



WTCW

OCIP V Insurance Manual

LOS ANGELES UNIFIED SCHOOL DISTRICT

The School Repair and Construction Program

Owner Controlled Insurance Program (OCIP)

Revised 03/02/2026 – Revision 1.7

THIS MANUAL IS A CONTRACT DOCUMENT

March 02, 2026



Contents

- I. Introduction..... 2**
- II. OCIP Directory..... 3**
- III. Project Definitions..... 4**
- IV. OCIP Coverages 6**
 - Builders' Risk.....6
 - Commercial General Liability.....6
 - Workers' Compensation & Employers Liability.....6
 - Contractor's Pollution Liability.....7
 - Excess Liability.....7
 - Evidence of Coverage.....8
 - Assignment of Return Premiums.....8
 - Excluded Parties.....8
 - Additional Information.....8
- V. Contractor & Subcontractor Insurance Requirements 9**
 - Enrolled Parties.....9
 - Excluded Parties.....9
 - Certificate Requirements.....9
- VI. Contractor and Subcontractor Responsibilities 10**
 - Contractor Bids.....10
 - Adjustments for OCIP Insurance Costs.....11
 - Enrollment.....11
 - Change Order Procedures.....12
 - Warranties.....12
 - Maintaining Enrollment in the OCIP.....12
 - Safety Standards.....12
 - Payroll Reports.....12
 - Insurance Company Payroll Audit.....13
 - Demolition/Abatement Work.....13
 - Crane Work.....13
 - Close Out and Audit Procedures.....14
- VIII. Claim Reporting Procedures 15**
 - Insurance Manual.....15
 - Workers' Compensation Claims.....15
 - No ADR Processes for OCIP Workers' Compensation Claims.....16
 - Medical Provider Network (MPN) Requirements.....16
 - General Liability Claims.....17
 - Automobile Liability Claims.....17
 - Pollution Liability Claims.....17
 - Builders Risk Claims.....18
 - Enrolled Contractors Incident/ Claims Investigations.....18
 - Penalties.....18
- IX. WTW CompPAS Online Portal Instructions 20**
 - WTW CompPAS – Online Portal Instructions.....20
- X. Appendix 22**
 - How to add a Notice of Subcontract Award.....22
 - Processing an Enrollment.....23
- About WTW 28**



I. Introduction

Welcome to the Los Angeles Unified School District (LAUSD or District) School Repair and Construction Program Owner Controlled Insurance Program.

LAUSD has arranged for its construction projects to be insured under its Owner Controlled Insurance Program (OCIP). An OCIP is a single insurance program that insures the District, the Board, all Enrolled Contractors and Enrolled Subcontractors, and other designated parties for Work performed at the Project Site(s). Certain Contractors and Subcontractors are excluded from this OCIP. These parties are identified in Section 3 of this Manual.

Each contractor enrolled in the OCIP will be provided coverage for: Workers' Compensation, Employer's Liability, General Liability, Excess Liability, Builders Risk, and Contractor's Pollution Liability Insurance ("OCIP Coverages") for operations of Enrolled Parties at the Project Site.

The District will pay the insurance premiums for the OCIP coverages described in this Manual. You should notify your insurance broker/insurer(s) of the coverages provided under this OCIP to avoid the duplication of coverage.

Each bidder is required to EXCLUDE from its bid price the cost of the OCIP Coverages provided by the District.

DISCLAIMER:

The information in this Manual is intended to outline the OCIP. If any conflict exists between this Manual and the OCIP insurance policies, the OCIP insurance policies will govern.



II. OCIP Directory

SPONSOR			
Los Angeles Unified School District (LAUSD) Division of Risk Management & Insurance Services 333 South Beaudry Avenue, 28th Floor Los Angeles, CA 90017			
LAUSD OCIP Manager		LAUSD Interim OCIP Coordinator	
Amalia Sánchez amalia.sanchez@lausd.net		Jesús Rico jxr6146@lausd.net	
Position	Contact	Email(s)	
LAUSD OCIP WC Claims Processing Supervisor	Juan Chaidez	OCIP@lausd.net	
Senior Insurance Technician	Jean Launder (Buenaflor)		
Insurance Technician	Rachel Harris		
OCIP ADMINISTRATOR			
Willis Towers Watson Insurance Services West, Inc. (WTW) 300 South Grand Suite 2000 Los Angeles, CA			
Position	Contact	Phone Number(s)	Email(s)
WTW OCIP Client Service Specialist	Irene Montes	415-244-9858	LAUSD.OCIP@wtwco.com
WTW OCIP Client Service Specialist Back-Up	Maria Maravilla	415-696-4411	
WTW OCIP Client Service Lead	Nancy Jarmon	214-535-1887	Nancy.Jarmon@wtwco.com
WTW OCIP Senior Claims Associate	James Hensley	720-591-0692	James.Hensley@wtwco.com <i>Non-WC claims:</i> claimwest@willistowerswatson.com
WTW OCIP Claims WC	Julie Travers	818-534-7603	Julie.Travers@wtwco.com
WTW Account Executive	Kathryn Swazo	503-348-6544	Kathryn.Swazo@wtwco.com



III. Project Definitions

The following definitions apply to the terms used in this OCIP Manual.

Term	Definition
Approved Off-Site Locations	A location 100% dedicated to the Project can be considered. A request must be submitted in writing to LAUSD OCIP Manager and OCIP Administrator must be approved in writing by the LAUSD OCIP Manager or OCIP Administrator.
Certificate of Insurance	A document providing evidence of the existence of coverage for a particular insurance policy or policies.
ComPAS (Enrollment System for Contractors)	WTW Comprehensive Project Administration System (ComPAS) is the Administration Portal for the online OCIP Administration managed by WTW. The web address is https://cp.wtwcompas.com The recommended browser is Chrome.
Contract	A written agreement between the Sponsor and the Contractor for specific work and includes written agreement between a Subcontractor and any tier of Subcontractor.
Contractor	For purposes of this OCIP Manual, the term Contractor will mean Contractor and Subcontractor of any tier, as appropriate.
Eligible Parties	Parties performing labor or services at the Project Site are eligible to enroll in the OCIP, unless they are an Excluded Party.
Enrolled Parties	Those eligible Contractors and Subcontractors that have submitted all necessary enrollment information and have been accepted into the OCIP as evidenced by a LAUSD OCIP Confirmation Letter and LAUSD OCIP Certificate of Insurance provided by the OCIP Administrator.
Excluded Parties	<p>The LAUSD OCIP does not cover the following:</p> <ul style="list-style-type: none"> • Vendors, suppliers, truck carriers or haulers, material dealers, delivery persons, • Structural demolition operations, blasting operations, • Surveyors, any and all professional trades, any security patrol or guard services, • Hazardous waste removal, abatement contractors, • Manufacturers, or fabricators, • Any other organization performing activities outside of the “designated project(s)” that do not have on-site dedicated payroll associated with construction activities, • Independent Crane operators, and physical damage to any crane, • Any parties or entities not specifically identified or excluded by LAUSD in its sole discretion, even if otherwise eligible.



