CLASSIFICATION CODE INTERPRETATIONS

Abrasive Paper or Cloth Preparation

Note:

Description:

Code 1860 applies to employers engaged in manufacturing abrasive paper or cloth commonly known as sandpaper or emery cloth in the form of belts, sheets, rolls, or special shapes. The "Making Machine" is usually a grouping of three units, i.e., a printer, an adhesive coater and an abrasive grain dispenser. This equipment may be manually operated, semiautomatic or fully automatic. Backing, received from outside sources (cloth, paper and combination of these laminated together) is started through the printer which imprints the backside with the trademark, grade number and other identifications. The backing then receives an application of an adhesive bond varying in concentration and quantity according to particle size of the mineral to be bonded. The abrasive grains are applied either by a mechanical or an electrostatic method. Other basic materials, received from outside sources, are abrasive grains, resins, varnishes, glues and commercial minerals such as flint, emery, crocus, garnet, aluminum oxide, and silicon carbide.

Assignment By Analogy:

Sanding discs or belts manufacturing

Operations To Be Separately Rated:

1. Abrasive wheels or abrasive grinding wheels. Refer to Code 1748 “Abrasive Wheel Mfg. & Drivers.”

2. Manufacturing:
   a. Cloth. Refer to Code 2302 “Silk Thread or Yarn Mfg.”

Abrasive Wheel Mfg. & Drivers

Note:

Description:

Code 1748 applies to employers engaged in manufacturing abrasive wheels or abrasive blocks by heat molding, hydraulic pressure or plating type processes and includes finishing by grinding, polishing or buffing. This classification is also used for manufacturing sharpening stones for use in honing knives or other implements, and products made from blocks of soapstone, talc or alabaster by cutting and shaping into objects.

For abrasive wheel manufacturing, materials such as, but not limited to, powdered silicon carbide, silicon oxide, carborundum, boron, sand, diamond dust, resins, fiberglass, rubber and cement are mixed to a proprietary formula. The mixed materials are placed in steel molds, compressed using hydraulic presses, and allowed to harden. They can be further cured by placing in an oven at low or high heat depending on materials used in the formula. Then they are
removed from the molds and can be milled, drilled and turned on a lathe, plus fitted with steel shanks. Abrasive wheels can also be made by using steel wheel blanks and coating these with diamond dust using a nickel based electroplating solution. The abrasive wheels are then finished by machining.

For honed or oil stone products manufacturing, a suitable type of fine-grained rock is cut, turned on a lathe, shaped with various grinding equipment and smoothed with belt and disc sanders. Items such as figurines or decorative products that require minimal sanding made from soapstone, talc or alabaster are made in a similar manner.

Assignment By Analogy:

Diamond polishing wheels

Operations To Be Separately Rated:

1. Manufacturing:
   a. Abrasive paper (sandpaper) or cloth (emery cloth). Refer to Code 1860 “Abrasive Paper or Cloth Preparation.”

2. Grinding
   a. Materials such as emery, talc and other minerals which do not contain more than 5% free silica, to a fine powder. Refer to Code 1747 “Emery Works & Drivers.”
   b. Silica or other materials that contain more than 5% free silica, to a fine powder. Refer to Code 1741 “Flint or Spar Grinding & Drivers.”

3. Crushing of rocks, stones or minerals, but not pulverizing them to a powder, when no digging, mining or quarrying is performed. Refer to Code 1710 “Stone Crushing & Drivers.”

4. Cutting and polishing stone other than as described above. Refer to Code 1809 “Stone Cutting or Polishing – Marble or Limestone & Drivers” or Code 1810 “Stone Cutting or Polishing – NOC & Drivers.”

5. Gluing abrasives to purchased paper or cloth to make sandpaper type products. Refer to Code 1860 “Abrasive Paper or Cloth Preparation.”


7. Quarrying. Refer to Code 1624 “Quarry – NOC & Drivers.”

Advertising Co. – All Operations to Completion & Drivers

Note: Description:

Code 9549 applies to employers engaged in operating an advertising company which rent spaces on building walls and will also lease rights on roofs of buildings which are owned by others. The employer will then attempt to interest prospective clients in advertising matter concerning their product via painting on the wall of a building or on a sign erected on the roof of such leased building. The employer may use ladders, scaffolds and/or manlifts to access the designated wall or roof sign. The employer may also make small wood or metal signs and set them up along highways and lease out the space for advertising purposes. This classification includes the sign painting or lettering on exterior building walls or other surfaces along with the manufacturing, erection, maintenance, repair, or removal of the signs.
Assignment By Analogy:

Operations To Be Separately Rated:


2. Installation of signs not by an advertising company. Refer to Code 9552 “Sign Erection or Repair – Away From Shop – Not Outdoor Advertising Companies – All Operations to Completion & Drivers.”

3. Manufacturing:
   a. Metal signs not by an advertising company. Refer to Code 3064 “Sign Mfg. or Repair – Metal – Shop Only.”
   b. Neon tubes not by an advertising company. Refer to Code 4112 “Incandescent Lamp Mfg.”
   d. Plastic (finishing and assembly) signs not by an advertising company. Refer to Code 4476 “Plastics Mfg. – Molded Products – NOC – Assembling and Subsequent Finishing Only.”
   e. Plastic (from sheet plastic) signs not by an advertising company. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”
   f. Wood signs not by an advertising company. Refer to Code 2841 “Woodenware Mfg. – NOC.”

Agricultural or Construction Machinery Mfg.

Note:
Description:

Code 3507 applies to employers engaged in manufacturing agricultural or construction machinery. Agricultural machinery such as reapers, binders, hay loaders and construction machinery such as cranes, steam shovels, locomotive works and as well as other machinery or equipment manufacturing listed below are encompassed under the scope of this classification.

Metal bar stock is laid out, cut to size and machined by milling, drilling, tapping, turning, and grinding. Sheet stock is cut to size and formed to shape on press brakes. Metal parts are assembled by welding and bolting.

Component parts such as motors are bolted into place and connections are made by using wire and tubes. Wheels are attached. Machines are then tested, adjusted and then shipped to customers.

Assignment By Analogy:

• Derricks or stills – oil
• Oil rigs

Operations To Be Separately Rated:

1. Erection or installation of machinery or electrical apparatus equipment at the customer’s premises. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”

Air Conditioning and Heating Duct Work – Shop and Outside – All Operations to Completion & Drivers
Note:

Not available for division of payroll at the same job or location to which Code 5538 “Sheet Metal Work Erection, Installation or Repair – NOC – Shop or Outside – All Operations to Completion & Drivers” applies.

Description:

Code 5536 applies to employers engaged in the fabrication, erection, installation or repair of duct work including the installation of air conditioning and blower units. This work may be performed for residential or commercial concerns. The heating and ventilation system may be designed by the actual contractor performing the work. The contractor will go to the customer’s site, take the required measurements and then draw the prints for the job. Sometimes, the customer will provide the contractor with the specifications indicating the duct work dimensions. The ducts for heating and ventilation systems are fabricated from sheet metal stock, usually aluminum, stainless steel and galvanized sheet stock. The gauge of the stock varies. After fabrication, the ducts are transported to the job site for installation.

Once the heating or air conditioning unit is installed, the water and electrical connections must be made. These operations are usually performed by outside concerns. When the unit is fully connected, the contractor will connect the unit to the power source and test it to make sure that it is operating properly. The heating or cooling unit must be filled with a refrigerant to ensure proper working condition, and it is also necessary to have the HVAC unit sized correctly to achieve the proper airflow.

Assignment By Analogy:

• Hot air – duct work and furnaces – household type – installation
• Vacuum – central cleaning systems – duct type – sheet metal – custom manufacturing and installation

Operations To Be Separately Rated:

1. Plumbing work. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”

2. Electrical work. Refer to Code 5190 “Electrical Wiring – Within Buildings – All Operations to Completion & Drivers.”

3. Service or repair of HVAC units after installation. Refer to Code 3737 “Machinery or Equipment Repair or Servicing at Customers’ Premises – NOC – All Operations to Completion & Drivers.”

Aircraft Engine Mfg.

Note:

Description:

Code 3826 applies to employers engaged in manufacturing aircraft engines or to the rebuilding of complete aircraft engines on an assembly line basis. The basic raw materials include magnesium, iron castings, aluminum and steel forgings. The equipment used in the manufacturing of the aircraft engines consist of lathes, millers, planers, shapers, boring mills, gear cutters, honers and lappers. The castings and forgings are snagged, drilled, milled, planed, shaped, tapped, turned by machine, plated, ground, honed or hand-lapped to complete cylinder block, head, cam and crankshaft. Cam, crankshaft, bearings, fans, gears, pistons and rings are assembled into block by hand and power tools. The subassemblies such as clutches, carburetors, generators, ignition units, starters, transmissions, belts, and general hardware are then installed by using hand tools or by using power tools. The engines are inspected, tested, packed and shipped to the employer’s customers. The aircraft engines are sold to the aviation industry.
Repairing aircraft engines is included under this classification. The repair of these engines is similar to manufacturing with the exception that the engine is received whole and not put on an assembly line to manufacture the castings. The employer will receive the engines from their customers and will test for broken parts and defects. The engines are taken apart and cleaned and worn or broken parts are either repaired or replaced. If necessary, the parts or castings will be machined by tapping, drilling, turning or honing. The engines are reassembled, tested, adjusted as required and sent back to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Automobile engines manufacturing – diesel or gasoline. Refer to Code 3827 “Automobile Engine Mfg.”

Airplane Mfg.

Note:

Code 3830 and Code 3832 “Sheet Metal Airplane Parts Mfg.” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3830 applies to employers engaged in manufacturing airplanes and helicopters. The operations covered under this classification include the manufacturing of various parts such as engines, subassemblies, panels, doors, wing tabs, exhaust manifolds as well as other parts that are used in the production of the airplanes or helicopters. Fuselage or wing production involves wiring of equipment received from others such as controls and navigation equipment. Electrical systems, fuel lines and brake systems are connected, and landing gear is attached. Sheet metal is cut to size and machined in accordance with blueprint specifications to form the body parts of the airplane or helicopter.

An employer assigned to this classification must fabricate or assemble airplanes or helicopters to completion, either with parts that they have fabricated themselves or with parts purchased from others.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Aircraft engine manufacturing only. Refer to Code 3826 “Aircraft Engine Mfg.”

Alcohol Mfg. – Wood & Drivers

Note:

Description:

Code 1470 applies to employers engaged in wood distillation plants utilizing steam or destructive distillation processes to produce alcohol-based products. In both cases, cord wood is purchased cut to size. In steam distillation plants, it is necessary to grind the wood to produce chips to enable the steam to thoroughly saturate the wood being processed. In the destructive distillation process, which is comparable to charcoal manufacturing, cord wood is simply placed on steel carts and pushed into retorts. The distillation of pine wood, by either method, to produce turpentine and various by-products such as pinene and camphine is also included under this classification. After the wood has been relieved of all
its turpentine, it is allowed to cool in an airtight container to prevent oxidation and is either then sold as charcoal or ground up as chicken feed. This process is also known as the retort method and is substantially the standard method also followed in producing other wood by-products such as wood alcohol and acetic acid, which are joint products of the destructive distillation of certain hard woods. The manufacturing of creosote from wood is also covered under this classification.

Coke manufacturing using beehive or by-product oven methods is also assigned to this classification.

Assignment By Analogy:

- Distilled preservatives for wood or timber
- Methanol – from charcoal burning

Operations To Be Separately Rated:

1. Blast furnace:
   b. Operations involving smelting, sintering or refining lead. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

2. Manufacturing:
   a. Steel. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
   b. Methanol produced by catalytic reduction or carbon dioxide with hydrogen. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”


Alcohol or Drug Rehabilitation Facility – All Employees & Clerical

Note:

Shall not be assigned to a facility having nursing or medical personnel on staff where medical services are provided.

Description:

Code 8865 applies to employers engaged in operating group homes, drug or alcohol rehabilitation centers, halfway houses, homes for mentally disabled persons, temporary shelters and independent supportive living homes where no medical services are provided. These types of organizations aid with the client’s daily living skills, meals, counseling, and shelter.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Drug or Alcohol rehabilitation centers with medical staff – in patient. Refer to Code 8833 “Hospital – Professional Employees.”
Aluminum Ware Mfg.

Note:
Description:

Code 3227 applies to employers engaged in manufacturing products made from sheet aluminum but not limited to pots, pans and trays.

Aluminum sheets, circular aluminum stock and coils are put in press to be cut. From there they are put on spinning machines to form final shape. Parts may be anodized and some may have a non-stick coating applied. The finishing operations involved trimming, buffing, polishing, degreasing, etching, assembling and packing.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Rolling mills:
   b. Iron or steel. Refer to Code 3018 “Iron or Steel Mfg. – Rolling Mill & Drivers.”

2. Smelting
   a. Lead. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”
   b. Metals – not iron or lead. Refer to Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers.”

Aluminum, Plastic or Vinyl Siding Installation – All Operations to Completion & Drivers

Note:
Description:

Code 5648 applies to employers engaged in installation of vinyl, plastic and aluminum siding. Siding is the material that covers the outside walls of a building. The most common types of siding installed are vinyl and aluminum as these materials are energy efficient and require little maintenance and care.

Siding contractors may finish newly constructed homes and buildings or re-side existing buildings. New siding can be installed over old siding. However, in many instances, the old siding is removed first. Scaffolds and ladders are used in the installation process and are removed accordingly to finish the job. Hand and power saws are also used in addition to drills, hammers, tackers, adhesives, galvanized steel or aluminum nails, staples and foils or tar paper.

Assignment By Analogy:

Sheet metal siding – covered steel frame building construction

Operations To Be Separately Rated:


2. Weather-stripping installation. Refer to Code 5428 “Storm Door, Storm Sash, Screens or Weather-Stripping Installation – All Operations to Completion.”
Ambulance Operation – Volunteer Ambulance Service Company

Note:

Antique ambulances or any other ambulance used solely for parade or ceremonial purposes and equipped with vintage or historical license plates are exempt from a premium charge. Refer to Rule II Section (G) Volunteer Ambulance Workers’ Coverage.

Applicable to all volunteer members covered under the Volunteer Ambulance Workers’ Benefit Law. The premium shall be the amount shown under “Miscellaneous Values” pages per ambulance per year in Part Three – Loss Costs of this Manual.

Description:

Code 7370 applies to employers engaged in operating a volunteer ambulance service. Applicable to all volunteer members covered under the Volunteer Ambulance Workers’ Benefit Law. Includes any ambulance or first response vehicle that transports either patients or personnel.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Aerial ambulance service – flying crew. Refer to Code 7422 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – Flying Crew.”

2. Ambulance service:
   a. Company – not volunteer – all other employees and drivers. Refer to Code 8394 “Bus Company – All Other Employees & Drivers.”
   c. Provided by hospital. Refer to Code 7380 “Drivers, Chauffeurs and Their Helpers – NOC – Commercial.”

Amusement Device Operation – NOC – Not Traveling & Drivers

Note:

Includes ticket sellers or collectors and applies to the operation and maintenance of merry-go-rounds, swings, roller coasters and similar amusement devices not otherwise classified.

This classification is not applicable to amusement exhibitions or other operations separately classified in this Manual (such as bath houses, billiard halls, boat livery, bowling lanes, dance halls, garages, ice skating rinks, restaurants, retail stores, roller skating rinks, theaters, enterprises involving throwing balls or darts at various targets, miniature golf, batting cages, golf driving ranges, laser tag, paintball, archery ranges, shooting galleries using air rifles only, public tennis courts, bocce ball and ping pong parlors) whether operated by the owner or lessee of the exhibition or amusement park or through independent concession.
Description:

Code 9180 applies to employers engaged in operating and maintaining amusement devices such as shooting galleries, trap and skeet shooting ranges, and rides such as merry-go-rounds, roller coasters, Ferris wheels, and live pony rides at permanent locations.

Ticket sales for rides or other amusements are inclusive under the scope of this classification. Employees may sell tickets from booths located on the grounds of the amusement park or at the ride. Ride operators may collect tickets from customers before they board the ride or while they are getting situated before the ride begins.

