have participated previously, review your most recent inspection report. Abatement of previous recommendations will be considered when determining if you will be awarded the WPS discount.
6. The Job Site Addendum is required if your covered employees conduct operations of any kind [commercial cleaning, roadside flagging, lawn maintenance, plumbing, electrical, etc.] off your home office/home base premises.
7. The Drug Free Workplace Addendum is voluntary. Providing a complete Drug Free Workplace program is recommended for best practices but is optional. Contact your insurance agent or company to inquire if you are eligible for an additional discount.
8. Use the chart provided to supply workplace injury data. DO NOT SEND loss cost reports or any other report containing personally identifiable information.
9. For additional information on the step by step process, please see page 2 of our FAQ's on our website.

REMINDER: FIRST YEAR RE-INSPECTIONS AND CONSECUTIVE YEAR INSPECTIONS ARE UNANNOUNCED. Inspectors will not wait and will not reschedule their visit. Refusal to allow your inspection will result in the denial of your insurance premium discount.

12/2024