Term	Definition
OCIP Coverages	LAUSD–provided OCIP Coverages for Eligible and Enrolled Parties that include Workers’ Compensation, Employer’s Liability, General Liability, Excess Liability, Builders Risk, and Contractor’s Pollution Liability Insurance for operations performed at the Project Site.
OCIP Insurance Manual	For purposes of this Manual and Contracts, OCIP Insurance Manual includes “Los Angeles Unified School District - The School Repair and Construction Program-Insurance Manual”, “OCIP Manual” and “Insurance Manual”.
OCIP Insurer	The insurance company (carrier) is the entity that <i>underwrites, issues, and supports the wrap-up insurance policy</i> that covers the entire construction project.
OCIP Program Administrator	LAUSD and Willis Towers Insurance Services West, Inc. (WTW)
Owner Authorized Representative (OAR)	The OAR assigned to the LAUSD project administers and oversees the OCIP on behalf of the Owner, ensures compliance by all participating contractors, coordinates coverage, claims, safety and documentation and acts as the Owner’s central authority for all OCIP–related matters.
Owner Controlled Insurance Program (OCIP)	LAUSD’s Owner Controlled Insurance Program – A coordinated insurance program providing certain coverages, as defined herein, for the District, Eligible and Enrolled Contractors, and Eligible and Enrolled Subcontractors performing Work at the Project Site.
Project Site	Project Site shall mean those areas designated in writing by Sponsor in the Contract for performance of the Work and such additional areas as may be designated in writing by Sponsor for Contractors use in performance of the Work
Sponsor	Los Angeles Unified School District, LAUSD or the District, and is the Named Insured on all OCIP insurance policies
Third Party Administrator (TPA)	A TPA is an independent company (separate from the District) responsible for monitoring OCIP Workers’ Compensation and General Liability claims at the project site and closing them in a timely manner.
Work	Operations as fully described in the Contract.



IV. OCIP Coverages

The OCIP (Owner-Controlled Insurance Program) coverages and exclusions are outlined in full within the respective insurance policy forms. The summaries of these coverages provided in the General Conditions or the Insurance Manual are intended for reference only and should not be considered complete or authoritative. In the event of any conflict between the descriptions in the General Conditions, the OCIP Insurance Manual, or the Contract Documents and the actual OCIP policies, the terms and provisions of the OCIP policies will take precedence.

It is important to note that each line of coverage is different and may vary in deductibles, limitations, and exclusions. LAUSD reserves the right to adjust these limits, and contractors will be notified of any such changes. For any questions, contact OCIP@lausd.net. The following sections will provide a detailed overview of the key OCIP coverages.

Builders' Risk

Limits of Liability Shared by All Insureds for All Projects	
Each Occurrence Limit	\$50,000,000
Contractor or Subcontractor Deductible	Policy Terms.
Deductible	\$ 50,000

All projects in excess of \$50 million in construction value must be submitted for individual underwriting prior to binding coverage.

LAUSD has secured Builders' Risk coverage for Work performed under all construction bond-funded projects.

Commercial General Liability

Limits of Liability Shared by all covered parties for All Projects	
Bodily injury and Property Damage - each occurrence	\$2,000,000
General Aggregate for all Enrolled Parties	\$4,000,000
Personal/Advertising injury – each occurrence	\$2,000,000
Products & Completed Operations/Aggregate	\$4,000,000
Deductible	\$ 50,000

Coverage Form: Equivalent to ISO Occurrence Form CG 001 edition 2001 or later. 10-year Products & Completed Operations Extension beyond final acceptance of the entire Project with a single, non-reinstated aggregate limit.

Workers' Compensation & Employers Liability



Coverage in CA – An individual Workers’ Compensation Policy will be issued to each Enrolled Party

Part One:	Workers’ Compensation	Statutory Limit
Part Two:	Employer’s Liability	Annual Limits Per Insured
	Bodily Injury by Accident, each accident	\$1,000,000
	Bodily Injury by Disease, each employee	\$1,000,000
	Bodily Injury by Disease, policy limit	\$1,000,000

Contractor’s Pollution Liability

Limits of Liability Shared by All Insureds for All Projects

Each Occurrence Limit	\$50,000,000
Annual General Aggregate Limit	\$50,000,000
Deductible	\$500, 000

Contracting operations performed by or on behalf of the named insured associated with Los Angeles Unified School District OCIP V performed between 05/01/2023–04/30/2028

The LAUSD may assess to each enrolled contractor/subcontractor \$250,000 or up to the policy deductible per occurrence for any pollution claim due to the Contractor or its Subcontractor’s negligence for any damages. This is subject to a \$1,000,000 aggregate.

Excess Liability

Limits of Liability Shared by All Insureds for All Projects

Each Occurrence Limit	\$100,000,000
General Aggregate for all Enrolled Parties	\$100,000,000
Products & Completed Operations/Aggregate.....	\$100,000,000



Evidence of Coverage

Each Enrolled Party will be issued an individual Workers' Compensation policy. The OCIP Administrator will also provide a Certificate of Insurance evidencing the OCIP coverages to each Enrolled Party. Other documentation including forms, posting notices, if any, will be furnished to each Enrolled Party. A copy of the General Liability policy and evidence of Builders' Risk will be available for review upon written request to the LAUSD OCIP UNIT or designee; Contact (213) 241 3139.

Assignment of Return Premiums

The District will pay the cost of the OCIP insurance coverage. The District will be the sole recipient of any return premiums or dividends from the OCIP coverages. All Enrolled Parties shall assign to the District all adjustments, refunds, premium discounts, dividends, credits, or any other monies due from the OCIP insurers.

Excluded Parties

Excluded Parties must meet the insurance requirements as more fully outlined in the Contract documents and provide evidence of coverage to the District.

Additional Information

Insurance coverage and limits provided under the OCIP are limited in scope and are specific to Work performed after the inception date of enrollment into this OCIP. Contractors and Subcontractors are advised to have their insurance representative review this information. Any additional coverage purchased will be at the option and expense of the Contractor and Subcontractor.

Contractors and Subcontractors are advised to arrange their own insurance for Contractor- or Subcontractor-owned, used, leased, or rented equipment and materials. The OCIP will not cover Contractor or Subcontractor property.

WARNING:

There are financial repercussions if the reporting requirements are not met. Please read and understand all reporting requirements. Failure to submit any required OCIP forms or supporting documentation as required may result in the withholding of payments until required documentation is received or a Penalty assessed for failure to comply.



V. Contractor & Subcontractor Insurance Requirements

Contractors and all Subcontractors are required to maintain coverage to protect against losses that occur away from the Project Site or that are otherwise not covered under the OCIP.

Contractors and Subcontractors are required to maintain insurance coverage for the duration of the Contract(s) that protects the District from liabilities. These liabilities may arise from the Contractor's and Subcontractor's operations performed away from the Project site, from coverages not provided by the OCIP, or from operations performed by Excluded Parties. The OCIP places Contractors and Subcontractors into one of two main categories: Enrolled Parties and Excluded Parties.

Enrolled Parties

Enrolled Parties must provide evidence of Workers' Compensation, General Liability, and Excess/Umbrella Liability insurance for off-site activities and Automobile Liability insurance for both on-site and off-site activities as specified in the Contract. Contractors must provide their Certificate of Insurance to LAUSD Procurement, (Contract Administrator), and amalia.sanchez@lausd.net and Irene.Montes@wtwco.com

Excluded Parties

Excluded Parties must provide evidence of Workers' Compensation, General Liability, Excess/Umbrella Liability, Automobile Liability and Pollution Liability insurance for all activities including both on-site and offsite activities as per the insurance specifications in the Contract. See Section 3 for the definition of Excluded Parties. All Excluded Prime Contractors must provide their Certificate of Insurance to LAUSD Procurement, (Contract Administrator), and amalia.sanchez@lausd.net and Irene.Montes@wtwco.com

Certificate Requirements

Enrolled Parties and Excluded Parties must submit verification of insurance in the form of a Certificate of Insurance (COI) on a standard ACORD form 25. They must provide verification of insurance as outlined in the Contract to LAUSD Procurement, (Contract Administrator), and amalia.sanchez@lausd.net and Irene.Montes@wtwco.com. All Contractors and Subcontractors are responsible for monitoring their Enrolled Subcontractors Certificates of Insurance whether they are enrolled or not. The District reserves the right to disapprove the use of Subcontractors unable to meet the insurance requirements. Certificates of Insurance evidencing compliance must be made available to the District or the OCIP Administrator upon request.