Additional operations contemplated by this classification include canoe schools providing in-water training; white-water float trips; mountain climbing instructors and guides; hang gliding instructors who do not engage in the activity; water skiing exhibitions; water slide and wave pool operations; and race car drivers. Cable chair sky rides and employees at winter sports areas engaged in alpine or downhill skiing operations are also contemplated by this classification.

Repairs and maintenance of amusement devices are also contemplated under this classification. However, depending on any contract between the ride owner and the ride manufacturer, maintenance and repairs may be performed by outside concerns.

Assignment By Analogy:

• Park or playground operations
• Racing drivers

Operations To Be Separately Rated:

1. Amusement park or exhibition operations. Refer to Code 9016 “Amusement Park or Exhibition Operation & Drivers.”

Amusement Park or Exhibition Operation & Drivers

Note:
Description:

Code 9016 applies to employers engaged in operating amusement parks or exhibitions at a fixed location. This classification includes the care, custody and maintenance of the premises, the operation of elevators or heating, lighting or power apparatus as well as security people, musicians, box office employees and gate attendants. This classification does not include the operation of amusement devices, amusements or exhibitions or other operations separately classified in this Manual, whether operated by the owner or lessee of the exhibition or amusement park or by independent concession.

Assignment By Analogy:

• Bungee jumping
• Expositions, fairs operations, trade shows
• Flea market – outdoor only
• Ski tows – equipment machinery operation

Operations To Be Separately Rated:


Analytical Chemist

Note:

Includes laboratory and outside employees.

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 4511 are conducted as a separate and distinct business.

Description:

Code 4511 applies to employers engaged in testing various types of materials such as blood, soil, water, urine, bacteria, food, liquids, gas, and other specimens or other products that are received from others. The materials to be tested are received from outside sources such as doctors’ offices, hospitals, manufacturers, etc., or may be taken in the field by analytical chemists performing work in the field. Samples of the materials are tested in the laboratory for various findings depending on what type of material is being tested. Also, samples that are taken in the field may also be tested at the same location where the sample was taken from. A written analysis of the test results is then prepared and provided to the employer’s customers.

Assignment By Analogy:

• Medical laboratories – independent – not at hospitals, medical facilities or physicians’ offices
• X-ray laboratories – industrial

Operations To Be Separately Rated:

1. Dental laboratories engaged in making dentures. Refer to Code 4692 “Dental Laboratory.”


Anti-Toxin, Virus or Serum Mfg. & Drivers

Note:

Description:

Code 5951 applies to employers engaged in manufacturing viruses, serums and anti-toxins. There is considerable laboratory work involved under this classification. Research and development is a key factor under this classification as well as quality control of the various agents produced. Livestock may be used for experimental purposes in which the
Animals are injected with various bacteria and/or viruses. The animals are eventually bled and killed for the purpose of using their blood and glands to manufacture serums. Serum is an antibody that can be separated from the blood. Additives such as enzymes or chemicals may be added to the serum produced from the glands and blood. The serum mixture may also be pasteurized, and preservatives may be added.

Other businesses subject to this classification manufacture new bio-agents, antibodies and growth factors. Vaccine research and product development are also contemplated under this classification. Bacteria cultures are purchased to produce vaccines. These cultures are placed in containers with additives to isolate and purify the process. When the cultures have grown to specifications, they are put into vials, tested and recorded. The formula is then sent to an outside manufacturer. Blood may also be purchased to be analyzed and produce compounds. The cell and tissue cultures from blood are analyzed and mixed with chemicals, filtered, sterilized and packed for shipment to customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Chemical – Not Otherwise Classified (NOC). Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”
   b. Drugs or medicine. Refer to Code 4825 “Drug, Medicine or Pharmaceutical Preparation Mfg. – Includes Mfg. of Ingredients.”


3. Chemical mixing or blending – Not Otherwise Classified (NOC). Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”

Arms Mfg. – NOC

Note:
Description:

Code 3200 applies to employers engaged in manufacturing arms such as hand guns, pistols, rifles, shotguns, paintball guns and air guns. Parts such as gun stock, gun plates, brass bar, steel rods, barrels, triggers, springs, paint, and frames may be purchased from others. The parts are machined and assembled with screws using hand tools.

This classification also includes the shop repair of guns and rifles. The units are taken apart, cleaned, barrels rebored and other worn, broken, or defective parts are replaced. The repaired units are inspected, adjusted and returned to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Cartridge charging and shell case or cartridge loading. Refer to Code 4771 “Explosives or Ammunition Mfg. – NOC & Drivers.”

2. Cartridge or shell case manufacturing – metal. Refer to Code 3315 “Brass or Copper Goods Mfg.”

Art Gallery & Clerical

Note:
Applies to wholesale or retail sales of artwork. Includes appraising of the artwork on the premises of the art gallery.

Description:
Code 8068 applies to the operation of an art gallery. The sales may be wholesale or retail in nature and the art featured may consist of one or more types of art such as antique maps, drawings, historical artifacts, installation art, lithographs, paintings, photography or sculptures.

The sales of the artwork can be sold either on a wholesale or retail basis. Artwork may be purchased directly from artists or others and displayed in a gallery, store front, showroom or office type setting. The salesperson may assist customers with their selection and will process the transaction. The artwork may be taken directly by the customer or packed and shipped by the gallery staff to a specific designation specified by the customer.

Assignment By Analogy:
Antique appraisal services performed by art gallery employees

Operations To Be Separately Rated:

1. Sales:
   a. Principally art supplies, posters, framed pictures, and making frames on special order for individual customers, all hand work – no power machinery or framed prints. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”
   b. Principally art supplies, posters or framed prints to others for resale. Refer to Code 8018 “Wholesale Store – NOC.”
   c. Wholesale or retail of antique jewelry, antique coins or antique stamps. Refer to Code 8013 “Jewelry Store.”
   d. Wholesale or retail of antique furniture. Refer to Code 8044 “Furniture Store – Wholesale or Retail & Drivers.”

2. Operations:
   a. Art school. Refer to Code 8868 “School or College – Professional Employees & Clerical” and Code 9101 “School or College – All Other Employees & Drivers.”
   b. Art appraisal operations not performed by art gallery employees. Refer to Code 8720 “Inspection of Risks for Insurance or Valuation Purposes – NOC.”
   c. Art museum. Refer to Code 8838 “Public Library or Museum – Professional Employees – Includes Attendants & Ushers” and Code 9101 “School or College – All Other Employees & Drivers.”

Asbestos Removal Operations – Contractor – NOC – All Operations to Completion

Note:
Includes employees engaged in sealing off work areas, removal, repair, enclosure or encapsulation of asbestos materials.

Description:
Code 5473 applies to employers engaged in the removal of hazardous asbestos material from walls and ceilings of buildings. Walls are first erected with studs, plywood, and plastic sheets to seal off the decontamination work area from the outside atmosphere. Employees wear protective clothing and masks to protect them from contaminated particles from the asbestos. The asbestos is then removed by hand or with large vacuums. The employer wets the asbestos to prevent asbestos fibers from moving freely and to make the cleanup easier to accomplish. Wetting is accomplished with a hand spray pump and most removal also calls for scraping. Ceiling tiles may need to be lifted out of metal grid-work and many pipe coverings are merely unstrapped and lifted off. Some employers may have to erect scaffolding to reach overhead areas containing asbestos.

The vacuum also provides air filtration to the employees by removing the asbestos fibers in the air. Employees’ clothing and gear are washed down usually with a hose to remove asbestos fibers from their clothing.

Assignment By Analogy:

Air monitoring for asbestos fibers by an asbestos removal contractor

Operations To Be Separately Rated:

1. Air monitoring of asbestos. Refer to Code 8720 “Inspection of Risks for Insurance or Valuation Purposes – NOC.”

2. Firms specializing in hauling away asbestos materials to approved dump-sites. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

Asphalt Works & Drivers

Note:
Description:

Code 1463 applies to employers engaged in manufacturing asphalt paving mixers and involves grinding and pulverizing asphalt rock obtained from natural deposits or melting natural or distilled asphalt and mixing it with sand, gravel, or limestone for use in road making operations. This classification further contemplates asphalt plants operated by paving contractors provided such plants are operated at a permanent location.

This classification also applies to employers engaged in manufacturing coal billets or briquettes. The operations involve crushing and pulverizing coal, adding quantities of pitch or tar and subsequently forming the mixture into briquettes.

Assignment By Analogy:

Building or roofing paper manufacturing - no paper manufacturing

Operations To Be Separately Rated:

1. Manufacturing:
   a. Asphalt paving bricks. Refer to Code 4024 “Brick Mfg. – NOC – Fire or Enameled & Drivers.”

2. Paving:
   a. Driveways, parking lots, sidewalks or other surfaces other than roadways. Refer to Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers.”
b. Paving of streets or roads. Refer to Code 5506 “Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers” or Code 5507 “Street or Road Construction – Sub-Surface Work – All Operations to Completion & Drivers.”


4. Spraying roads with liquid asphalt. Refer to Code 5506 "Street or Road Construction - Paving or Repaving - All Operations to Completion & Drivers."

Assisted Living Facility – All Employees & Clerical

Note:

Shall not be assigned to a facility having nursing or medical personnel on staff, other than whose only function is to train employees, such as aides, on how to properly care for the clients residing at the facility.

Description:

Code 8866 applies to the operation of an assisted living facility, residential facility for the elderly or senior citizen living facility where no medical services are provided by the staff. This type of facility does not employ any professional employees such as doctors and nurses. However, they will make sure residents are taking their medications as prescribed by their physicians.

The types of services offered involves 24-hour assistance with daily living skills such as showering, bathing and eating. Meals are prepared and either served to residents in their rooms or in the dining area. The clients’ rooms are maintained by the staff.

If a resident requires any medical care, outside doctors, nurses or emergency services are contacted.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Convalescent Homes – including medical care. Refer to Code 8829 “Convalescent or Nursing Home – All Employees.”

2. Homes for the mentally disabled and shelters for the homeless – no medical care. Refer to Code 8865 “Alcohol or Drug Rehabilitation Facility – All Employees & Clerical.”

3. Home Health Care Agencies:
   a. Professional employees. Refer to Code 8854 “Health Care Services – Medical or Other Professional Services – Traveling.”

4. Hospitals:
   a. Professional Employees. Refer to Code 8833 “Hospital – Professional Employees.”
   b. Non-Professional Employees. Refer to Code 9040 “Hospital – All Other Employees.”

Athletic Team or Park – Contact Sports
Note:
This classification is not applicable to amateur, youth, or recreational sports, in which the athletes are generally not paid.

The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

Description:
Code 9179 applies to professional and semi-professional athletes, athletic teams and sports clubs engaged in contact sports including, but not limited to, lacrosse, rugby, water polo, football, hockey, and roller derby. This classification includes players, coaches, managers, trainers, equipment managers, sports officials, umpires and all players on salary list of employers.

Assignment By Analogy:
Operations To Be Separately Rated:
1. Operation of a park – all employees other than players, coaches, managers or umpires. Refer to Code 9182 “Athletic Team or Park – Operation of Park & Drivers.”
2. Non-contact sports, such as, baseball and basketball. Refer to Code 9178 “Athletic Team or Park – Non-Contact Sports.”

Athletic Team or Park – Non-Contact Sports

Note:
This classification is not applicable to amateur, youth, or recreational sports, in which the athletes are generally not paid.

The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

Description:
Code 9178 applies to professional and semi-professional athletes, athletic teams and sports clubs engaged in non-contact sports including, but not limited to, baseball, basketball, jai-alai, soccer, and volleyball. This classification also includes players, coaches, managers, trainers, equipment managers, sports officials, umpires and all players on the salary list of the employer.

Assignment By Analogy:
Operations To Be Separately Rated:
1. Operation of a park – all employees other than players, coaches, managers or umpires. Refer to Code 9182 “Athletic Team or Park – Operation of Park & Drivers.”
2. Contact sports such as football and hockey. Refer to Code 9179 “Athletic Team or Park – Contact Sports.”
Athletic Team or Park – Operation of Park & Drivers

Note:
Applies to all employees other than players, coaches, managers or umpires.

Description:
Code 9182 applies to employers engaged in operating athletic parks, arenas or stadiums where sports events are viewed. This classification includes the maintenance and care of the grounds, buildings, team facilities, grandstands and bleachers.

This classification includes operation and maintenance of lighting, communication and sound equipment or power apparatus. Additionally, employees under the direct management of the athletic park, stadium, or arena, including parking and gate attendants, box office employees, ushers and security personnel, locker room attendants, food preparation and all concessions and souvenir stands are included under the scope of this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Contact sports such as football and hockey. Refer to Code 9179 “Athletic Team or Park – Contact Sports.”
2. Non-contact sports such as baseball and basketball. Refer to Code 9178 “Athletic Team or Park – Non-Contact Sports.”

Atomic Energy – NOC – Radiation Exposure

Note:
Where operations involve research, manufacture, handling, transportation, use of or exposure to radioactive materials, and are not performed for or under the direction of the Nuclear Regulatory Commission or any government agency, a supplemental rate may be applied to such operations.

Exception: Where the radiation hazard involved arises from a reactor or is equivalent to the radiation hazard of a reactor, the rating provisions of Code 9984 “Atomic Energy – Project Work.”

Description:
In the rating of employers under Code 9985, it is the prerogative of the carrier to determine the supplemental rate it feels is adequate to cover the radiation hazard in employers that engage in research, manufacturing, handling or transportation involving radioactive materials. In general, these employers are written at the rate of the classification that would normally describe the employer’s operations. The radiation hazard is covered by a supplemental rate, which the carrier determines on the basis of its own underwriting judgment. The employers that have been rated under this rule are laboratories engaged in research on radioactive materials, isotope dealers and instrument manufacturers who use radioactive components in their instruments, etc.

The use of supplemental loadings on employers where the radiation exposure is limited to just a few employees, as is the case of hospitals, universities, industrial plants and certain kinds of contractors, has been infrequent. In these cases, if a supplemental loading was applied to those employees who have a radiation exposure, the additional premium would
usually be inconsequential.

Examples of these situations would be a large foundry with two or three employees using Cobalt-60 to check castings for flaws; an oil pipeline contractor who has a small crew to check pipeline welds either by X-ray equipment or Cobalt-60; and a paper mill or, in fact, any type of mill that uses isotope gauges to measure the thickness or density of materials like paper, sheet metal, rubber and plastics. The tobacco industry, for example, is now using radioisotope density gauges to determine the quality of cigarettes. It now employs more of these gauges, perhaps, than any other single industry, but the number of employees with a possible radiation exposure compared to the number of employees in the tobacco industry is so limited that it can be considered as a normal industrial development. The use of radioisotopes for both diagnosis and therapy in hospitals has become standard practice. At least two radioactive isotopes have already been accepted as pharmaceuticals. There is an exception in the note under this classification that provides “where the radiation hazard involved arises from a reactor or is equivalent to the radiation hazard of a reactor, that the rating provisions of Code 9984 “Atomic Energy – Project Work” will apply. Code 9984 relates to atomic energy projects that may involve the operations of, or experimental work on, nuclear reactors. The procedure of rating these employers is an “agreed upon” basis between the carrier, the contractor and the Nuclear Regulatory Commission.

Assignment By Analogy:

Operations To Be Separately Rated:


Atomic Energy – Project Work

Note:

Nuclear Regulatory Commission projects are rated in accordance with the classification’s Description. Since these employers are rated on an individual employer basis, the specific details may vary considerably from employer to employer.

Description:

All work, either construction or operation, performed for or under the direction of the Nuclear Regulatory Commission or any government agency may be rated on an individual employer basis. Each employer to be so rated shall be submitted by the carrier to the Rating Board for approval of the basis agreed upon by the carrier, the contractor and the Nuclear Regulatory commission or government agency.

With respect to this classification, the rates that have been agreed upon by the carrier, the contractor and the Nuclear Regulatory Commission are not subject to review or approval. The function of the Rating Board in such case, is to accept the rate and not question how it was determined other than to make sure that all parties involved have agreed to its use before extending approval. Accordingly, the negotiated rate is considered acceptable.