VI. Contractor and Subcontractor Responsibilities

Throughout the course of the Project, Contractors and Subcontractors will be responsible for reporting and maintaining certain records as outlined in this section. Contractors and Subcontractors are required to cooperate with the District and its OCIP Administrator in all aspects of OCIP implementation and administration.

Responsibilities of the Contractor and Subcontractors of all tiers include all Contract responsibilities, including but not limited to the following:

- Safety Pre-Qualification prior to submitting a bid. Contractors may only contract with Subcontractors that have safety pre-qualified
- **EXCLUDE the cost of OCIP insurance from their bids, if eligible for the OCIP**
- Provide each Subcontractor with a copy of this Insurance Manual & Safety Standards
- Enrollment in the OCIP, if eligible, within ten (10) working days of Notice of Intent to Award of Contract
- Include OCIP provisions in all contracts with Subcontractors
- Provide timely evidence of other insurance or contractor-required insurance within ten (10) working days of notice of intent to award of contract
- Notify the OCIP Administrator of all subcontracts awarded
- Maintain and report monthly payroll records
- Cooperate with the OCIP Administrator's and/or the OCIP Manager's requests for information
- Comply with insurance, claim and safety procedures
- Monitor and maintain its Subcontractors' Certificates of Insurance on-site
- Notify amalia.sanchez@lausd.net and Irene.Montes@wtwco.com immediately of any insurance cancellation, modification, material change, or non-renewal of Contractor required insurance
- **Ensure that their own eligible and enrolled subcontractors EXCLUDE the cost of OCIP insurance from their bids**

Contractor Bids

The District provides insurance for all Enrolled Contractors and Enrolled Subcontractors under the OCIP for Work performed at the Project Site(s).



Adjustments for OCIP Insurance Costs

Each Contractor and Subcontractor eligible for Enrollment is required to EXCLUDE the Costs of OCIP coverages from your bid price for the proposed scope of work (including subcontracted work whether the Subcontractor is identified at the time of the bid). Change orders must also be priced by Enrolled Parties to EXCLUDE the cost of insurance.

Contractors are solely responsible for ensuring that their Subcontractors of all tiers also remove the cost of OCIP-provided insurance from their bid.

Enrollment

Each Enrolled Party shall provide details about themselves and their Subcontractors to the OCIP Administrator to enroll them in the OCIP. The Contractor and Subcontractor must each complete Online Enrollment Application in WTW CompAS. Instructions for online access and enrollment are included in this Manual. **A separate enrollment must be completed for every contract, even if they already have another contract enrolled on the same project.** Enrollment must be completed and submitted to the OCIP Administrator via the WTW CompAS system prior to entering the Project Site(s).

Each Enrolled Party will receive an OCIP Confirmation Letter with an OCIP Certificate of Insurance. An OCIP Confirmation Letter is a letter issued by the OCIP Administrator and confirms acceptance into the LAUSD OCIP. The OCIP Certificate of Insurance evidence the OCIP coverage.

In addition, a separate OCIP Workers' Compensation policy will be issued to each Enrolled Party.

EACH CONTRACT MUST BE ENROLLED INTO THE OCIP:

Enrollment into the OCIP is not automatic. Every contract must be enrolled separately. All Eligible Contractors and all Eligible Subcontractors **must** complete the online enrollment and participate in the enrollment process for OCIP coverage to apply. Access to the Project Site will not be permitted until Enrollment into the OCIP is complete. Contractor Portal: <https://cp.wtwcompas.com>



Change Order Procedures

Change orders must also be priced by Enrolled Parties to **EXCLUDE** the cost of OCIP insurance.

Contractors are solely responsible for ensuring that their Subcontractors of all tiers also remove the cost of OCIP-provided insurance from their bid.

Warranties

All Enrolled Parties authorize the release of claim and audit information for all policies covered under LAUSD OCIP to the District and the OCIP Administrator. Insurance costs covered by the LAUSD School Repair and Construction Program Owner Controlled Insurance Program have been removed from the Contract, Subcontracts, and any Change Orders. The cost of premiums for non-OCIP coverage specified in the contract are the responsibility of Contractor and Subcontractors of all tiers.

Maintaining Enrollment in the OCIP

If you do not comply with all the terms of this Manual in a timely manner, including the Construction Safety Standards, you may not remain enrolled in the OCIP. Contractors eligible for enrollment in the OCIP who are not enrolled in the OCIP will not be granted access to the Project Site(s).

Safety Standards

Each Contractor and Subcontractor is required to have a written safety program and to provide a designated safety representative who is on Site when any Work is in progress. Safety Representative Requirements are as specified in the contract and LAUSD Safety Program. Minimum standards for Contractor safety programs are outlined in the LAUSD's Safety Standards.

Payroll Reports

Each Enrolled Contractor and Enrolled Subcontractor of every tier must submit monthly payroll reports. The reports will identify worker-hours and payroll by Workers' Compensation classification code for all Work performed at the Project Site. This information will be used to provide the District's insurers with information required for determining the District's premium.

All Enrolled Contractors and Enrolled Subcontractors must submit payroll reports prior to the 10th of the following month. Payroll must be reported online. Instructions for online access are provided in Section 8. The monthly worker-hour and payroll reports should include all on-site workers. Supervisory and clerical personnel payroll should also be included if it occurred on-site and covered only Work performed directly at each Project Site.

Failure to submit the payroll reports as required may result in a fine, the withholding of contract progress payments or final payment until the reports are received and may also result in being barred from future opportunities with the District



Insurance Company Payroll Audit

Each Enrolled Contractor and Enrolled Subcontractor is required to maintain payroll records for each Contract. Such records will allocate the payroll by Workers' Compensation classification(s) code and exclude the excess or premium paid for overtime (i.e., only the straight time rate will apply to overtime hours worked).

Furthermore, such records will limit the payroll for Executive Officers and Partners/Sole Proprietors to the limitations as stated in the State of California manual rules.

It is important that you properly classify payrolls, as these are reported to the rating bureau for promulgation of future Experience Modifiers for your firm. All Enrolled Contractors and Enrolled Subcontractors shall make available their payroll records, vouchers, contracts, documents, and records, of all kinds, to the auditors of the OCIP insurer(s) or the District's representatives. Availability of records must be for the policy period, any extension, or during a final audit period as required by the insurance policies.

Demolition/Abatement Work

Contractors/ subcontractors performing this type of work must provide and maintain a Pollution Liability Policy covering hazardous materials abatement. The contractor/subcontractor shall complete and submit to OCIP Manager, Amalia Sanchez the **00620 Certificate of Insurance for Hazardous Materials** form as verification of insurance coverage for hazardous materials work. Demolition projects with no hazardous materials abatement or disturbances that may be performed by properly trained personnel according to Specification Sections 13280 and 13282.

No portion of the demolition will be eligible for insurance coverage through the OCIP. Contractors will be required to name LAUSD as an **Additional Insured** and provide a **Certificate of Insurance** of Workers' Compensation, General Liability, Excess/Umbrella Liability, Automobile Liability, and Pollution Liability insurance for all activities including both **on-site** and **off-site** activities as per the insurance specifications in the Contract.

The OAR assigned to the project shall ensure that the appropriate insurance is maintained by the Contractor for the duration of the project **FOR DEMOLITION ABATEMENT**

Crane Work

As respects any operations requiring **CRANES**, contractors are required to notify the LAUSD OCIP Manager prior to use so that an appropriate plan can be developed in advance of the work beginning. Such notification shall give LAUSD time to participate in the review, preplanning, and monitoring phases of crane operations.

Independent Crane operators and operations are excluded from the OCIP program; therefore, the OAR assigned to the project shall ensure that the appropriate insurance is maintained by the contractor for the duration of the Work. **FOR ALL CRANE OPERATIONS, the Los Angeles Unified School**



District, the Board, its officials, employees, and agents must be added as Additional Insureds as respects general liability and automobile liability. The coverage is Primary and Non-Contributory. Certificates must be sent to Construction_Safety@laschools.org

Close Out and Audit Procedures

Enrolled Parties must submit the Notice of Work Completion when they have completed their Work at the LAUSD School Repair and Construction Program Project Site(s) and no longer have workers on the Project Site(s) covered by the contract. The Notice of Work Completion will initiate the final payroll report and audit of payroll and worker hours by the OCIP Insurer. This should be completed online. Coverage ceases upon completion of Work at the Project Site as documented by a Certificate of Substantial Completion from the Owner.



VIII. Claim Reporting Procedures

This section describes the basic procedures for reporting LAUSD OCIP claims: Workers' Compensation, General Liability, Pollution Liability, and Damage to the Project (Builders Risk).

WARNING:

There are financial repercussions if the reporting requirements are not met. Please read and understand all reporting requirements. Failure to submit any required OCIP forms or supporting documentation as required may result in the withholding of payments until required documentation is received or a Penalty assessed for failure to comply.

Insurance Manual

Can be found on the LAUSD OCIP website as well <https://riskfinance.lausd.org/apps/pages/OCIP>

Workers' Compensation Claims

The main responsibility for any Contractor and Subcontractor is first to see that the injured worker receives immediate medical care. Immediately contact 911 for any serious, traumatic, and life-threatening injuries. For all minor or non-life-threatening injuries, the injured worker must seek treatment within the Medical Provider Network ("MPN"). MPN Locations provided on page 15.

Once medical care has been arranged, the next step is to notify the OCIP Third Party Administrator, ESIS, Inc., of the injury. You can report your WC First Report of Injury 24 hours a day, 365 days per year.

**Immediately report any injury to ESIS LAUSD OCIP V Dedicated Claim Reporting Number:
1-844-621-9183 Client VND: 3165563**

When calling in you will need to know:

- 1. Project/school name,**
- 2. Project/school address,**
- 3. Employer name,**
- 4. Prime contractor's contract number with LAUSD**
- 5. Employer's WC policy number.**
- 6. Owner Authorized Representative. (Name and Phone Number)**

Note: This process remains the same whether an injured worker seeks legal representation or hires an attorney.



When you report the Workers' Compensation injury using the special reporting telephone number, the OCIP Third Party Administrator, ESIS will make the necessary filing with the State of California (form 5020). It is the employer's responsibility to provide the injured worker with the Employee's Claim Form within 24 hours of the employer's knowledge of the injury. The employer must also send a copy of the completed Employee's Claim Form and the Supervisor's Accident Investigation Report to the OCIP Third Party Administrator at the following e-mail: esisconstructionclaims@twinc.com

The OCIP Administrator provides Claims Kits to all Enrolled Contractors and Enrolled Subcontractors at time of enrollment. These kits include required claim forms and postings. Additional kits or claims forms can be obtained from the OCIP Administrator upon request.

All Contractors are required to comply with California laws regarding notifying their respective Workers' Compensation carrier (for Excluded Parties) and the OCIP carrier (for Enrolled Parties) every time one their respective employees test positive for COVID. Contractors, whether enrolled or excluded in the OCIP, are also required to notify the COVID Captain assigned to the Project Site of a positive test. Instructions on how Enrolled Parties are to report a COVID-positive case to the OCIP carrier are set forth in the "California COVID Reporting Requirements". <https://www.dir.ca.gov/dosh/coronavirus/Reporting-Requirements-COVID-19.html>

No ADR Processes for OCIP Workers' Compensation Claims

Should an Enrolled Party subscribe to or has implemented any Alternative Dispute Resolution (ADR) processes for Workers' Compensation claims outside of the OCIP, the OCIP Insurance Company is unable to recognize or acknowledge these ADR claim processes for any reported OCIP Workers' Compensation claims. Prior to coming onsite, Enrolled Parties shall notify/advise their employees working onsite at the Project that ADR claim processes will not apply.

Medical Provider Network (MPN) Requirements

Once enrollment is complete, the Enrolled Party will receive the Medical Provider Network (MPN) notice. The MPN is a network of authorized medical providers and facilities arranged by the OCIP's Third Party Administrator ESIS, Inc. to treat all minor and non-life-threatening injuries. Information about the MPN is:

- MPN website: www.esis.com/awcmpn
- MPN effective date: 5/1/2023
- MPN identification number: Log ID #2433
- If you need assistance locating an MPN physician, please call your MPN access assistant at: 844.622.3747
- If you have questions about the MPN or want to file a complaint against the MPN, please call our MPN contact at: 503.598.1492



General Liability Claims

Accidents at or around the Project Site(s) resulting in damage to property of others (other than your own work product) or personal injury or death must be reported immediately. Report all GL Claims to **844- 621-9183**. Cooperate with the District and the OCIP insurer representatives in the accident investigation. **Do not voluntarily admit liability.**

The LAUSD may assess to each enrolled contractor/subcontractor \$5,000 or up to the deductible for any General Liability claim due to the Contractor or its Subcontractor's negligence for any damages or injuries caused by the Work, acts or omissions of the Contractor, or the Work, acts or omissions of its Subcontractors of all tiers, or the Work, acts or omissions of any third party for whom the Contractor, or its Subcontractors are responsible. The General Liability Obligation shall remain uninsured by the Contractor and its Subcontractors of all tiers and shall not be covered by the OCIP Coverages.

Automobile Liability Claims

No insurance coverage is provided for automobile accidents under the OCIP. It is the sole responsibility of each Contractor and Subcontractor to report accidents/claims involving their automobiles to their own insurance carriers.

However, all accidents occurring in or around the job site must be reported to the Owner Authorized Representative. The accident will be investigated to determine any liability arising out of the project construction activities that could result in a future claim against the LAUSD OCIP. Each Contractor and Subcontractor shall fully cooperate in the investigation of all automobile accidents.

Pollution Liability Claims

The District's OCIP policies may provide coverage for certain pollution conditions. Any known or suspected pollution conditions or incidents must be **reported promptly** by telephone to LAUSD, Juan Chaidez Zaragoza at 213-241-2210.

The LAUSD may assess to each enrolled contractor/subcontractor \$250,000 or up to the policy deductible per occurrence for any pollution claim due to the Contractor or its Subcontractor's negligence for any damages. This is subject to a \$1,000,000 aggregate.



Builders Risk Claims

All risk of direct physical loss or damage excluding earthquakes and floods is subject to policy terms, conditions, and exclusions. Alliant is the broker for the Builders Risk program. All Builders Risk claims must be reported promptly to LAUSD via email at OCIP@lausd.net.

The LAUSD may assess to each enrolled contractor/subcontractor up to the Builders' Risk policy deductible for the involved project, for any Builders' Risk claim due to the Contractor or its Subcontractor's negligence for any damages to the Work.