Assignment By Analogy:

Operations To Be Separately Rated:


Attorney – All Employees & Clerical, Messengers, Drivers
Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 8820 are conducted as a separate and distinct business.

Description:

Code 8820 applies to employees of attorneys or law offices. The employee exposure is principally inside office work; however, the scope includes outside exposure of trial attorneys and attorneys, paralegals and other employees involved in investigative work. It is not intended to apply to “in-house” attorneys employed by business organizations. This classification would also apply to any employees of attorneys or law firms performing cleaning or maintenance service in or about the premises used for professional purposes.

In addition, employers engaged in the business of providing court reporters who take depositions in law offices or other comparable locations and record legal proceedings have been assigned to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Court – municipalities:
   a. Case workers and supervisors. Refer to Code 9410 “Municipal, Township, County or State Employee – NOC.”
   c. Officers. Refer to Code 7720 “Police Officers & Drivers.”


Auctioneers & Salespersons – Outside

Note:

Includes solicitors and appraisers. Not livestock sales stables.

Description:

Code 8090 applies to the operation of auctioning merchandise or property. Merchandise may be displayed at an auction site, which may be operated or rented by the auctioneer, or at the seller’s location, such as a seller’s home, as in the case of estate auctions, or at manufacturers’ or dealers’ warehouses, or presented in catalogs. Merchandise, motor vehicles, real estate, and vacation packages may also be presented to buyers through online auctions.

Merchandise sold at auctions may include art, automobiles, clothing, costumes, collectibles, computers, jewelry, motorcycles, real estate and vacation packages may also be sold. Auctions may be held to liquidate estates, dealers’ or manufacturers’ overstock, confiscated or theft-salvaged property, or to sell donated items to raise funds for charity. Merchandise is appraised to determine opening bids and to quote appraisal value to potential buyers when presented at auction. When an item is presented, a buyer will make an opening bid, the next bidder will offer a price higher than the opening bid, and the bidding will continue with each subsequent bidder offering a price higher until the final bid is offered, and the item is declared sold to the highest bidder. The seller will receive the highest bid minus the
auctioneer’s fee. Online auctions usually do not involve the auctioneer taking possession of the merchandise nor charging a fee to the buyer but facilitating the sales by providing a listing service and collecting either a small percentage of the final bid or a small listing fee.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Appraising by art galleries, sale of artwork or antique art (retail or wholesale). Refer to Code 8068 “Art Gallery & Clerical.”

2. Retail or wholesale:
   a. Antique furniture. Refer to Code 8044 “Furniture Store – Wholesale or Retail & Drivers.”
   b. Antique art or artwork. Refer to Code 8068 “Art Gallery & Clerical.”
   c. Antique jewelry. Refer to Code 8013 “Jewelry Store.”
   d. Antique items other than art, furniture, and jewelry. Refer to Code 8017 “Retail Store – NOC – No Service of Food” and Code 8018 “Wholesale Store – NOC.”
   e. Livestock. Refer to Code 8288 “Livestock Dealer or Commission Merchant & Outside Salespersons, Drivers.”

Automatic Screw Machine Products Mfg.

Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to this classification are conducted as a separate and distinct business.

Description:

Code 3145 applies to employers engaged in manufacturing automatically turned wood and machine screws. The raw material is usually wire stock of steel or brass received from others. The stock is automatically fed into the screw machines where it goes through the respective operations of cutting off, tapering, shaving, threading and slotting to form the screws. The completed screws may then be placed in extractors to remove the oil accumulated during the machining process. In some cases, the screws are mechanically plated and buffed.

This classification is also applied to employers engaged in manufacturing miscellaneous products utilizing automatic screw machines involving the above operations, the only difference being in the raw material, which is usually bar stock of steel or brass received from others.

This classification may not be used in those instances where a bona fide machine shop may employ automatic screw machines to turn out parts that may go into some final product of the machine shop.

Assignment By Analogy:

- Electronic component connectors
- Expansion bolts and shields
- Pint and post receptacles
- Pint and post receptacles
- Thermocouples

Operations To Be Separately Rated:

Automatic Sprinkler Installation – All Operations to Completion & Drivers

Note:
Description:

Code 5188 applies to employers engaged in installing automatic sprinkler systems such as lawn sprinklers. Automatic fire sprinkler systems may be installed for residential and commercial concerns. There are different types of sprinkler systems available, some of which include wet pipe or the use of dry chemicals. Pipes are filled up to the sprinkler heads with water under pressure, until activated by heat. The other system which is called the hydraulically calculated system, uses dry chemicals or foam to extinguish.

Once the systems are installed, they are tested for activation, leaks and water pressure is checked. The outside repair of sprinkler systems is also inclusive under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Plumbing. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”


Automobile Accessories Store – NOC – Retail & Drivers

Note:
Description:

Code 8046 applies to retail stores principally engaged in selling automobile parts and accessories such as batteries, spark plugs, fuel pumps, oil filters, carburetors, ignition parts, mufflers, gaskets, tires, tubes, oils, lubricants, skid chains, luggage carriers, seat belts, seat covers, radios, windshield wipers, heaters, speed equipment, mirrors and lights.

Automobile accessories stores generally sell a minor amount of household electrical appliances, hardware items, garden tools and implements, paint, toys, sporting goods and kitchen utensils.

In these stores most of the sales are over the counter, but as an accommodation to their customers a store may install parts and accessories such as windshield wipers, mirrors, batteries, tires and seat covers. However, these stores do not engage in the general repair or service of motor vehicles as found in automobile repair garages or gasoline service stations.

Assignment By Analogy:

Telephone installation in vehicles by automobile accessories stores

Operations To Be Separately Rated:

1. Stores:

b. Principally engaged in the retail sale of household electrical appliances, paint, toys, sporting goods or kitchen utensils. Refer to Code 8017 “Retail Store – NOC– No Service of Food.”

c. Principally engaged in the retail sale of hardware. Refer to Code 7998 “Hardware Store – Retail.”

2. Employers principally engaged in the retail selling of tires and tubes including installation. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations to Completion & Drivers.”

Automobile Dismantling & Drivers

Note:
Includes breaking-up the chassis, sales of automobile parts and the salvage or junking of parts.

Description:
Code 3821 applies to employers engaged in dismantling automobiles or trucks for obtaining salvageable auto parts from automobiles or trucks that have been in accidents or are no longer completely operational. The employer will purchase the wrecked, damaged or used automobiles to salvage usable parts and then sell the parts to automobile repair shops, mechanics and private individuals for use in automobile repair operations.

The automobiles will either be towed by the employer or delivered to the employer’s yard by outside concerns. Salvageable parts are removed, cleaned and repaired if necessary. Once all salvageable parts have been removed from the automobile or truck, the remaining chassis will be crushed or cut apart and sold as is to metal scrap dealers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Automobile repair or the operation of a gasoline station. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”

2. Automobile Sales. Refer to Code 8748 “Automobile Salesperson.”

Automobile Engine Mfg.

Note:
Description:
Code 3827 applies to employers engaged in manufacturing diesel or gasoline automobile, bus or truck engines. The castings are drilled, planed, milled, and turned by machine then plated, ground, honed or otherwise finished to form the cam, head, crankshaft and cylinder block. Cam, crankshaft, bearings, fans, gears, pistons and rings are assembled into block by power and/or hand tools.

The subassemblies such as carburetors, ignition units, generators, belts and hardware are received from others and installed by hand and power tools to form the completed engines. Engines are inspected to assure proper operation, packed and shipped to the employer’s customer.
Assignment By Analogy:

Operations To Be Separately Rated:


2. Engine repair on vehicles. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”

Automobile Gasoline and/or Service Stations – Self-Service Gasoline – With Convenience Store

Note:

Applies to gasoline stations where the customer pumps the gasoline. The employee exposure is that of an attendant located in a separate structure who controls the amount of the sale and accepts payment from the customer.

Includes the operation of a convenience store selling a variety of items including, but not limited to, groceries, soft drinks, coffee, tea, bread, snacks, newspapers, candy, cigarettes, windshield wiper fluids etc. The sale and service of fast food is not limited to frankfurters, sandwiches, pizza, etc.

Description:

Code 8382 applies to the operation of a self-service gasoline station with a convenience store. The gas attendant operates the gasoline pump remotely from the operator’s booth which may be located near the gasoline pump island or inside the convenience store. The customer will make payment at the booth or at the pump and pump their own gasoline. The employee will not pump gas, check fluids, clean windshields or conduct any repairs.

The convenience store will sell a variety of items including, but not limited to, groceries, soft drinks, coffee, tea, bread, snacks, newspaper, etc. Some convenience stores may also sell and serve fast food such as frankfurters and pizza.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Sales:
   a. Gasoline stations that operate a combined full service and self-service station at the same location. Refer to Code 8391 Automobile Sales or Service Agency – All Operations & Drivers.”
   b. Gasoline through self service gas station. Refer to Code 8381 “Automobile Gasoline Station and/or Service Stations – Self Service Gasoline Exclusively – No Convenience Store.”

Automobile Gasoline Station and/or Service Stations – Self-Service Gasoline Exclusively – No Convenience Store

Note:

Applies to gasoline stations where the customer pumps the gasoline. The employee exposure is that of an attendant located in a separate structure, such as booth, who controls the amount of the sale and accepts payment from the customer.
Description:

Code 8381 applies to the operation of a self-service retail gasoline station exclusively. This classification is applicable to each separate location where the customer will make payment at the booth or at the pump and the gas is pumped by the customer. The employee exposure is that of an attendant located in a separate structure, such as booth, who controls the amount of the sale and accepts payment from the customer.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Sales:
   a. Gasoline stations that operate a combined full service and self-service station at the same location. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”
   b. Self-service gasoline stations including the operation of a convenience store. Refer to Code 8382 “Automobile Gasoline and/or Service Stations – Self Service Gasoline – With Convenience Store.”

Automobile Lighting, Ignition or Starting Apparatus Mfg. – NOC

Note:

Description:

Code 3648 applies to employers engaged in manufacturing automobile lighting, ignition or starting apparatus such as alternators, generators, starters and headlights. Raw materials include steel, copper or brass sheet or bar stock, wire, springs, plastics, hardware, washers, plating solution and paint.

The equipment or machinery used to fabricate parts in the manufacturing process may include cutting, molding, punching, shearing, shaping, welding and grinding machines. After the parts are fabricated, they are assembled by hand or machine and finished by spray painting or dipping in plating chemicals. The manufactured products are inspected, tested, packed and ready for shipment to the employer’s customers.

This classification also includes rebuilding of automobile alternators, armatures, generators or starters in the shop.

Assignment By Analogy:

Operations To Be Separately Rated:


Automobile Mfg. or Assembly

Note:

Description:

Code 3808 applies to employers engaged in manufacturing or assembling complete automobiles, buses, ambulances, or motorcycles. For automobiles, ambulances, and buses, the chassis and other parts may be fabricated by the employer or received from other manufacturers. Raw materials such as metal parts are cut, punched and drilled. Other parts such as wheels, tires, transmissions, engines, cooling systems, electrical systems and axle assemblies are assembled to
form cars, buses, motorcycles and ambulances. After assembly, vehicles are spray painted, inspected and taken for a road test. Vehicles are then ready to be delivered to dealers.

This classification also applies to manufacturing or assembling golf carts, bumper cars used in amusement park rides, snowmobiles and skid or pallet jack trucks.

Assignment By Analogy:

Operations To Be Separately Rated:


Automobile Parking Lot & Drivers

Note:

Applies to the operation of an automobile parking lot, parking station, storage garage, self-parking facility or valet parking service. Includes the operation of a rental car agency provided that the cars are rented without chauffeurs and no mechanical work is performed on the vehicle.

Includes employees such as parking attendants, counter personnel and cashiers.

Description:

Code 8392 applies to employers engaged in operating automobile parking lots or storage facilities, renting automobiles, dump trucks, horse trailers and push carts. The customer will drive their vehicle to the employer’s premises and the employee will park the customer’s vehicle at the lot for a fee or will store the vehicle for a specified time indicated by the customer. The customer is provided with a receipt that will be needed to retrieve the vehicle. In many cases, the customers can park their own vehicle in the employer’s lot and a cashier accepts payment for parking fees.

Automobile rental companies are engaged in renting vehicles to customers for a fee. The customer will select a vehicle from the employer’s lot and the cashier will complete the appropriate documentation and accept payment. When the vehicle is returned it is inspected for damages and the appropriate payment is made for the rental or any damages.

Assignment By Analogy:

Municipalities storage and repairs of own vehicles

Operations To Be Separately Rated:

1. If an employer operates an automobile storage garage and repairs automobiles at the same location, the entire risk shall be assigned to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”

Automobile Radiator Mfg.

Note:
Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 3807 are conducted as a separate and distinct business.

Description:

Code 3807 applies to employers engaged in manufacturing the complete automobile radiator or the repair and rebuilding of automobile radiators where such operations are the sole or principal business of the employer. This classification contemplates sheet metal fabrication of parts, incidental metal and castings machining of parts that are assembled into the completed radiators.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Removal and replacement of radiators on vehicles. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”

Automobile Sales or Service Agency – All Operations & Drivers

Note:

Applies to automobile body repair shops.

When an employer operates an automobile repair shop with a convenience store (no self-service sale of gasoline), this classification is applicable and assign the appropriate store classification. This classification does not include the operation of a convenience store that is also engaged in self-service gasoline.

Includes repairing, recapping, vulcanizing and mounting of tires on or away from premises.

Full or self-service gasoline. Applies to retail gasoline stations that operate a combined full and self-service station at the same location.

Description:

Code 8391 applies to employers engaged in mechanical service, repair or body repair work on automobiles, vans, trucks or motorcycles. Repairs and service is not limited to engine tune-ups, electrical lighting, starter or generator repair, tire mounting, balancing or alignments, lubrications or oil changes, glass installation, transmission, radiator or ignition system repair. Body repair may consist of removing panels, parts or chassis, realigning bent frames, assembling, welding or attaching replacement parts. Also included is the major mechanical system overhaul of vehicles including engines, transmissions, valves, ignition and electrical systems. Shops may perform installations such as brakes, mufflers, air conditioning systems or auto-detailing. Shops that provide vehicle road side assistance, service and repair are also included under this classification.

This classification is also applied to the parts departments of automobile sales agencies that sell new or used vehicles.

Service writers are also included under this classification regardless whether they are located within the shop area or in a separate area away from the shop.

This classification is also applied to car wash facilities including coin-operated or fully automated type, and to full service gasoline stations in which attendants pump the gas for the customer and may check tire pressure, fluid levels or clean windshields.

Specialist shops that convert or customize pre-manufactured vehicles by cutting openings, installing or tinting windows,
Boat engine service agencies (not in conjunction with marinas, boat yards or docks) are also assigned to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. 

Automobile and automobile tires salespersons. Refer to Code 8748 “Automobile Salespersons.”

2. 

Towing motor vehicles principally to locations other than the owner’s repair facility. Refer to Code 7219 “Trucking – NOC – All Employees & Drivers.”

Automobile Salespersons

Note:

Description:

This classification applies to salespersons employed by sales and service agencies engaged in selling or leasing new or used automobiles, vans, trucks, motorcycles, boats, campers, scooters, golf carts, and mobile homes.

Assignment By Analogy:

Operations To Be Separately Rated:

1. 

Automobile sales or service agencies. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.

Automobile, Bus, Truck or Trailer Body Mfg. – NOC

Note:

Includes bus, truck or trailer body repair or service.

Code 3824 and Code 3808 “Automobile Mfg. or Assembly,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3824 applies to employers engaged in automobile, bus, trailer and truck body manufacturing with bodies made of die pressed steel. The chassis and other parts required to produce the automobile, bus, truck or trailer bodies may be received from others. The term “die pressed” refers to stamped auto body parts such as doors, fenders, and hoods. These die pressed parts are formed by forcing sheet metal into contact with a die that is the exact configuration of the part that is formed.

The process of body manufacturing may consist of lumber being cut to size, planed, shaped, turned, sanded, bored, tongued and grooved, fitted and assembled to form the body frame. Iron or steel shapes are cut, heated, bent, and forged into shape, countersunk, drilled, fitted and bolted to the wood frame to brace and strengthen it. The whole body
is then mounted and bolted to the chassis.

Occasionally, sheet metal or iron is cut and screwed to parts such as the tail board and the back of the driver’s seat or to a side section, for reinforcement purposes. Glass is mounted into channel iron that has been cut and shaped into windshield frames and bolted and screwed to the body. Chains and hooks are attached to the rear platform or tail board and hinges or other hardware are nailed or screwed to openings or doors.

This classification also applies to employers that repair or service bus, truck, or trailer bodies that are made of die-pressed steel. Repair or service as used in this sense refers to replacing nonmechanical parts or forming, trimming and finishing the parts to be replaced and welding the parts into position.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Automobile, bus, truck or trailer body manufacturing – riveting and welding processes. Refer to Code 3823 “Automobile, Bus, Truck or Trailer Body Mfg. – Riveted or Welded.”

Automobile, Bus, Truck or Trailer Body Mfg. – Painting

Note:

Code 9505 and Code 3808 “Automobile Mfg. or Assembly” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 9505 applies to employers engaged in painting or repainting automobiles, trucks, buses and trailer bodies.

Customers will bring their vehicles to the employer’s shop or vehicles may be transported to the employer’s shop by flatbed tow trucks. The customer will select a paint color for their vehicle or it will be matched to the existing color of the vehicle if the customer wants to keep the same color. Once the color is selected the process of painting the automobile, bus, truck, or trailer body begins. When the painting is completed the customer is notified that their vehicle or trailer body is ready for pick or the employer may deliver the vehicle directly to the customer.

Assignment By Analogy:

Aircraft painting

Operations To Be Separately Rated:

1. Painting:
   a. Vehicles that require auto body repair. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”
   b. Structures and buildings – interior and exterior. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”
Automobile, Bus, Truck or Trailer Body Mfg. – Riveted or Welded

Note:

Includes automobile, bus, truck or trailer body repair or service. Code 3823 and Code 3808 “Automobile Mfg. or Assembly,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3823 applies to employers engaged in manufacturing automobile, bus, truck, and trailer bodies and other items listed below that involve riveting and welding processes.

The employer may receive the parts from others or fabricate the chassis and other parts required to produce the automobile, bus, truck or trailer bodies. Sheet metal is cut to size according to specifications which will then be riveted and welded to form the body. All parts are assembled to produce the automobile, bus, truck or trailer bodies.

Also, included under the scope of this classification is the repair or service of automobile, bus, truck and trailer bodies. The employer’s customers will drop off their automobile, bus, truck or trailer that requires repair or service. Sections of the body that need to be repaired are removed and replaced with new sections that the employer will fabricate. The fabrication involves cutting sheet metal to size, riveting and welding the section to the existing body.

Repair or service as used in this sense refers to replacing nonmechanical parts or forming trimming and finishing the parts to be replaced and welding the parts into position.

Assignment By Analogy:

- Cargo containers – metal – shop repair only
- Sprinkler trucks for street washing

Operations To Be Separately Rated:

1. Automobile, bus, trailer and truck body Not Otherwise Classified (NOC) including die pressed steel. Refer to Code 3824 “Automobile, Bus, Truck or Trailer Body Mfg. – NOC.”

Aviation – Aerial Application, Seeding, Herding or Scintillator Surveying – All Other Employees & Drivers

Note:

Description:

Code 7403 applies to aviation ground personnel such as, but not limited to, maintenance and service personnel, cargo and baggage handlers, ticket sellers or information clerks at airports, air traffic controllers, and security personnel. The personnel may be employed by scheduled air carriers, commuter air carriers, supplemental air carriers, or any other commercial aviation operators, including helicopter services.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Aerial photography other than mapping or surveying work – ground laboratory employees. Refer to Code 4361 “Photographer – All Employees & Drivers.”

2. Airline ticket offices – information and ticket clerk – no baggage handling or weighing – not located at the airport. Refer to Code 8810 “Clerical Office Employees – NOC.”

3. Air carrier – scheduled, commuter or supplemental. Refer to Code 7405 “Aviation – Air Carrier – Scheduled, Commuter or Supplemental – Flying Crew.”

4. Air charter or air taxi. Refer to Code 7431 “Aviation – Air Charter or Air Taxi – Flying Crew.”


6. Aviation – Flying Crew:
   a. Aerial application, seeding, herding or scintillometer surveying
   b. Aerial firefighting
   c. Aviation – NOC
   d. Flight testing
   e. Patrol, photography, mapping, or survey work
   f. Sales or service agency or student instruction
   g. Stunt flying, racing or parachute jumping

   Refer to Code 7422 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – Flying Crew.”

Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – Flying Crew

Note:
For prototype or experimental aircraft, assign exposure to the one aviation classification that best describes the nature of the aircraft being tested.

Description:
Code 7422 applies to flying crew personnel such as pilots, copilots, instructor pilots, navigators and others whose duties are associated with flight operation of fixed-wing aircraft. Such operations are encountered in connection with student pilot instruction, aerial advertising (including skywriting and sign towing), and the operations of lighter-than-air craft (balloons). This classification is also applied to the flying crew and photographers who are involved in aerial photography for mapping or survey work and the production of topographic maps. This classification also includes helicopter flying crews.

Air ambulance operations conducted with fixed-wing aircraft are subject to this classification. Medical personnel, employed by the air ambulance, who accompany patients in-flight are considered to be members of the crew and are assigned to this classification.

Assignment By Analogy:
• Aerial firefighting
• Flight schools – including gliders
• Stunt flying, racing or parachute jumping

Operations To Be Separately Rated:
1. Airports – security personnel supplied by contracting agencies including drivers. Refer to Code 7723 “Detective or Patrol Agency & Drivers.”

2. Air carrier – scheduled, commuter or supplemental – all other employees and drivers. Air carrier – charter – all other employees and drivers. Refer to Code 7403 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – All Other Employees & Drivers.”

3. Aviation – Flying Crew:
   a. Air carrier – scheduled, commuter or supplemental. Refer to Code 7405 “Aviation – Air Carrier – Scheduled, Commuter or Supplemental – Flying Crew.”
   b. Air charter or air taxi. Refer to Code 7431 “Aviation – Air Charter or Air Taxi – Flying Crew.”

Aviation – Air Carrier – Scheduled, Commuter or Supplemental – Flying Crew

Note:
Applications for scheduled, commuter or commercial air carriers, including cargo carriers, that conduct operations with fixed-wing aircraft under Part 121 of the Federal Aviation Regulations.

Non-ratable Statistical Code 7445 is to be assigned in conjunction with this classification to reflect the non-ratable catastrophe loading. Premium generated by Statistical Code 7445 is not subject to experience rating or retrospective rating.

Description:
Code 7405 applies to the flying crew personnel employed by scheduled air carriers, commuter air carriers or supplemental air carriers including cargo carriers that conduct operations with fixed wing aircraft under Part 121 of the Federal Aviation Regulations. Such employees include, but are not limited to, pilots, copilots, navigators, stewards, stewardesses, and other flight attendants.

Assignment By Analogy:
Air cargo and freight service – flying crew

Operations To Be Separately Rated:

1. Aerial photography other than mapping or surveying work – ground laboratory employees. Refer to Code 4361 “Photographer – All Employees & Drivers.”

2. Airline ticket offices – information and ticket clerk – no baggage handling or weighing – not located at the airport. Refer to Code 8810 “Clerical Office Employees – NOC.”

3. Air carrier – scheduled, commuter or supplemental – all other employees and drivers. Air carrier – charter – all other employees and drivers. Refer to Code 7403 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – All Other Employees & Drivers.”

4. Air charter or air taxi. Refer to Code 7431 “Aviation – Air Charter or Air Taxi – Flying Crew.”

6. Aviation – Flying Crew:
   a. Aerial application, seeding, herding or scintillometer surveying
   b. Aerial firefighting
   c. Aviation – NOC
   d. Flight testing
   e. Patrol, photography, mapping, or survey work
   f. Sales or service agency or student instruction
   g. Stunt flying, racing or parachute jump

Refer to Code 7422 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – Flying Crew.”

Aviation – Air Charter or Air Taxi – Flying Crew

Note:

Applies to air charter, air taxi, and similar operations using fixed-wing aircraft that conduct operations outside of Part 121 of the Federal Aviation Regulations.

Code 7431 is assigned in conjunction with Statistical Code 7453 to reflect non-ratable catastrophe loading. Premium generated by Statistical Code 7453 is not subject to experience rating or retrospective rating.

Description:

Code 7431 applies to flying crew personnel of employers that conduct air charters, air taxis, and similar operations using fixed-wing aircraft. Such employees include, but are not limited to, pilots, copilots, and other in-flight attendants. Air charter and air taxi services provide on-demand air transportation for individuals or small groups. Typical activities are charters for business travelers and leisure charters for sightseeing and adventure trips.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Airports – security personnel supplied by contracting agencies including drivers. Refer to Code 7723 “Detective or Patrol Agency & Drivers.”

2. Air carrier – scheduled, commuter or supplemental – all other employees and drivers. Air carrier – charter – all other employees and drivers. Refer to Code 7403 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – All Other Employees & Drivers.”

3. Aviation – Flying Crew:
   a. Air carrier – scheduled, commuter or supplemental. Refer to Code 7405 “Aviation – Air Carrier – Scheduled, Commuter or Supplemental – Flying Crew,”

Aviation – Transportation of Personnel in Conduct of Employer’s Business – Flying Crew

Note:

Description:
Code 7421 applies to the payroll of pilots and all members of the flying crew. Also applies to the payroll of executive officers or other employees who operate fixed-wiring aircraft in the conduct of the employer’s business. If the records of the employer clearly indicate the weeks in which such employees perform flying:

1. Only the payroll for each week during any part of which the employee has engaged in flight duties is to be assigned to this classification code, unless the classification code applicable to the employee’s non-flying operations carries a higher rate, in which case that classification code will apply.

2. The payroll in each week in which no flying has been done is to be assigned to those classification codes that would otherwise apply. If the records of the employer do not clearly indicate the weeks in which flying is performed by such employees, the entire payroll for such employees must be assigned to this classification code unless the classification applicable to the employee’s non-flying operations carries a higher rate in which case that classification code will apply.

Employees who are transported as passengers and who are not members of the flying crew are to have their payroll and losses assigned to their standard occupational classification. Refer to Rule VIII “Executive Officers” Section (A) (8) of this Manual.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Aerial photography other than mapping or surveying work – ground laboratory employees. Refer to Code 4361 “Photographer – All Employees & Drivers.”

2. Airline ticket offices – information and ticket clerk – no baggage handling or weighing – not located at the airport. Refer to Code 8810 “Clerical Office Employees – NOC.”

3. Air carrier – scheduled, commuter or supplemental. Refer to Code 7405 “Aviation – Air Carrier – Scheduled, Commuter or Supplemental – Flying Crew.”

4. Airports – security personnel supplied by contracting agencies including drivers. Refer to Code 7723 “Detective or Patrol Agency & Drivers.”

5. Air carrier – scheduled, commuter or supplemental – all other employees and drivers. Air carrier – charter – all other employees and drivers. Refer to Code 7403 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – All Other Employees & Drivers.”

6. Aviation – Flying Crew:
   a. Aerial application, seeding, herding or scintillometer surveying
   b. Aerial firefighting
   c. Aviation – NOC
   d. Flight testing
   e. Patrol, photography, mapping, or survey work
   f. Sales or service agency or student instruction
   g. Stunt flying, racing or parachute jumping

Refer to Code 7422 “Aviation – Aerial Application, Seeding, Herding or Scintillometer Surveying – Flying Crew.”

Awning or Tent Mfg. – Shop Only

Note:
Description:

Code 2576 applies to employers engaged in manufacturing large and small products that are made of canvas, duck or
water-resistant textiles. This classification includes manufacturing products such as, but not limited to, awnings, tents, tarpaulins, drop cloths, pool liners, rafts or floats, bags and knapsacks provided these products are produced from the above listed materials. Powered material cutters, grommet equipment, sewing machines, pipe and bar stock cutters and threaders may be utilized to fabricate these products. Buttons, snaps, zippers, pull strings or fasteners maybe added.

Assignment By Analogy:

- Canopies – canvas – includes repair in shop
- Sails
- Trampolines – canvas or fabric surface – jumping surface
- Truck covers – canvas – including repair in shop
- X-ray – protective equipment – lead lined canvas blankets or vests

Operations To Be Separately Rated:

1. Awnings or canopies:
   b. Plastic
      i. Compression or injection molded. Refer to Code 4475 "Plastics Mfg. - Molded Products - NOC."
      iii. Fabricated from sheets, rods or tubes. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”

2. Bags or sacks:
   a. Made of burlap, cotton or gunny sack. Refer to Code 2578 “Bag or Sack Mfg. – Cloth.”

3. Canvas spinning or weaving. Refer to Code 2302 “Silk Thread or Yarn Mfg.”

4. Installation, removal or repair of awnings, tents, canvas products, sails or other similar products away from shop. Refer to Code 9539 “Awning, Tent or Canvas Goods Erection, Removal or Repair – All Operations to Completion & Drivers.”

**Awning, Tent or Canvas Goods Erection, Removal or Repair – All Operations to Completion & Drivers**

Note:

Applies to operations away from the shop.

Applies to interior or exterior work, including the hanging of flags or bunting for conventions or celebrations.

Description:

Code 9539 applies to employers engaged in erection of canvas goods, awnings, or tents. All types of awning such as plastic, canvas, or aluminum are contemplated under this classification.

The employer will use the awning, canvas tops or covers fabricated by the employer or purchased from suppliers. The materials to be installed are delivered by the employer to the customer’s location for set up. The installation of these products is inclusive under this classification. The repair of canvas goods, awnings or tents away from the shop facility is also inclusive under this classification. This classification is also applicable to the decorating of meeting rooms, convention halls, parties, parade routes, political rallies and festivals.
This classification also applies where on a sailboat, the employer removes old sails and replaces them with new ones.

Assignment By Analogy:

Wreaths – exterior – street decorating

Operations To Be Separately Rated:

1. Installation:
   b. Cardboard window display or curtains, tapestries or draperies from floor or stepladder. Refer to Code 9521 “House Furnishings Installation & Upholstering – NOC – All Operations to Completion.”
   c. Metal, plastic or wood signs. Refer to Code 9552 “Sign Erection or Repair – Away From Shop – Not Outdoor Advertising Companies – All Operations to Completion & Drivers.”

Baby Carriage Mfg.

Note:
Description:

Code 3865 applies to employers engaged in manufacturing baby carriages or strollers, doll carriages, bicycles, tricycles, unicycles, and bicycles, regardless of the type of raw material used such as metal, plastic, wood, fiber or reed. This classification also includes woodworking, metal working and upholstering operations.

Raw materials such as steel tubing and aluminum stock are received from others and cut, bent, punched, drilled and assembled by welding to form the frame. Other bicycle parts such as seats, wheels, chains, pedals and handlebars are added onto the manufactured frame.

The in-shop repair of the items manufactured, and bicycle repair in a shop when not performed by a dealer, is inclusive under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Carriages – other than baby or wagon assembly and/or repair. Horse drawn carriages manufacturing. Push carts manufacturing. Refer to Code 3808 “Automobile Mfg. or Assembly.”

Bag Mfg. – Paper or Plastic

Note:
Description:

Code 4273 applies to employers engaged in manufacturing paper bags. Paper is received in rolls and placed on bag making machines. The machine draws the paper in and, if requested by the employer’s customer, will imprint the customers’ business name, address and/or the company logo on the paper. The printed paper is cut and folded to size and the seams glued at one end to form completed bags.
This classification also applies to manufacturing plastic heat-sealed bags commonly used to package consumer goods. Plastic film is received in two-ply rolls. The rolls are pressed on printing presses which, when requested by the customer, will imprint the customer’s business name, address and/or company logo on the film. The printed film is placed on a heat sealing (bag making) machine which cuts, folds and heat seals three sides forming the bag.

The finished bags are then inspected, packed, stored and shipped to the employer’s customers.

Assignment By Analogy:

Paper sacks

Operations To Be Separately Rated:

1. Manufacturing:

Bag or Sack Mfg. - Cloth

Note:

Applies to the manufacturing, renovation or repair of cotton, burlap or gunny bags or sacks.