Enrolled Contractors Incident/ Claims Investigations

LAUSD is the "Named Insured" and shall act as sole agent for LAUSD enrolled insured(s) with respect to incident / claim investigations, claim payments and claim settlements under LAUSD's OCIP policies and contract General Conditions. LAUSD is entitled to all material relating to incidents, reports and claims on District project job sites, including, but not limited to authorized/unauthorized investigation reports, pictures, witness statements, incident reports, medical reports, etc. This information shall not be contingent upon any payment or reimbursement from the District. Any additional investigation cost will only be approved if written authorization has been obtained from the OCIP Insurer prior to the initiation of the requested investigation.

Penalties

If an Enrolled Party does not comply with its obligations under the LAUSD OCIP as set forth in the Contract or this Manual, Contractor and LAUSD agree that LAUSD has the right to assess a Penalty. The schedule of Penalties:

Penalties	Item Description
<i>Disclaimer: Contractor will continue to incur penalties until the item has been resolved</i>	
Delayed Enrollment Penalties	
\$2,500 per form	May be assessed by LAUSD for failure to provide requested OCIP information or documentation within 48 hours.
Additional \$2,500	May be assessed by LAUSD for failure to provide the requested OCIP
Claims Reporting Penalties	
\$2,500 per event	May be assessed by LAUSD for any claims not reported within 48 hours of occurrence.
Additional \$2,500	May be assessed by LAUSD for any claims not reported within 45 days of occurrence.





IX. WTW ComPAS Online Portal Instructions

This section contains instructions for WTW ComPAS Contractor Portal that allows your company to enroll in the CCIP, notify WTW of subcontract awards, and run various reports.

WTW ComPAS – WTW Project Administration System

- Online Portal Instructions
- How to Add Notice of Award
- Processing an Enrollment

WTW ComPAS – Online Portal Instructions

1. Online Enrollment is recommended
2. If you are unable to complete the enrollment online paper forms can be provided upon request.
3. Completion of online Notice of Award triggers the system to send the subcontractor's primary contact the request to enroll email. The email will include the following:
 - a. Brief description of program
 - b. URL
 - c. Username
 - d. Password
 - e. Insurance Manual

Documents users should have available to upload and complete their enrollment are the following

1. Declaration and Rating Pages for
2. Workers' Compensation
3. General Liability
4. Excess Liability

Enrollment Information:

- | | |
|--|-----------------------------------|
| • Company Name | • Estimated Contract Value |
| • Company Address | • Estimated Start Date |
| • Company FEIN | • Scope of Work |
| • Primary Enrollment Contact Information | • WC Class Code |
| ○ Name | • Estimated Payroll by Class Code |
| ○ Phone Number | • Experience Modifier |
| ○ Email Address | |

Users must enter data in all fields marked with a red asterisk to submit enrollment requests.



Certificate of Insurance will be issued once the Client Service Specialist confirms compliance.

The OCIP certificate will be issued and available to download from WTW CompAS. It will also be sent via email to the Subcontractor and Awarding Contractor for their records.

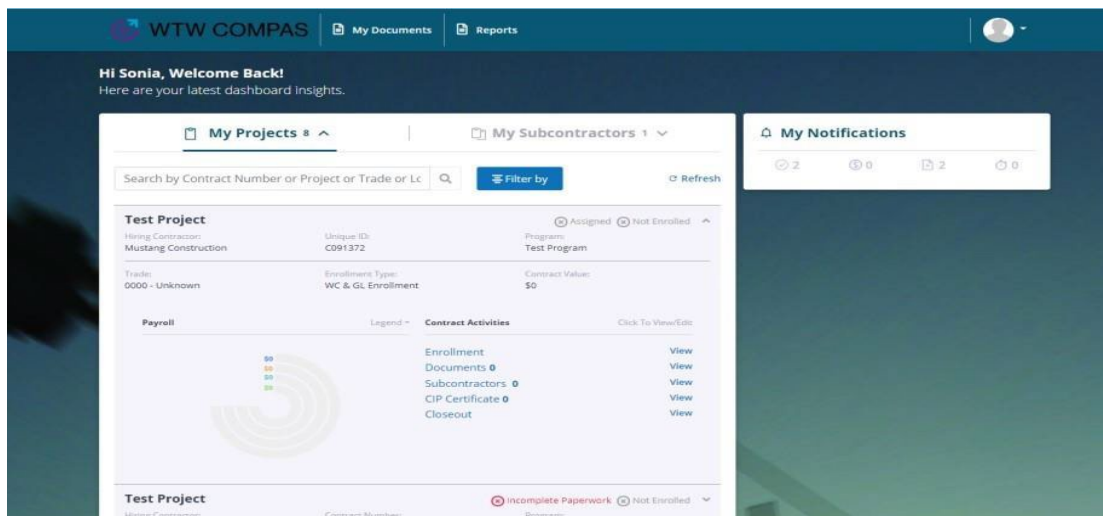
Contractors will receive separate system notifications for Payroll Reporting, Renewal Certificates of Insurance, and contract close-out.

****Additional information can be found in the appendix***

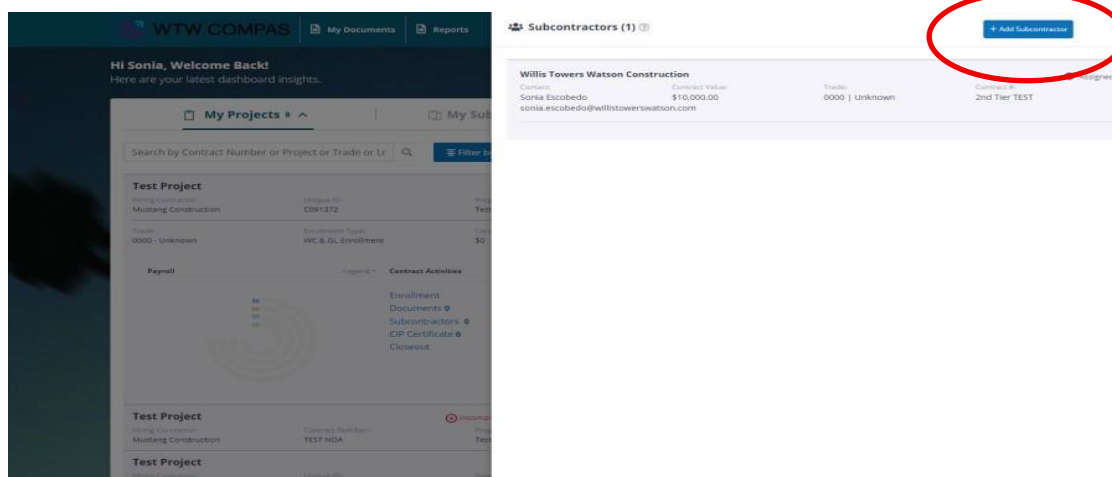
X. Appendix

How to add a Notice of Subcontract Award

1. When an Enrolled Contractor awards a subcontract, the awarding Contractor shall begin the enrollment process by completing Notice of Award for each Contract award via Add Subcontractor Icon via the Contractor Portal – Contract Activities to open the Add Subcontractor screen. Select Subcontractors in the Contract Activities section of the Awarding Contractor Portal.



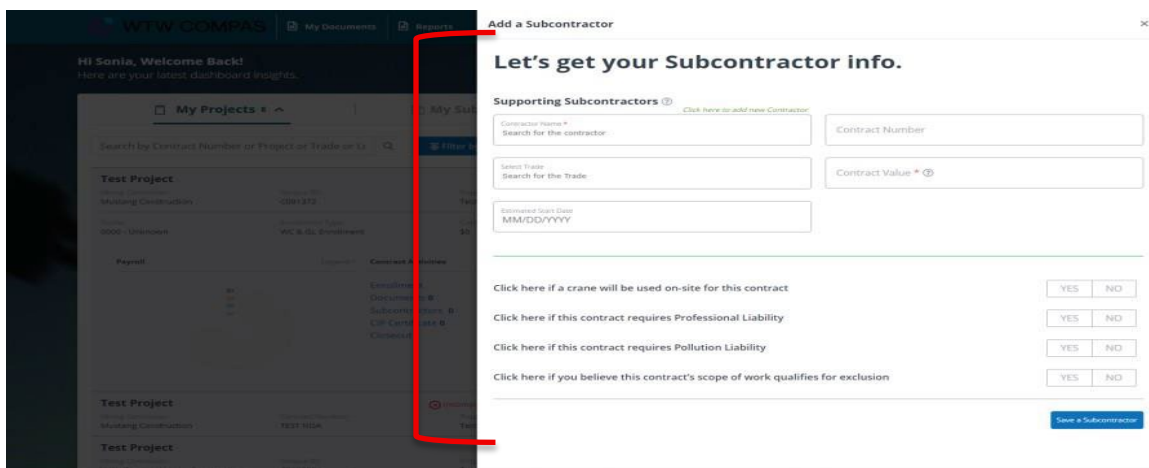
2. Select + Add Subcontractor from the upper right hand of the Subcontractors screen.



3. Enter your subcontractor information. The required fields for Notice of Award are as follows:
 - a. Contract Value – Enter Estimated Contract Value
 - b. Select Contractor – User can begin to enter the company name and if the company is already in the system select from the drop-down list. If the company is not included in the list, select “Click here to add a new contractor”.
 - c. The following fields are optional but if the information is available, please populate.

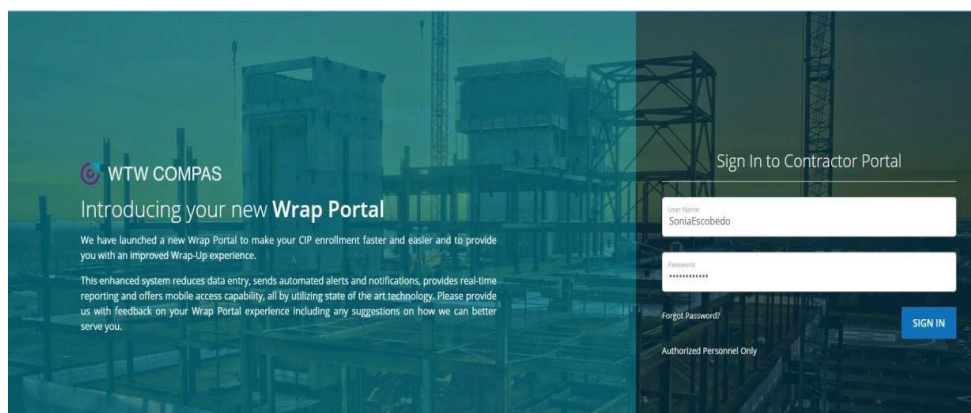
- d. Trade – Select SIC Code from drop down list. If SIC code is not available, select “Click here to add a your SIC Code”
- e. Contract Number – Provide Contract Number for contract award.

The awarding Contractor shall ensure that their subcontractors complete the remaining sections of the Contractor Package Enrollment and immediately submit.

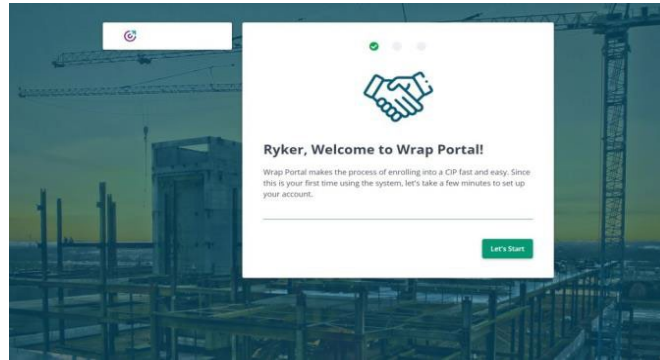


Processing an Enrollment

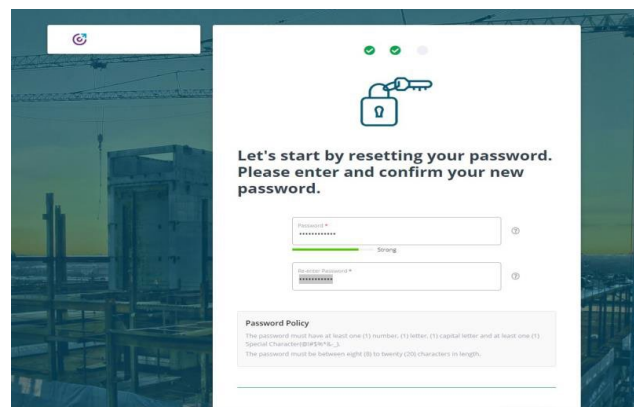
Once the Notice of Award is completed the Contractor will receive a Request for enrollment e-mail. The email will include a brief description of the Program and the program requirements. They will also receive the URL, username, and password to login to the system. **If this is the first time logging into the system, the user will login in using the system generated password and proceed to Account Setup - enter the system generated username and password, select logon.**



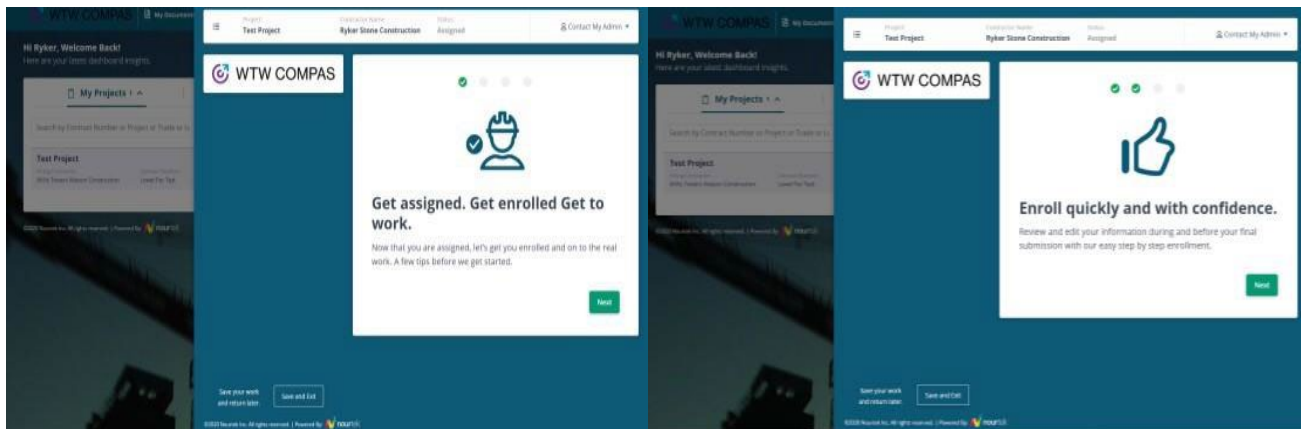
Welcome screen will open select Sign In. The Welcome screen will launch, select Let's Start.