Description:

Code 2578 applies to employers engaged in manufacturing, renovating or repairing bags or sacks made from textile fabrics such as cotton, burlap or gunny only. These types of bags or sacks are used as containers for flour, sugar, salt, meat products, vegetables, fruit, fertilizer, coal, and building materials. Operations such as bale opening, cloth slitting, sheeting, folding, sewing and turning are inclusive under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Bags, backpacks, knapsacks or sacks:
      i. Canvas. Refer to Code 2576 “Awning or Tent Mfg. – Shop Only.”
   b. Cosmetic bags:
      i. Leather. Refer to Code 2688 “Leather Goods Mfg. – NOC.”

Bakery & Route Salespersons, Route Supervisors, Drivers

Note:
Applies to shops engaged in making bagels from raw ingredients.

Description:

Code 2003 applies to employers engaged in manufacturing baked goods such as, but not limited to, cakes, pies, croissants, muffins, cupcakes, pastries, brownies, bread, rolls, doughnuts, and other bakery items. Ingredients such as flour, baking powder, sugar, salt, yeast, water, milk, butter, eggs, shortening, nuts, fruits, and flavoring extracts are purchased from others and mixed according to recipe by use of commercial mixing machines, stand mixers, and hand mixers.

Customers may request customized cakes to be made for special occasions.

Assignment By Analogy:

- Bagel manufacturing
- Beef patties manufacturing
- Doughnut or cruller manufacturing – not at retail shops
- Pizza dough – fresh or frozen
- Taco shells – soft – baked

Operations To Be Separately Rated:


2. Doughnut shops which manufacture, prepare or serve doughnuts and/or crullers, beverages, or other food items to private individuals for consumption on or away from premises. Refer to Code 9072 “Restaurant – Fast Food & Drivers.”

3. Sale of doughnuts or crullers, with no manufacturing or food service. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”

4. Bakeries operating a store selling baked goods to private individuals exclusively at the same location or separate location. Assign the appropriate store classification.

5. Bakeries operating a store serving baked goods to private individuals exclusively at the same location or separate location for immediate consumption on or away from the premises. Refer to Code 8043 “Retail Store – NOC – Including Service of Food – Not Restaurants” or Code 9072 “Restaurant – Fast Food & Drivers.”

Ball or Roller Bearing Mfg.

Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 3638 are conducted as a separate and distinct business.

Description:

Code 3638 applies to employers engaged in manufacturing ball and/or roller bearings which are used in a variety of rotating equipment, devices and parts. Steel rods are received from others and are fed into furnaces which feed white-hot steel into a heading machine, where it is then cut by shears into small cylinders. The small cylinders are then...
shaped into rough spheres by dies and rough balls are ejected. The balls are then cooled, ground, heat treated, quenched in oil and then tested for strength using a hydraulic ram. Some of the balls are shipped to customers while others are assembled into roller bearings.

The fabrication of roller bearings consists of forged rings being machined, ground and polished with care to form an inner and outer ring with ground grooves that will act as raceways for the balls. A separator or cage will then be formed to fit around the balls to prevent bunching. The parts are assembled and inspected.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Automobile or sleeve type bearings manufacturing. Refer to Code 3632 “Machine Shop – NOC.”

Bank and Trust Companies – All Employees & Clerical, Outside Salespersons, Drivers

Note:

Description:

Code 8855 applies to financial institutions that receive, lend, exchange, and safeguard money. It includes traditional saving and loan institutions as well as credit unions and commercial banks. Services include providing savings and checking accounts, certificates of deposit, safe deposit box rentals, and mortgages. This classification includes, but is not limited to, bank managers, tellers, loan officers, security personnel, armed and unarmed attendants, ushers, door attendants, runners, messengers, janitorial and maintenance personnel and real estate appraisers that are largely engaged in appraising the value of private dwellings.

Customers of these types of institutions can be other commercial enterprises as well as individuals. These institutions generally employ tellers, who help customers open accounts, make deposits or withdrawals, and loan officers, who process loan applications and service accounts.

This classification also applies not only to “brick and mortar” banks but online banks as well. Online banks offer similar services, such as savings and checking accounts, certificates of deposit, and mortgages, but online banks may not have a physical location that customers can visit, but they transact business via the internet and by other means.

Assignment By Analogy:

• Armored car crews – (not applicable to contractors who provide such services)
• Employees engaged in care, custody or maintenance – including night watchmen, elevator operators and starters
• Special officers, attendants, ushers, doormen, runners or messengers

Operations To Be Separately Rated:

1. Check cashing establishments. Refer to Code 8810 “Clerical Office Employees – NOC.”

2. Insurance companies that assume risk in exchange for premium. Refer to Code 8723 “Insurance Companies & Clerical, Salespersons.”

3. Brokerage and financial consulting companies, credit card companies and credit collection agencies:
   a. For clerical office employees. Refer to Code 8810 “Clerical Office Employees – NOC.”
   b. For outside salespersons. Refer to Code 8742 “Salespersons, Collectors or Messengers – Outside.”
Bar, Dance Club, Lounge, Nightclub or Tavern – Including Entertainers and/or Musicians

Note:
The entire remuneration of all entertainers shall be included in computing premium subject however, to the maximum average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

Description:
Code 9074 applies to employers engaged in operating a bar, dance club, lounge, nightclub, tavern or similar type of establishments principally serving alcoholic beverages. These types of establishments may also offer prepared food for immediate consumption, however, more than 50% of the sales is derived from the service of alcoholic beverages.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Restaurants- Any location at which more than 50% of the sales is derived from the service of food consumed on or away from the premises. Refer to Code 9071 “Restaurant – Full-Service – Including Entertainers and/or Musicians” or Code 9072 “Restaurant – Fast Food & Drivers.”

2. Restaurant, bar, dance, club, lounge, nightclub or tavern operated by hotels or motels. Refer to Code 9058 “Hotel – NOC – Restaurant Employees.”


Barber Shop

Note:
Description:
Code 9586 applies to employers that provide personal grooming services for both men and women involving hair, scalp, face and hands. The services include hair shampooing, dyeing, styling, cutting, shaping, straightening, setting, drying, permanent waving and wig or hairpiece fitting, and facial massage, eyebrow tweezing, shaving, mustache and beard trimming, fingernail care and cosmetology. Indoor suntanning provided by use of ultraviolet lamps or other means is also assigned to this classification when performed by beauty parlors or barbershops. Some shops will provide services at customers’ homes or at hospitals. This classification also includes barber or beauty parlor schools and tanning parlors that operate as separate businesses.

Additionally, this classification contemplates “make-over salons,” where individuals may receive all or some of the above services and may receive massages and/or partake of steam bath facilities.

Employers engaged in the business of tattooing or body piercing are additionally contemplated by this classification. These operations are analogous to beauty salon work involving dyes and needles to affix permanent eyebrows and eyeliners to a customer’s face. Body piercing in this context refers to puncturing a body part such as an earlobe to enable the customer to wear earrings or other ornamental decorations that are intended to be worn on a punctured body part.
Assignment By Analogy:

- Electrolysis
- Day spas

Operations To Be Separately Rated:

1. Body piercing operations that take place at a jewelry store whose principal business is the sale of jewelry. Assign to the appropriate store classification.

2. Exercise institutes and massage parlors. Refer to Code 9055 “Exercise or Health Institute.”

Baths

Note:

Applies to shower and bath facilities including those located at public beaches and lakes.

Description:

Code 9015 applies to employers engaged in operating bathhouses and/or providing lifeguards at public or private baths, beaches or pools. The maintenance or cleaning of the swimming pools and bathhouses are also contemplated under this classification. The lifeguard or maintenance employees may also test the pool water for accurate pH and chlorine levels. This classification also covers the lifeguard inspection of lifesaving equipment, pool decks and restrooms to ensure proper operation.

The operation of public baths or saunas is also contemplated under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Contractors cleaning or maintaining swimming pools only, not by construction contractors. Refer to Code 9030 “Building Service Contractor.”

Battery Mfg. – Dry

Note:

Description:

Code 3642 applies to employers engaged in manufacturing dry chargeable batteries or dry rechargeable batteries that primarily consist of the zinc carbon or mercuric/silver oxide or alkaline type. These types of batteries may range in size ranging from small circular coin or button size batteries to sizes such as AAA, AA, C, D, 9-volt or lantern. Dry cell batteries are commonly used to power a multitude of devices including but not limited to hearing aids, flashlights, photographic equipment, toys, video equipment and wrist watches.

The components of a battery usually consist of a container/case, a cap, electrodes, an electrolyte and a current collector. Chemicals are mixed along with other materials to form the electrolyte mix, which is then added to the
battery container. The additional battery components are assembled inside the container and the battery is then capped. The battery manufacturing process is usually fully automated.

The manufactured batteries are tested, packaged and packed for shipment to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:


Battery Mfg. – Storage

Note:
Description:

Code 3647 applies to employers engaged in manufacturing wet batteries that primarily consist of sulphuric acid and water electrolyte and used to power mobile equipment such as automobiles and vessels. The components of a battery generally consist of a case or container, electrodes, caps, sulfuric acid and water electrolyte. These materials may be manufactured by the employer or are purchased from others. The chemicals and other materials are mixed together to form the electrolyte mix. The mixture is then placed into battery cases and a cap is placed to hold the mixture. Batteries are then inspected, packed and ready for shipment to the employer’s customers. The recycling of wet batteries is also included under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Dry cell or hearing aid battery manufacturing. Refer to Code 3642 “Battery Mfg. – Dry.”

Beer or Ale Dealer – Wholesale & Drivers

Note:

Code 7390 and Code 2121 “Brewery & Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 7390 applies to employers performing wholesale distribution of beer and ale. These alcoholic beverages in bottles, cans, or kegs are purchased from breweries or bottling firms. The cases, cartons, or kegs of beer or ale are usually placed in these employers’ warehouses, some of which may have cold storage facilities, prior to being delivered to their customers, e.g., retail outlets, restaurants, and bars.

This classification includes all warehouse employees, route supervisors, and drivers and their helpers. Also, beer or ale dealers’ salespersons who ride in the delivery trucks and take orders and make receipt collections fall within the scope of this classification.
Assignment By Analogy:

Operations To Be Separately Rated:

1. Brewing for ale, beer, or malt liquor. Refer to Code 2121 “Brewery & Drivers.”

Bicycle Store – Retail – Including Rental, Incidental Service or Repair

Note:
Description:

Code 8025 applies to retail dealers principally engaged in sales and rental of foot powered bicycles, tricycles, and unicycles including the incidental repair and service of foot powered cycles. Also, included is the incidental sale of parts such as but not limited to brakes, chains, pedals, tires and rims.

In addition, bicycle stores may also sell a variety of bicycle accessories such as baskets, bells and horns, and sporting, exercise or recreational equipment, and clothing.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Retail Sales:
   a. Bicycle accessories and sporting, exercise, or recreational equipment. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”
   b. Bicycle parts or tires. Refer to Code 7998 “Hardware Store – Retail.”
   c. Clothing or shoes. Refer to Code 8008 “Clothing or Wearing Apparel Store – Retail.”

2. Wholesale Sales:

Bill Posting – All Operations to Completion & Drivers

Note:
Description:

Code 9545 applies to employers engaged in posting advertising bills on outdoor billboards and sides of building walls. Old paper or vinyl is removed from the billboard. New paper or vinyl is placed and secured with paste and rolled smooth. Some vinyl is self-adhesive and is placed and rolled onto the billboard. Posting is done from ladders, scaffolding and the ground or roof. This classification also contemplates the hanging of paper or poster board onto poles, walls or other outdoor surfaces. Nails or staples are another form of attachment of the advertising bills. The employer will also make maintenance or repairs on billboards using hand or portable power tools.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Painting or lettering:
   a. Advertising companies engaged in sign painting or lettering on the exterior of buildings or other structures or erecting and maintaining of outdoor advertising on billboards by advertising companies. Refer to Code 9549 "Advertising Co. – All Operations to Completion & Drivers."
   b. Interior sign painting or lettering. Refer to Code 9501 “Painting – Shop Only & Drivers.”
   c. Signs on the exterior of buildings or other structures. Refer to code 9553 “Sign Painting or Lettering on Buildings or Structures – All Operations to Completion & Drivers.”

2. Bill posting in buses and trains. Refer to Code 5491 “Wallpaper Hanging – All Operations to Completion & Drivers.”

3. Erecting or repairing of signs, other than outdoor advertising companies. Refer to Code 9552 “Sign Erection or Repair – Away From Shop – Not Outdoor Advertising Companies – All Operations to Completion & Drivers.”

**Billiard Hall**

Note:
Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 9089 are conducted as a separate and distinct business.

Description:
Code 9089 applies to employers engaged in operating billiard halls, more commonly referred to as pool halls. Pool halls are usually large open area rooms with various types of pool tables depending on the type of game played (i.e. snooker pool and bumper pool). These establishments usually have a bar or grill operated within them to provide refreshments, food and snacks to patrons for a fee. Some pool halls also offer waiter or waitress service to the tables. It is common to find video games, air hockey and dart boards in these establishments as additional means of entertainment for customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Bowling lanes, roller and ice-skating rinks, enterprises involving throwing balls or darts at various targets, miniature golf, batting cages, golf driving ranges, laser tag, paintball, archery ranges, shooting galleries, (using air rifles only), public tennis courts, bocce ball and ping pong parlors. Refer to Code 9093 “Sports Related Entertainment Facilities.”

**Blacksmith**

Note:
Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 3111 are conducted as a separate and distinct business.
Description:

Code 3111 applies to employers engaged in blacksmith operations. Iron bars or strips and other materials are heated in a forge fired by coal, coke, gas or oil and formed into various shapes by hammering, bending and twisting. These operations are usually done by hand. Incidental welding, grinding tool tempering and sharpening may be performed. This classification is also applicable to a blacksmith or farrier who shoes horses or mules.

This classification also contemplates pipe bending and cutting according to customers’ specifications. Pipe pending by specialty contractors is also contemplated by this classification.

Tube bending is done using various types of tubing such as copper, brass, steel and aluminum. Rolls of tubing are straightened by machine, aligned and cut to length. After tubing is cut, it is placed on a bending machine and bent to shape.

Assignment By Analogy:

Oil pipe fitting – forged type

Operations To Be Separately Rated:

1. Pipe fittings and supplies manufacturing – plumbers’ type. Threading and cutting plumbing pipes or tubes. Refer to Code 3188 “Plumbers’ Supplies Mfg. – NOC.”

Boarding or Livery Stable – Not Sales Stable & Drivers

Note:
Description:

Code 7201 applies to employers engaged in operating a horse livery or horse boarding stable. The employer boards their customers’ horses and may also board their own horses. This classification contemplates the maintenance of the stables and any equipment utilized in the operation of the stables as well as feeding, grooming and general care of the horses.

Assignment By Analogy:

• Horse show or rodeos – stable employees
• Racetracks – stable employees

Operations To Be Separately Rated:

1. Horse breeders. Refer to Code 0006 “Farm – NOC & Drivers.”


Boat Building – NOC – Wood & Drivers – Coverage Under State Act Only
Note:

Includes shop and yard work.

Description:

Code 6811 applies to employers engaged in construction of wooden commercial-type craft of any length and does not include repair work. This classification is also applicable to the construction/manufacture of wooden floating dry docks.

Assignment By Analogy:

Barges, canoes, tugboats – wood

Operations To Be Separately Rated:


Boat Building – NOC – Wood & Drivers – Coverage Under U.S. Act

Note:

Includes shop and yard work.

Description:

Code 6801F applies to employers engaged in construction of wooden commercial-type craft of any length and does not include repair work. This classification is also applicable to the construction/manufacture of wooden floating dry docks.

Assignment By Analogy:

Barges, canoes, tugboats – wood – coverage under U.S. Act

Operations To Be Separately Rated:


Boat Building or Repair & Drivers – Coverage Under State Act Only

Note:

Code 6834 is applicable to the construction of wood, metal, fiberglass or plastic yachts, motor boats, sailboats or rowboats under 65 feet in length.

Includes shop and yard work.

Applicable to repair of any recreational vessel or to dismantling any part of a recreational vessel in connection with the repair of such vessel.

Description:

Code 6834 applies to employers engaged in fabrication or construction of wood, metal, fiberglass or plastic boats under 65 feet in length and to the repair and reconditioning of these vessels. Although this classification specifically refers to yachts, motorboats, sailboats and rowboats, the classification is not limited solely to the construction of pleasure watercraft but has also been assigned to those risks predominantly engaged in such operations, which occasionally construct or repair commercial-type boats within the 150-foot in length limitation. This is in recognition of the fact that most of the pleasure-type boat building concerns primarily engaged in the construction or repair of pleasure craft will, on occasion, repair or even construct small commercial watercraft.

The manufacturing of personal watercraft is additionally contemplated by this classification and Code 6824F “Boat Building or Repair & Drivers – Coverage Under U.S. Act.” Personal watercraft are small motorized boats usually designed for occupancy by one or two passengers. These boats are used for recreational purposes, which may include participation in racing tournaments.

The construction/manufacture of metal floating docks is assigned to Code 6824F “Boat Building or Repair & Drivers – Coverage Under U.S. Act” and Code 6834 by analogy.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Boat building or repair:
   a. Boats over 65 feet in length and up to 150 feet in length. Refer to Code 6824F “Boat Building or Repair & Drivers – Coverage Under U.S. Act.”


Boat Building or Repair & Drivers – Coverage Under U.S. Act

Note:

Code 6834 is applicable to the construction of wood, metal, fiberglass or plastic yachts, motor boats, sailboats or rowboats 65 feet and over in length but not exceeding 150 feet in length.

Includes shop and yard work.

Not applicable to the repair of any recreational vessel or to dismantling any part of a recreational vessel in connection with the repair of such vessel.

Description:

Code 6824F applies to employers engaged in the fabrication or construction of wood, metal, fiberglass or plastic boats 65 feet and over in length but not exceeding 150 feet in length, and to the repair and reconditioning of these vessels. This classification has not been limited solely to the construction of pleasure watercraft but has also been assigned to those risks predominantly engaged in such operations, which occasionally construct or repair commercial-type boats within the 150-foot length limitation. This is in recognition of the fact that most of the pleasure-type boat building concerns primarily engaged in the construction or repair of pleasure craft will, on occasion, repair or even construct small commercial watercraft.

The manufacturing of personal watercraft is additionally contemplated by this classification and Code 6834 “Boat Building or Repair & Drivers – Coverage Under State Act Only.” Personal watercraft are small motorized boats usually designed for occupancy by one or two passengers. These boats are used for recreational purposes, which may include participation in racing tournaments.

Assignment By Analogy:

• Boat motors only – inboard or outboard – building or repairing
• Oakum – for boat caulking – shop repairs and installation

Operations To Be Separately Rated:


Boat Livery – Boats Under 15 Tons – Program I

Note:

Concessions – boats in parks – concessions aboard vessels shall be assigned to the classification which would apply if the operations were conducted on land.
Description:

Code 7038 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

Pilot boats, which are usually small vessels used to deliver a pilot to and from the pilot’s ship in a harbor, are also included in this classification. Activities within the scope of this classification include rental, operation, storage and maintenance aboard the boat and on the shore.

Vessels – Sail

This classification is applicable to any masted vessel used in a commercial manner with the exception of masted fishing vessels, which are properly classified to Code 7016 “Fishing Vessels — NOC.” Masted vessels that fall within the scope of this classification may also use engines as needed for power. This classification includes sailing vessels chartered by individuals or groups for recreational purposes including such diversions as sightseeing, snorkeling and swimming. In addition, these vessels may provide entertainment as well as beverage and meal service for their passengers.

Yachts – Private – Sail or Power

This classification is assigned to the demonstration or operation of private yachts, either sail or power, on navigable waters when Admiralty coverage is afforded by the policy. It has also been assigned to employees engaged in hydroplane racing on navigable waters when Admiralty coverage is afforded.

Boat livery is generally associated with the transport of people to unspecified locations as opposed to a ferry, which operates on a designated schedule and will carry fare-paying passengers between two or more points. Boat livery-type vessels will usually not carry passengers’ vehicles or cargo for others. Activities contemplated by this scope include the operation, rental, storage and maintenance of vessels under 15 tons. The reference to boats “under 15 tons” refers to the displacement of the vessel without stores (supplies such as food, clothing or arms), bunk (sleeping accommodations), fuel or cargo.

Operations contemplated by this classification include the operation of glass-bottom boats as tourist attractions, the operation of boats on a lake as part of amusement parks or resorts, white-water rafting trips, sightseeing boats, harbor tours, drift fishing boats, chartered fishing boats and riverboat gambling vessels provided that these vessels weigh less than 15 tons.

Assignment By Analogy:

Livery – including laying up and putting boats into commission

Operations To Be Separately Rated:


2. When Longshore coverage is afforded to a boatyard, located on or adjacent to water, that is engaged in sales, repair, service and/or storage of boats. Refer to Code 6826F “Marina & Drivers – Coverage Under U.S Act” and when only State Act coverage is afforded, refer to Code 6836 “Marina & Drivers – Coverage Under State Act Only.”

Boat Livery – Boats Under 15 Tons – Program II – State Act
Note:

Concessions aboard vessels shall be assigned to the classification which would apply if the operations were conducted on land.

Description:

Code 7090 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

Boat livery is generally associated with the transport of people to unspecified locations as opposed to a ferry, which operates on a designated schedule and will carry fare-paying passengers between two or more points. Boat livery-type vessels will usually not carry passengers’ vehicles or cargo for others. Activities contemplated by this scope include the operation, rental, storage and maintenance of vessels under 15 tons. The reference to boats “under 15 tons” refers to the displacement of the vessel without stores (supplies such as food, clothing or arms), bunk (sleeping accommodations), fuel or cargo.

Operations contemplated by this classification include the operation of glass-bottom boats as tourist attractions, the operation of boats on a lake as part of amusement parks or resorts, white-water rafting trips, sightseeing boats, harbor tours, drift fishing boats, chartered fishing boats and riverboat gambling vessels provided that these vessels weigh less than 15 tons.

Vessels – Sail

This classification is applicable to any masted vessel used in a commercial manner with the exception of masted fishing vessels, which are properly classified to Code 7016 “Fishing Vessels — NOC.” Masted vessels that fall within the scope of this classification may also use engines as needed for power. This code includes sailing vessels chartered by individuals or groups for recreational purposes including such diversions as sightseeing, snorkeling and swimming. In addition, these vessels may provide entertainment as well as beverage and meal service for their passengers.

Yachts – Private – Sail or Power

This classification is assigned to the demonstration or operation of private yachts, either sail or power, on navigable waters when Admiralty coverage is afforded by the policy. It has also been assigned to employees engaged in hydroplane racing on navigable waters when Admiralty coverage is afforded.

Assignment By Analogy:

Concessions – boats in park

Operations To Be Separately Rated:

1. When state coverage is afforded to a boatbuilding or repair facility located inland. Assign the appropriate boatbuilding or repair classification.


Boat Livery – Boats Under 15 Tons – Program II – USL Act
Code 7050 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

Boat livery is generally associated with the transport of people to unspecified locations as opposed to a ferry, which operates on a designated schedule and will carry fare-paying passengers between two or more points. Boat livery-type vessels will usually not carry passengers’ vehicles or cargo for others. Activities contemplated by this scope include the operation, rental, storage and maintenance of vessels under 15 tons. The reference to boats “under 15 tons” refers to the displacement of the vessel without stores (supplies such as food, clothing or arms), bunk (sleeping accommodations), fuel or cargo.

Operations contemplated by this classification include the operation of glass-bottom boats as tourist attractions, the operation of boats on a lake as part of amusement parks or resorts, white-water rafting trips, sightseeing boats, harbor tours, drift fishing boats, chartered fishing boats and riverboat gambling vessels provided that these vessels weigh less than 15 tons.

Pilot boats, which are usually small vessels used to deliver a pilot to and from the pilot’s ship in a harbor, are also included in this classification. Activities within the scope of this classification include rental, operation, storage and maintenance aboard the boat and on the shore.

Vessels – Sail

This classification is applicable to any masted vessel used in a commercial manner with the exception of masted fishing vessels, which are properly classified to Code 7016 “Fishing Vessels — NOC.” Masted vessels that fall within the scope of this classification may also use engines as needed for power. This code includes sailing vessels chartered by individuals or groups for recreational purposes including such diversions as sightseeing, snorkeling and swimming. In addition, these vessels may provide entertainment as well as beverage and meal service for their passengers.

Yachts—Private—Sail or Power

This classification is assigned to the demonstration or operation of private yachts, either sail or power, on navigable waters when Admiralty coverage is afforded by the policy. It has also been assigned to employees engaged in hydroplane racing on navigable waters when Admiralty coverage is afforded.

Operations To Be Separately Rated:


Boiler Inspection

Note:
Description:
Code 8731 applies to employers engaged in conducting state regulated inspections of boilers, escalators, or elevators to survey their operative condition and safety. Boiler inspectors conduct regulatory inspections of high- and low-pressure boilers to ascertain the boiler condition and safe method of operation and to remove from service and tag unsafe boilers. Tests are performed to determine the bursting point and safe working pressure of the boilers. The employee checks the condition of braces, straps, tubes, shells and all other internal and external boiler parts.

Escalator inspectors will check for torn or damaged step components and comb plates which are floor plates located on top and bottom of the escalator. Tests are conducted on the steps of the escalator for any excess movement which is deemed unsafe. The employee will inspect the comb plate for missing teeth and proper mesh with each step tread. The condition of the emergency brakes is also inspected for proper operation.

Elevator inspectors will inspect, examine and test all parts and functions at required or scheduled intervals to ensure safe operating condition. The examination will consist of checking the overspeed safety system, potential malfunction or wear of the governor rope system, and excessive leaks of hydraulic drive machines. The employee will also inspect all landings and car door mechanical and electrical components for any defective parts.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Inspectors:
   a. Building. Refer to code 9410 “Municipal, Township, County or State Employee – NOC,”
   b. In a boiler installation and repair company. Refer to Code 3726 “Boiler Installation or Repair – Steam – All Operations to Completion.”
   c. In an elevator or escalator installation and repair company. Refer to Code 5160 “Elevator Erection or Repair – All Operations to Completion.”

Boiler Installation or Repair – Steam – All Operations to Completion

Note:
Includes the construction or repair of foundations.

Description:
Code 3726 applies to employers engaged in installing or repairing high-pressure steam boilers, cleaning and scaling of boilers or ship boilers, cleaning oil tanks on land, and metal tank erection or repair within buildings. Employers engaged in operations contemplated by this classification perform these operations for commercial or industrial concerns.

Boiler installations generally involve excavation, concrete or masonry foundation work, rigging or slinging of drums and headers into place, setting tubes into headers, installation of super heating units, and installation of all steam fitting work. The installation of breeching by steam boiler erectors is included under this classification.

This classification also applies to employers that specialize in the installation or repair of metal commercial or industrial tanks including oil tanks within buildings and includes construction or repair of the tank foundations. These operations are like boiler installation and repair in that these contractors perform excavation, foundation work, rigging and installation of the tank auxiliary services.

Specialist contractors engaged in commercial or industrial boiler scaling and the cleaning of tanks, other than sandblasting, are also assigned to this classification. The operations involve the removal of boiler scales or residue from tanks using either chemicals, steam or mechanical methods.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Boiler manufacturing:
   b. Low pressure – hot water (160 PSI or less) or steam (15 lbs. or less). Boiler – gas or oil – steam. Blast furnace. Refer to Code 3620 “Tank Building – Metal – Shop.”
   c. Boiler tubes – including bending and cutting. Refer to Code 3111 “Blacksmith.”

2. Installation or repair:
   a. Boiler coverings (insulation) at customers’ locations by an insulation contractor. Refer to Code 5184 “Boiler or Steam Pipe Insulating – All Operations to Completion & Drivers.”
   b. Boiler at customers’ locations – low pressure – hot water type – 160 PSI (pounds per square inch) or less. Boiler installation or repair at customers’ locations – low pressure – steam 15 lbs. PSI (pounds per square inch) or less. Furnace installation other than hot air or industrial. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”


4. Tank cleaning – by sandblasting. Refer to Code 1741 “Flint or Spar Grinding & Drivers.”

5. Boiler inspection performed by other than a boiler installation firm. Refer to Code 8731 “Boiler Inspection.”


**Boiler or Steam Pipe Insulating – All Operations to Completion & Drivers**

Note:

Includes shop. Applies to the application of cork, asbestos or other non-conducting materials.

Description:

Code 5184 applies to employers engaged in installing insulation on steam pipes and boilers. The insulation material is usually purchased in rolls and when needed, cut to the proper size. Operations involve measuring the insulation around the pipe and then taping or stapling over the pipe. Boilers are usually insulated with a special insulated blanket that is wrapped around it and secured with straps. Hot water lines, furnaces and heating ducts may also require insulation, which is cut, taped and clamped secure.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Manufacturing of insulated pipe covering. Refer to Code 4250 “Paper Coating.”

Bolt or Nut Mfg.

Note:
Description:

Code 3132 applies to employers engaged in manufacturing nuts, bolts, and spikes from bar or rod stock. Iron, steel, copper, and bronze bar or rod stock is received from others. Automatic machinery such as forging machines, shears, cold presses, bending chucks, blanking presses, tapping and threading machines are used in the manufacturing process. Usually, the products are pressed formed, either hot or cold.

Bar stock is usually fed into an automatic screw machine to be shaped. After being shaped, the nuts and bolts have a pattern etched into them using a milling machine. Completion operations include threading, cleaning and preparing items for plating. Plating is done with a chrome or cadmium finish if performed by the employer.

Assignment By Analogy:
- Anchors – building type bolt
- Shackles – including forging
- Turnbuckles – including forging
- U-bolts

Operations To Be Separately Rated:

1. Blast furnace operations involving smelting, sintering or refining metals other than lead or iron. Refer to Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers.”

2. Rolling mill – brass, copper or other soft metals. Refer to Code 3027 “Rolling Mill – NOC & Drivers.”

3. Rolling mill – iron or steel – cold rolling, drawing or doubling process. No Steel making. Refer to Code 3018 “Iron or Steel Mfg. – Rolling Mill & Drivers.”

Book Store – Retail

Note:

Not applicable to store locations where more than 50% of the gross receipts is from the service of food or the sale of musical instruments, computers or other hardware, or household or electronic equipment.

Description:

Code 8072 applies to stores which are principally engaged in the retail sale of items such as audio or video cassettes, blu ray discs, books, comic books, compact discs, magazines, newspapers, records, sheet music, software, or video games.
Assignment By Analogy:

Operations To Be Separately Rated:

1. The sale of prepared food items that exceeds 50% of the total gross receipts. Refer to Code 9071 “Restaurant – Full-Service – Including Entertainers and/or Musician” or Code 9072 “Restaurant – Fast Food & Drivers.” If the sale of prepared items does not exceed 50% of the gross receipts. Refer to Code 8043 “Retail Store – NOC – Including Service of Food – Not Restaurants.”

2. Retail drug stores, cigar stores, or other “NOC” retail stores with no service of food. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”

Bookbinding

Note:
Description:

Code 4307 applies to employers engaged in bookbinding.

Prior to the binding process, the printed pages are folded into units known as signatures with the use of buckle or knife folders or in some cases both depending on the weight of the pages. This signature process is done so that the pages will be in proper position and order. The folded signatures are then bundled together on power, pneumatic or bundling presses and assembled either manually or mechanically. The signatures are bound together using wire staplers or adhesive or sewn together with thread. The pages may need to be cut to final size which may be done with the use of guillotine cutters or knife trimmers. The book will then be pressed to reduce its thickness.

Book backings and liners are glued using cold or hot glue and then assembled to form a completed book. The book is then pressed on a removable or standing press until such time the glue has dried. In some cases, pages are edged with gold leaf or rough edged. The completed books are inspected, packed and shipped to the employer’s customers.

This classification also includes book repair in shop or restoring old damaged books.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Bookbinding equipment manufacturing. Refer to Code 3548 “Printing or Bookbinding Machinery Mfg.”