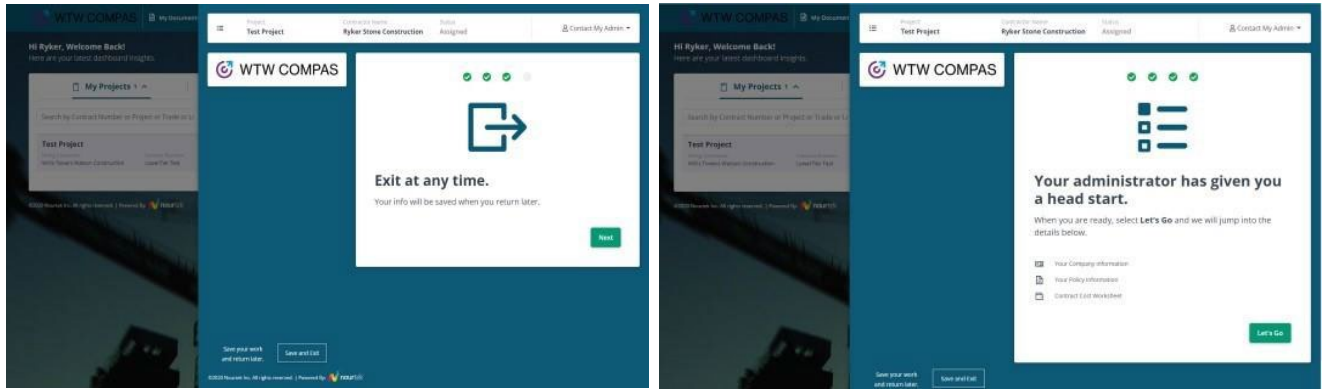


1. Re-set the system generated password. The password policy for the contractor portal is included at the bottom of the screen. Select Continue.



2. If this is your first-time logging in the wizard will launch to begin the enrollment process. Select Next until you reach the screen with the Let's Go icon.

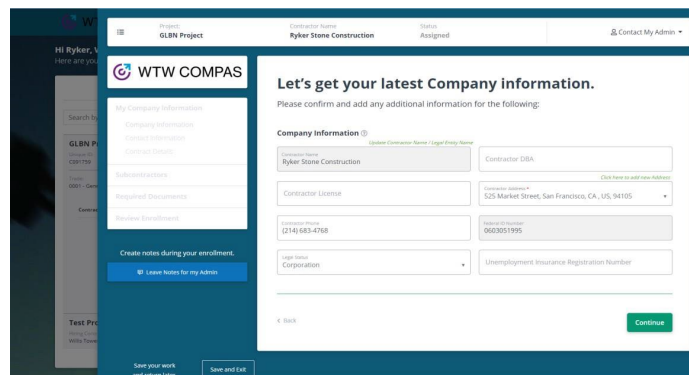




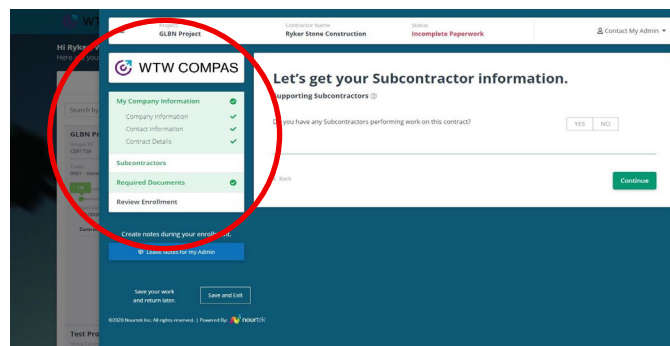
- To continue with the enrollment process, the user will need to select the contractor package with Assigned status. Under the Contract Activities select Enrollment. Enter and/or update all sections under Company information select Continue in the lower right-hand side of each section to continue through the enrollment process. Users are required to populate all fields with red asterisks.

If a user is unable to complete the enrollment, use the Save and Exit icon to save data to return at a later point to complete the enrollment.

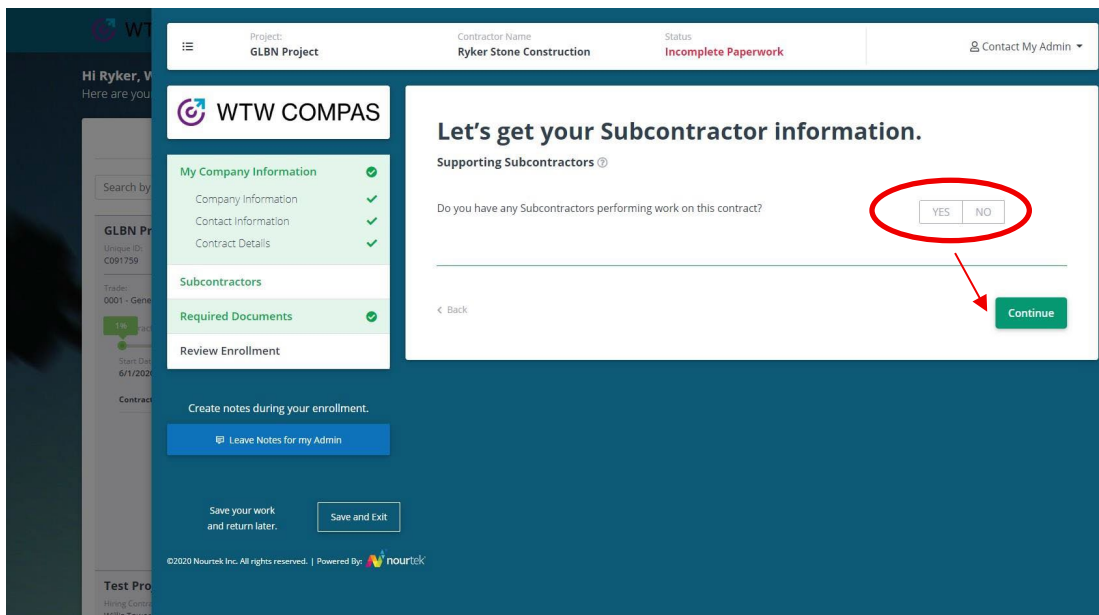
If a user has questions regarding the enrollment process, select Leave Notes for my Admin icon to send a question to your Client Service Specialist.



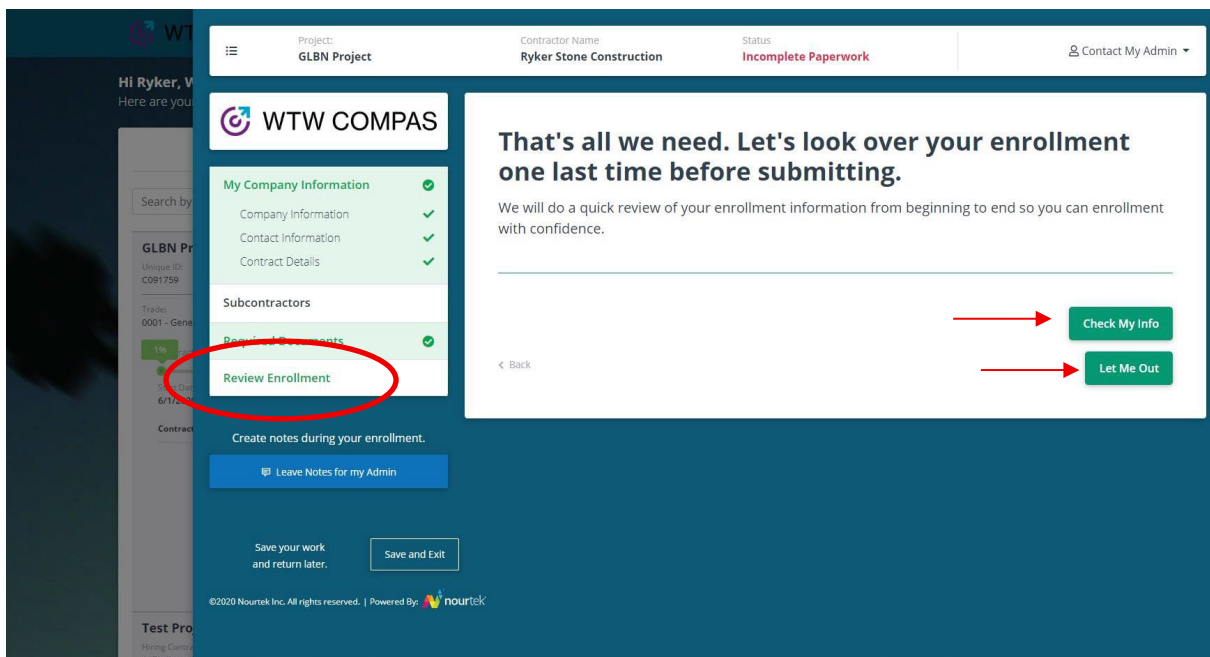
- Sections that are complete will have a green checkmark to indicate that the section has been completed. At the completion of the My Company Information users will have the opportunity to review information submitted before moving on to add Subcontractor information. If any changes are required select the Edit icon next to the section that needs updates.



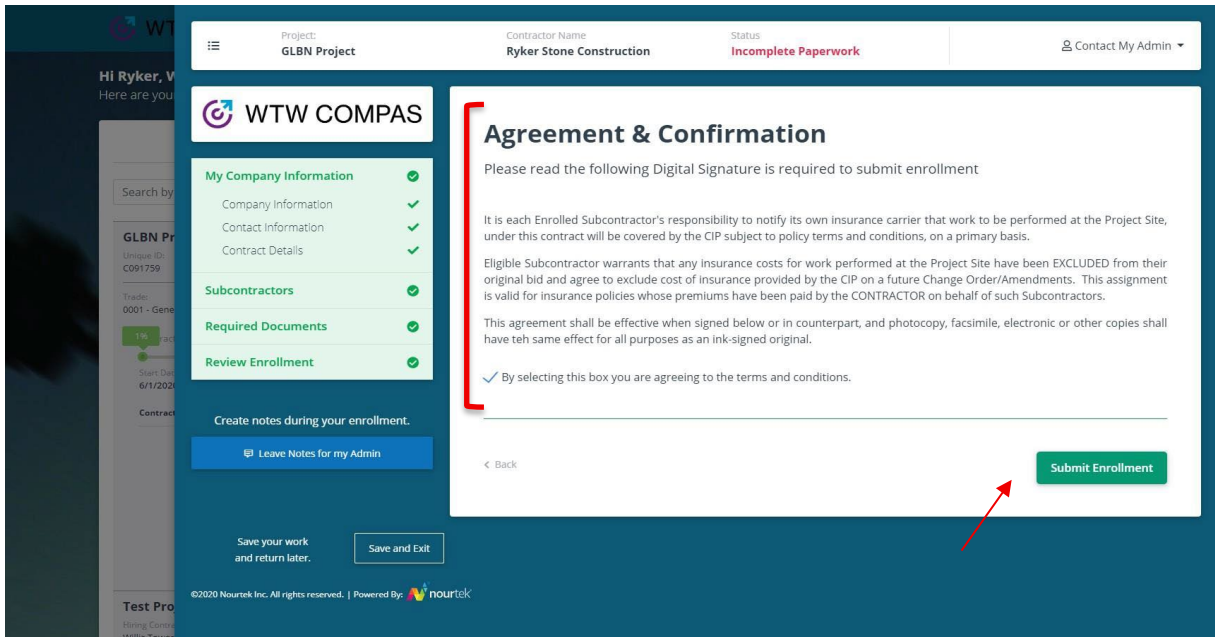
- Users will be able to enter their subcontractor information if Subcontractors have been identified. Select Yes in the subcontractor section and enter subcontractor information. If Subcontractors have not been identified select No and select Continue to continue to the next section.



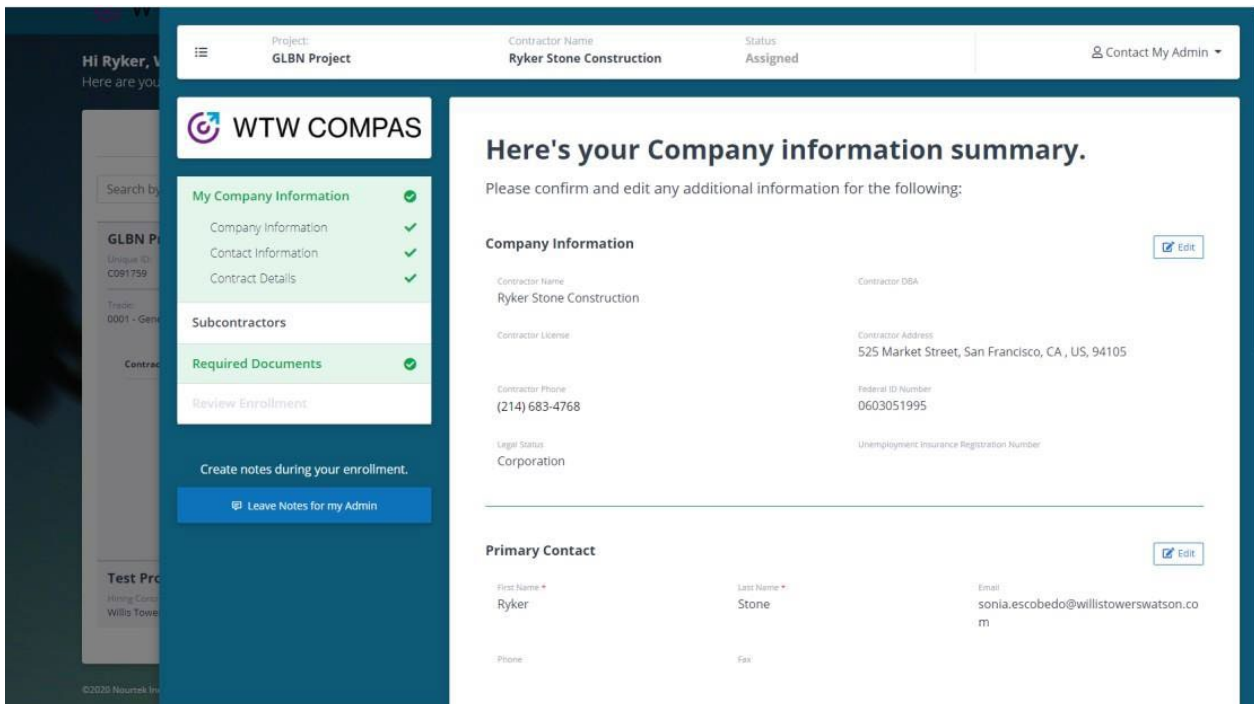
- Once all enrollment and subcontractor information has been entered select Review Enrollment. Users will have an opportunity to review all information entered and confirm nothing has been missed by selecting Check My Info. When the user selects Let Me Out the terms and conditions screen will display.



- Review and agree to the terms and conditions by selecting the box and agreeing to the terms and conditions. Then select Submit Enrollment.



- Users will receive a confirmation screen that the enrollment has been submitted and will be able to download a pdf version of the enrollment submitted for their records. Select Complete to return to the dashboard. Once the enrollment is reviewed and confirmed your Certificate will be available in the Documents Section.



About WTW

At WTW (NASDAQ: WTW), we provide data-driven, insight-led solutions in the areas of people, risk and capital. Leveraging the global view and local expertise of our colleagues serving 140 countries and markets, we help you sharpen your strategy, enhance organizational resilience, motivate your workforce and maximize performance. Working shoulder to shoulder with you, we uncover opportunities for sustainable success — and provide perspective that moves you. Learn more at [wtwco.com](https://www.wtwco.com).