Boot or Shoe Mfg. - NOC

Note:
Description:

Code 2660 applies to employers engaged in manufacturing all types of shoes, sneakers, sandals, boots or slippers, including custom made or orthopedic, that are either hand or machine made.

Raw materials such as leather, imitation leather, fabric, rubber heels, wooden heels, plastic heels, soles, padding, eyelets, buckles, glue, cement, nails, staples, tacks, thread, shoe laces, etc. are used in the fabrication process. This
classification includes the manufacturing of tongues, facings, linings, counter heels and soles when made by the same an employer engaged in manufacturing shoes, boots, sneakers, sandals or slippers. The employer may also purchase these particular items from outside manufacturers as well as other raw materials.

Designers will create designs of shoes, boots, sneakers, sandals and slippers and produce a paper pattern according to design. The making of paper patterns is inclusive when performed by the manufacturer for its own shoe manufacturing business. Shoes, boots, sneakers, sandals or slippers are usually assembled from parts prepared according to pattern with material that is cut by hand or machine. Operations will usually involve sewing, gluing, cementing and nailing with finishing, trimming, cleaning, brushing, waxing, buffing and polishing.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Boot or shoe paper pattern including cutters, designers and draftspersons. No cloth cutting. Applies to employers engaged in manufacturing patterns for use by manufacturers of boots or shoes. Refer to Code 4282 “Dress Pattern Mfg. – Paper.”
   b. Shoe findings (facings, linings, tongues) or shoe stock (counter, heel or sole cutting) exclusively. Heels covered with leather or plastic. Refer to Code 2688 “Leather Goods Mfg. – NOC.”
   c. Shoe last blocks for manufacturers or shoemakers. Refer to Code 2710 “Saw Mill.”

2. Shoe repair or shoe shine services. Includes hand dyeing or shining. Refer to Code 9585 “Shoe Repair Shop.”

Bottle, Rubber, Paper Stock or Rag Dealer – Second-Hand & Drivers

Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 8264 are conducted as a separate and distinct business.

Description:

Code 8264 applies to the operation of collecting, buying, and reselling used or scrap items such as paper stock, rags, plastic, bottles, bones, rubber stock where at least 80% of the total weight of all materials handled is comprised of these items.

This classification is also applicable to beverage bottle or can recycling and paper shredding as a service to others.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Collecting and hauling garbage. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

2. Collecting, buying, and selling used:
   a. Iron or steel scrap 80% if which is comprised of iron or steel scrap. Refer to Code 8265 “Iron or Steel Scrap Dealer & Drivers.”
   b. Iron or steel, and non-ferrous metal exclusively less than 80% of which consists of iron and steel or materials which include non-ferrous metal scrap but no iron or steel scrap. Refer to Code 8500 “Metal Scrap Dealer & Drivers.”
   c. Varieties of paper stock, rags, bottles, bones, rubber stock, plastic or metal and some iron or steel scrap.
Refer to Code 8263 “Junk Dealer & Drivers.”

3. Dismantling motor vehicles and salvaging or junking parts. Refer to Code 3821 “Automobile Dismantling & Drivers.”


5. Laundering:
   a. Wiping cloths for commercial customers. Refer to Code 2591 “Dry Cleaning or Laundry – Commercial & Route Salespersons, Drivers.”
   b. Wiping cloths for retail customers. Refer to Code 2590 “Dry Cleaning or Laundry – Retail & Route Salespersons, Drivers.”


7. Redeeming bottles and cans including sorting but not crushing. Refer to Code 8018 “Wholesale Store – NOC.”

8. Reducing or incinerating garbage. Refer to Code 7590 “Garbage Works.”

9. Selling collected or purchased second hand materials. Assign the appropriate manufacturing classification.


**Bottling – NOC & Drivers**

Note:

It is common for businesses subject to Code 2157 to engage in route sales. If the employer employs route salespersons and route supervisors, such employees will be subject to Code 2157 and not to Code 8751 “Route Salespersons and Route Supervisors” since Code 2157 includes drivers.

Description:

Code 2157 applies to employers engaged in bottling or canning carbonated liquids as well as warehousing, labeling, packaging and distributing of the product where the bottling or canning is performed.

Assignment By Analogy:

Beer – received from outside sources – bottling or canning only

Operations To Be Separately Rated:


**Box Mfg. – NOC – Folding Paper**

Note:
Code 4243 applies to employers engaged in manufacturing cardboard boxes which are shipped in a flat or unassembled state to be assembled or folded into boxes by the end user.

Cardboard or paperboard sheet stock is cut to size, die cut to shape and creased or scored for fold lines.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Corrugated cardboard boxes other than as described above in the “Description.” Refer to Code 4244 “Corrugated or Fiberboard Container Mfg.”
   b. Paper boxes – set-up or fully assembled type paper boxes. Refer to Code 4240 “Box Mfg. – Set-Up Paper.”
   c. Paper or paperboard. Refer to Code 4239 “Paper Mfg.”
   d. Plastic boxes or box parts by molding operations. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC” and Code 4475 “Plastics Mfg. – Molded Products – NOC.”
   e. Sheet metal boxes or containers. Refer to Code 3066 “Sheet Metal Work – Shop Only,” or Code 3067 “Sheet Metal Work – Shop Only.”
   f. Wooden boxes or crates manufacturing. Refer to Code 2759 “Box or Box Shook Mfg.”

Box Mfg. – Set-Up Paper

Note:

Description:

Code 4240 applies to employers engaged in manufacturing cardboard packaging boxes distributed in an assembled state (not flat state) with tops or closures in place. These products are commonly used to package candy, drugs, jewelry, shoes, stationery, hats, hosiery, shirts, and other similar products. The materials used in paper box manufacturing normally include cardboard stock (also referred to as paperboard, box board or pasteboard), rolls of flat finish or coated paper, staying tape, lace or plain paper used for the flat inside section of the box, paste, gum or glue, ink, type, plates, labels or wrappers.

Cardboard stock is received cut to size, scored and creased to box dimensions. Employees cut out box corners, bend the box sides (flanges) and secure the box corners with a “corner stayer,” which pastes gummed tape or paper to the corners of the box. Next, in a process called “stripping” they automatically glue paper to the sides of the box. The box tops and bottoms are spread with paper which, in many instances, has been previously printed or embossed. This process often involves topping or wrapping machines. When boxes are to be paper-lined, “flyleaf” or “lace paper” is gummed on the edge and pressed to the inside of the box. Thumhole cutters punch out the thumbholes for the box. Employees set type or plates in presses, print the labels and hand or machine paste the labels onto the boxes. Lastly, the boxes are examined, closed with covers, bundled and shipped.

This classification also includes manufacturing set-up or assembled boxes made of acetate or similar plastic sheet materials if the manufacturing operations are comparable to those associated with the manufacturing of cardboard boxes as described above.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
a. Corrugated cardboard boxes or fiberboard containers. Refer to Code 4244 “Corrugated or Fiberboard Container Mfg.”
b. Folding cardboard boxes – other than those made from corrugated cardboard or fiberboard materials. Refer to Code 4243 “Box Mfg. – NOC – Folding Paper.”
c. Paper or paperboard. Refer to Code 4239 “Paper Mfg.”
d. Plastic boxes or box parts by molding operations. Assign the appropriate plastics manufacturing classification according to the molding process involved. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC” and Code 4475 “Plastics Mfg. – Molded Products – NOC.”
e. Sheet metal boxes or containers. Refer to Code 3066 “Sheet Metal Work – Shop Only” or Code 3067 “Sheet Metal Work – Shop Only.”
f. Wooden boxes or crates. Refer to Code 2759 “Box or Box Shook Mfg.”

**Box or Box Shook Mfg.**

Note:
Description:

Code 2759 applies to employers engaged in manufacturing or assembling various types of wooden crates, boxes or box parts. The machine operations generally involve planing, sawing, cutting, tonguing, grooving, matching and the machine nailing of shooks into panels. The box shooks may also be assembled by hand nailing. Box shooks are defined as bundles of parts that are ready to be assembled into boxes.

The assembly of barrels, cooperage or kegs from prefabricated purchased parts are also inclusive under this classification.

Includes repair of the wooden crates or wooden boxes and other products assigned to this classification when performed in the shop for their customers. Also, includes repairs to wooden boxes performed by second-hand dealers.

Assignment By Analogy:

- Animal or bird cages
- Beverage cases

Operations To Be Separately Rated:

1. Manufacturing:
   a. Barrel or drums stock – heads, hoops or staves, cooperage stock or keg parts – wood. Refer to Code 2710 “Saw Mill.”
   b. Pallets or skids. Refer to Code 2802 “Carpentry – Shop Only & Drivers.”

2. Cleaning barrels or drums made of fiber or wood performed by a cleaning service contractor. Refer to Code 8018 “Wholesale Store – NOC.”

3. Planing or Molding Mill operations. Refer to Code 2731 “Planing or Molding Mill.”

**Box Spring or Mattress Mfg.**

Note:
Code 2570 applies to employers engaged in manufacturing stuffed mattresses, spring mattresses or box springs. Fillers such as cotton, kapok liners, hair, felt or silk floss, trimmings, fabrics, muslin, polyurethane, memory or latex foam, coiled springs, burlap, twine, nails and dressed frames are used in production. Coil springs may be tied together and padded, or muslin pockets may be sewn to each coil spring. Springs may also be joined and attached to frames. Fabrics are cut and sewn together on three sides, slipped over box springs or fillers with the fourth side being sewn closed. Mattresses may be shaped, edges rolled, brushed, labeled, packed and shipped.

Incidental operations may include treatment of filler material such as carding, willowing, picking, garneting and cleaning.

Assembling mattresses and box springs from purchased parts is also subject to this classification.

This classification also applies to manufacturing pillows, quilts or cushions by employers that are also engaged in manufacturing mattresses.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Bed frame made of metal or electrically controlled moveable metal bed frame – including hospital type and metal folding bed. Refer to Code 3076 “Fireproof Equipment Mfg.”
   e. Mattress covers, bedspreads, blankets, pillowcases or sheets made from cloth or plastic and inflatable mattress. Refer to Code 2553 “Furnishing Goods Mfg. – NOC – From Textile Fabrics.”
   g. Wire mattress springs. Refer to Code 3257 “Wire Goods Mfg. – NOC”
   h. Pillows including feather type, quilts, comforters or cushions not manufactured by a box spring or mattress manufacturer. Refer to Code 2571 “Pillow, Quilt or Cushion Mfg.”

2. Sterilizing mattresses and box springs by a service contractor. Refer to Code 2593 “Carpet, Rug or Upholstery Cleaning – Shop or Outside & Route Salespersons, Drivers.”

Braid or Fringe Mfg.

Note:

Description:

Code 2387 applies to employers engaged in manufacturing braids, fringes, tassels and similar products used by various industries to dress their products. Cotton and synthetic materials are processed by spooling, doubling, braiding, cutting and knotting. Weaving and knitting may be performed.

This classification also applies to employers that manufacture chenille stems, also known as pipe cleaners, paper or plastic twist ties and pom-poms.

Assignment By Analogy:
• Fishing line – braided or twisted cord
• Florist wire – cotton or paper covered

Operations To Be Separately Rated:

1. Manufacturing:
   b. Fishing line made from nylon. Refer to Code 2302 “Silk Thread or Yarn Mfg.”
   d. Knit goods such as knitted piece goods, gloves, mittens or wearing apparel. Refer to Code 2362 “Knit Goods Mfg. – NOC.”
   e. Net or webbing. Refer to Code 2380 “Net Mfg.”

Brass or Copper Goods Mfg.

Note:
Description:
Code 3315 applies to employers engaged in processing products made from brass or copper sheets. The operations consist of processing of the brass or copper sheets by stamping, hammering, spinning, riveting and brazing and in some cases, to form products such as those listed below. Polishing and plating of fabricated products is inclusive under this classification.

This classification also applies to cartridge or shell case manufacturing. Strips of metal stock are fed through blanking presses to fabricate shell case blanks. The first operation on the blanks is cupping and then drawings are made with annealing and washing between each draw. The cupped and drawn cases are then sent to the annealing furnaces. After drawing, the cases are trimmed, and the heads are formed. (This is a press operation). Primer holes are pierced, heads are turned, the nose taper is drawn, and the cases are given a final washing and inspected for length, size wall thickness, chamber fit, etc. Any scratches are buffed and burred out.

Assignment By Analogy:
Metal spinning and stamping

Operations To Be Separately Rated:

1. Explosives or ammunition manufacturing. Shell case loading or cartridge charging or loading. Refer to Code 4771 “Explosives or Ammunition Mfg. – NOC & Drivers.”

Breakwater or Jetty Construction – All Operations to Completion & Drivers

Note:
Applies to river work only.

Description:

Code 6003 applies to employers engaged in the construction of a jetty, breakwaters, sea walls, groynes, dikes, revetments etc. A jetty involves more construction than a dike or a levee in that it must extend into a body of water. A jetty is constructed of heave timber cribbing filled with boulders or heavy stone.

The construction of a dike included in this classification involves operations in which an embankment of earth is thrown up along the edge of the river. Then embankment is very frequently paved with loose stone. In addition to the stones, the embankment may be anchored by lumber or willow mattresses, which are laid against the surface of the dike and held down by stone or piling.

Assignment By Analogy:

• Dock building – no pile driving
• Rip rap stone – placed along shoreline

Operations To Be Separately Rated:

1. Caisson work, cofferdam work or shaft sinking. Refer to Code 6252 “Shaft Sinking – All Operations to Completion.”

2. Pile driving. Refer to Code 6003 “Pile Driving – NOC – All Operations to Completion & Drivers.”

Brewery & Drivers

Note:

Code 2121 and Code 7390 “Beer or Ale Dealer – Wholesale & Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 2121 applies to employers engaged in the operation of a brewery where beer or ale beverages are manufactured. This classification includes all operations that are involved in the making of beer or ale such as bottling, capping, labeling, distributing stations, warehouses, and sign erection or repair for the purpose of advertising the employer’s product.

Beer is a fermented beverage that contains ingredients such as, but not limited to, water, grain, yeast, hops and either wheat, rice, oats, barley, corn or rye depending on the employer’s formula. These ingredients are brewed together, fermented and aged to produce beer or ale. The taste and color of beer varies depending upon the type of grains used to make it and the employer’s specific formula. The beer or ale is filled into bottles, cans or kegs.

Assignment By Analogy:

Malt house – includes distributing stations

Operations To Be Separately Rated:
1. Brew pubs or restaurants that brew their own beer for immediate consumption. Refer to Code 9071 “Restaurant – Full-Service – Including Entertainers and/or Musicians” or Code 9074 “Bar, Dance Club, Lounge, Nightclub or Tavern – Including Entertainers and/or Musicians.”

Brick Mfg. – NOC – Fire or Enameled & Drivers

Note:
Description:

Code 4024 applies to employers engaged in manufacturing refractory bricks, clay products, earthenware, tile and other refractory products. This classification includes shale, sand or clay digging for use in the employer’s own fabricated product.

The products may be manufactured from refractory clays with or without refractory materials such as magnesite, silica, bauxite and dolomite. Refractory materials are ground, screened, mixed and poured into molds and dried. Once dried, the bricks or clay products are removed from the mold and baked in kilns. For enameled brick, the bricks are dipped into enamels that contain chemicals, lead oxide, tin and salt and then baked two or more times to produce the enameled brick.

This classification includes construction or reconstruction of sheds or kilns; clay, shale or sand digging; the manufacturing of common, face, pressed or repressed building or paving bricks; sand-lime bricks; structural, fireproof, drainage and roofing tiles; wall copings; glazed or unglazed sewer or drain pipes or conduits; or similar products.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Concrete products manufacturing. Refer to Code 4034 “Concrete Products Mfg. & Drivers.”

2. Digging sand or gravel for others. Refer to Code 4000 “Sand or Gravel Digging & Drivers.”


Bridge or Vehicular Tunnel Operation & Drivers

Note:
Description:

Code 9019 applies to employers engaged in operating bridges, tunnels, roadways, parkways and highways operated by municipalities, townships, counties or the state. This would include patrol or traffic control at the approaches on the bridges and in the tunnels. Toll collectors at toll booths of bridges, tunnels, or parkways are assigned to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Bridge:
   b. Painting. Refer to Code 5037 “Painting – Metal Structures – Over Two Stories in Height – All Operations to Completion & Drivers.”
   c. Cleaning roadways on bridges. Refer to Code 9402 “Street Cleaning – All Operations to Completion & Drivers.”

Brush or Broom Mfg. - NOC

Note:
Includes assembling and sawing, molding or turning of backs and handles.

Description:
Code 2835 applies to employers engaged in manufacturing and/or assembling all types of brushes, brooms, mops, paintbrushes and paint rollers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Brush or broom – wood handles only. Sawing, molding or turning of backs and handles only, no assembling. Refer to Code 2841 “Woodenware Mfg. – NOC.”
   b. Metal handles and backs only. Refer to Code 3315 “Brass or Copper Goods Mfg.”


Buckle or Button Mfg. – Metal

Note:
Applicable to mass produced stamped metal articles using fully automatic punch presses exclusively.

Description:
Code 3129 applies to employers engaged in manufacturing stamped metal products such as buttons, buckles, bottle caps or crowns, nameplates, picture hangers, wall brackets, nail heads, washers, gaskets, shims and advertising badges, as well as other components produced on a job basis, including electronic contacts, terminals and jewelry findings. These products are manufactured from coil or strip metal stock by means of fully automatic type punch presses.

While basic operations of employers assigned to this classification consist of the automatic stamping of the coil or strip metal stock, the subsequent cleaning, deburring and finishing by heat treating, painting and electroplating are also inclusive under this classification.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Metal stamping manufacturing, other than buttons, buckles, bottle caps or crowns, produced by hand-fed type of punch press operations. Refer to Code 3400 “Metal Stamped Products Mfg. – NOC.”

Building – NOC – Maintenance or Ordinary Repair Only – Not Contractors

Note:
Applies only to a building where the employer does not conduct janitorial, custodial or other business operations at the same location.

Includes maintenance and ordinary repairs of recreational vehicle campgrounds or trailer or mobile park grounds.

Description:
Code 9029 applies to employers engaged in performing maintenance operations and/or ordinary repair of buildings owned by banks or trust companies in their fiduciary capacity. For this classification to be applied, the employer cannot perform any janitorial services such as sweeping, mopping or taking out the trash. This classification is intended to cover maintenance or repair employees such as window cleaners, painters, carpenters, electricians, plumbers and steam fitters. Operations involve maintaining the building whether cleaning the windows, fixing leaks, changing bulbs, performing carpentry or painting when necessary.

This classification also includes the operation of mobile and/or trailer home parks, recreation vehicle campgrounds or parks. Maintenance and repair operations as indicated above are conducted in order to maintain and repair the facilities.

This classification is also applicable to ordinary maintenance and repair of a building operated on behalf of the owner by a real estate agent, when performed by regular employees of the real estate agent.

Assignment By Analogy:
• Handymen employed by real estate development companies to do minor repair work on buyers’ homes
• Vessels – pier maintenance

Operations To Be Separately Rated:

1. Operations:
   a. Commercial building with no dwelling occupancy except by owner of custodian. Refer to Code 9026 “Building Operation – Commercial – No Dwelling Occupancy Except by Owner or Custodian.”
   b. Residential building not more than twelve tenants including a janitor and not more than one story used for commercial purposes. Refer to Code 9027 “Building Operation – Dwelling or Combined Dwelling and Commercial Occupancy Not More than One Story Used for Commercial Purposes.”
   c. Residential building or combined dwelling and commercial occupancy building. Refer to Code 9028 “Building Operation – NOC – Dwelling or Combined Dwelling and Commercial Occupancy.”
Building Material Dealer – No Second-Hand Material & Local Managers, Drivers

Note:

Applicable only to risks dealing in two or more of the groups of materials listed below; however, it shall not be applicable to a risk if its sale of any one of such group of materials exceeds 80% of its total sales:

• Coal, fuel oil, wood or ice
• Building materials including lumber
• Hay, grain, feed or seed
• Agricultural implements or farm machinery

Includes preserving operations. Code 8232 and 2702 “Logging or Lumbering & Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 8232 applies to employers engaged in selling lumber and/or building materials on a wholesale or retail basis. Building materials may include, but are not limited to, roofing, siding, shingles, wallboard, paint, brick, tile, cement, ready-mix concrete, sand or gravel. Lumber products may include, but are not limited to, rough and dressed: lumber, flooring, molding, doors, sashes, frames or other types of millwork.

Assignment By Analogy:

• Concrete Redi-mix in transit
• Wood preserving operations

Operations To Be Separately Rated:

1. Manufacturing operations. Assign the appropriate manufacturing classification.

2. Erection or construction operations. Assign the appropriate contracting classification.

3. Retail store operations physically separated and staffed on the premises of a building material dealer. Assign the appropriate retail store classification.


Building Operation – Commercial – No Dwelling Occupancy Except by Owner or Custodian

Note:

Separately rate window cleaning, maintenance or repairs at any location where the employer does not also perform janitorial services. Not applicable to the operation of any building of which the employer occupies the entire or major portion for manufacturing or mercantile purposes.

Description:

Code 9026 applies to employers engaged operating a commercial building where there is no dwelling occupancy except for the owner or custodian. Also, the entire or major portion (depending on the size of the building, usually more than one-half) of the building cannot be occupied by the employer to conduct manufacturing or mercantile operations.
Operations involve maintaining the building as well as performing janitorial services. Maintenance of the building will involve window cleaning, plumbing, changing light bulbs and performing any necessary repairs. However, in addition to maintaining the building, the employer must perform janitorial services. Janitorial services are defined as your ordinary upkeep of a building such as sweeping, mopping, taking out the trash, mowing the lawn, snow removal and other janitorial services.

Assignment By Analogy:

• Flea markets that rent indoor space to vendors
• Self-service storage facilities – customers who handle own merchandise

Operations To Be Separately Rated:

1. Operations:
   a. Commercial building where window cleaning and maintenance is being performed and no janitorial services are being provided. Refer to Code 9029 “Building – NOC – Maintenance or Ordinary Repair Only – Not Contractors.”
   b. Residential building not more than twelve tenants including a janitor and not more than one story used for commercial purposes. Refer to Code 9027 “Building Operation – Dwelling or Combined Dwelling and Commercial Occupancy Not More than One Story Used for Commercial Purposes.”
   c. Residential building or combined dwelling and commercial occupancy building. Refer to Code 9028 “Building Operation – NOC – Dwelling or Combined Dwelling and Commercial Occupancy.”

Building Operation – Dwelling or Combined Dwelling and Commercial Occupancy Not More than One Story Used for Commercial Purposes

Note:

Shall not apply to a building of which the employer occupies the major portion for manufacturing or mercantile purposes nor to a location where more than the equivalent of one full-time employee performs building operation work.

Description:

Code 9027 applies to employers that are engaged in operating a building that has dwelling or combined dwelling and commercial occupancy provided that only one story is used for commercial occupancy. Applies where each separate location provides dwelling occupancies for not more than twelve tenants including a janitor, if any. “Location” is defined as one or more buildings located on a single property occupied by the employer not intercepted by a public way or property owned by others. The operations involve maintaining the building as well as performing janitorial services. Maintenance of the building will involve window cleaning, plumbing, changing light bulbs and performing any necessary repairs. However, in addition to maintaining the building, the employer must also perform janitorial services. Janitorial services are defined as your ordinary upkeep of a building such as sweeping, mopping, taking out the trash, mowing the lawn, snow removal and other janitorial services.

Assignment By Analogy:

• Apartment or boarding house operations – limited to 12 tenants including super’s apartment
• Rooming house – without room service
Operations To Be Separately Rated:

1. Operation:
   a. Commercial building where window cleaning and maintenance is being performed and no janitorial services are being provided. Refer to Code 9029 “Building – NOC – Maintenance or Ordinary Repair Only – Not Contractors.”
   b. Residential building or combined dwelling and commercial occupancy building. Refer to Code 9028 “Building Operation – NOC – Dwelling or Combined Dwelling and Commercial Occupancy.”
   c. Commercial building with no dwelling occupancy except by owner or custodian. Refer to Code 9026 “Building Operation – Commercial – No Dwelling Occupancy Except by Owner or Custodian.”

Building Operation – NOC – Dwelling or Combined Dwelling & Commercial Occupancy

Note:
Shall not apply to a location at which the basic and major operations of the employer are described by some other classification. Window cleaning, maintenance or repairs at any location where the employer does not also perform janitorial services are to be separately rated. Shall not apply to a building of which the employer occupies the major portion for manufacturing or mercantile purposes.

Description:
Code 9028 applies to employers engaged in operating a building where there is dwelling, or dwelling combined with commercial occupancy. The entire or major portion (depending on the size of the building, usually more than one-half) of the building cannot be occupied by the employer to conduct manufacturing or mercantile operations. The operations involve maintaining the building as well as performing janitorial services. Maintenance of the building will involve window cleaning, plumbing, changing light bulbs and performing any necessary repairs. However, in addition to maintaining the building, the employer must also perform janitorial services. Janitorial services are defined as your ordinary up keep of a building such as sweeping, mopping, taking out the trash, mowing the lawn, snow removal and other janitorial services.

Assignment By Analogy:
• Apartment or boarding house operations commercial and residential buildings – over 12 tenants
• Rooming houses – without room service

Operations To Be Separately Rated:

1. Operations:
   a. Commercial building where window cleaning and maintenance is being performed and no janitorial services are being provided. Refer to Code 9029 “Building – NOC – Maintenance or Ordinary Repair Only – Not Contractors.”
   b. Residential building not more than twelve tenants including a janitor and not more than one story used for commercial purposes. Refer to Code 9027 “Building Operation – Dwelling or Combined Dwelling and Commercial Occupancy Not More than One Story Used for Commercial Purposes.”
   c. Commercial building with no dwelling occupancy except by owner or custodian. Refer to Code 9026 “Building Operation – Commercial – No Dwelling Occupancy Except by Owner or Custodian.”
Building Raising or Moving – All Employees – All Operations to Completion & Drivers

Note:
Description:

Code 5703 applies to employers engaged in building raising or moving, including incidental shoring, removal or rebuilding of walls, foundations, columns or piers. This classification also applies to shoring and underpinning operations. Operations such as excavation, masonry, carpentry, etc., are inclusive under this classification when performed by underpinning contractors and work involving building raising or moving.

When building raising or moving is done, openings (trenches) are dug at various intervals around a building or structure. Hydraulic jacks are used to raise a building or structure several feet above the foundation. Steel beams are placed around the structure for support during the moving operation. To move the actual structure, dollies are set in place and the structure is lowered onto the dollies with precise maneuvering. The structure is then transported to another location by means of trailers, set in place on the foundation and is secured as necessary. Contractors engaged in this operation may also engage in incidental shoring, rebuilding walls, installing piers or columns etc. This work is inclusive under this classification when performed in conjunction with building moving or raising.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Caisson or cofferdam work or shaft sinking. Refer to Code 6252 “Shaft Sinking – All Operations to Completion.”

Building Service Contractor

Note:

Applies to general cleaning of interior of buildings including washing walls, waxing, polishing or refinishing floors and window cleaning.

Description:

Code 9030 applies to employers engaged in cleaning office buildings, window cleaning, floor scraping and finishing and other similar services. The employer will clean the interior of office buildings which involves sweeping, mopping, dusting, emptying waste baskets, and cleaning windows including the exterior. Materials such as cleaning fluids, dust cloths, mops, brooms, floor scrapers, floor polishers, wax, detergents, squeegees, buckets and water are used. The employer’s employees are sent to locations of others to perform these services.

Assignment By Analogy:

• Floor buffing, polishing, scraping or finishing
• Water testing and treating

Operations To Be Separately Rated:

Bus Company – All Other Employees & Drivers
Note:

Description:

Code 8394 applies to employers engaged in operating bus and ambulance companies. Drivers are assigned to certain routes designated by the employer that involve picking up individuals and transporting them to specific destinations. School bus drivers normally have an assigned route which involves picking up individuals at their residence or at a designated bus stop and transporting them to the schools. Bus matrons accompany bus drivers on buses to ensure that when entering and leaving the bus, individuals are properly seated as well as to assist those who are physically challenged.

Assignment By Analogy:

• Airline terminals not at airports – dispatchers, porters and cleaners
• Casinos or hotels transporting patrons
• Chauffeurs other than limousines driving buses, station wagons and private passenger automobiles used for the transportation of persons, for an employer assigned to a classification which does not include drivers, chauffeurs and their helpers

Operations To Be Separately Rated:

1. Bus:
   a. Drivers that are employed by schools. Refer to Code 9101 “School or College – All Other Employees & Drivers.”
   b. Matrons that are employed by schools. Refer to Code 8868 “School or College – Professional Employees & Clerical.”

2. Garage employees of bus and ambulance companies. Refer to Code 8385 “Bus Company – Garage Employees.”

Bus Company – Garage Employees

Note:

Code 8385 is used in conjunction with another classification such as Code 8394 “Bus Company – All Other Employees & Drivers,” Code 7377 “Limousine or Livery Service – Private – All Other Employees & Drivers,” and Code 7368 “Taxicab or Livery Service – Public – All Other Employees & Drivers” and not used as a stand-alone classification.

Description:

Code 8385 applies to garage employees of employers that operate bus companies, ambulance service companies, limousine or livery companies, taxicab companies, and school bus companies. These garage employees perform all mechanical repairs on their employers’ vehicles; service such vehicles with gas, oil and water; check and change oil, tires or batteries when necessary; wash and clean the vehicles as well as any other duties required to keep the vehicles and garage equipment in proper working order.

This classification additionally applies to maintenance employees of a railroad operation that relate to the maintenance of bus lines.
Assignment By Analogy:

- Automobile rental with drivers – garage employees only
- Sightseeing tours – bus – garage employees

Operations To Be Separately Rated:

1. Ambulance company – not volunteer or bus company – all other employees and drivers. Bus company – all other employees and drivers. Refer to Code 8394 “Bus Company – All Other Employees & Drivers.”

2. Limousine or livery service – private – all other employees and drivers. Funeral drivers employed by private livery company that drive flower cars, hearses or limousines. Refer to Code 7377 “Limousine or Livery Service – Private – All Other Employees & Drivers.”

3. Taxicab or livery service – public – all other employees and drivers. Refer to Code 7368 “Taxicab or Livery Service – Public – All Other Employees & Drivers.”

Butchering

Note:

Code 2081 and Code 2089 “Packing House – All Operations” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 2081 applies to employers engaged in butchering or slaughtering livestock. The livestock is received from customers and held in pens prior to being sent to the slaughtering room. The livestock are then slaughtered in the slaughtering rooms. After slaughtering, the carcasses are skinned, cut into halves or quarters. Meat may also be boned and ground. Some employers may also shape ground meat into patties. This classification includes the handling of livestock, preparation of dressed meat, rendering and washing of casings, salting of hides and cooking of offal. Employers subject to this classification do not engage in the treatment of viscera or by-products after removal from the carcasses.

The following clarifies the distinctions between Code 2081 and Code 2089 “Packing House – All Operations” for classification purposes. Although both classifications contemplate butchering or slaughtering and the handling of livestock, the packing house classification, Code 2089, is applied to those employers whose operations involve meat processing beyond the point of cutting, boning and dressing for distribution to customers such as wholesalers, retailers, restaurants and hotels. In order to qualify for Code 2089, the risk’s principal operations must be that of processing meat. Processing meat includes but is not limited to processes such as smoking or curing hams, bacon manufacturing, pickling or otherwise preserving beef or pork cuts and, in many cases, the packaging of meat products in the form that they will be subsequently sold to the consumer. Employers that do not process meat as described above but only engage in sausage manufacturing and butchering operations that involve cutting of steaks, chops, roasts and incidental grinding of meat are assigned to this classification.

Assignment By Analogy:

Stockyards - including butchering
Operations To Be Separately Rated:

1. Poultry raising farms – no slaughtering. Refer to Code 0034 “Poultry Farm & Drivers.”

2. Poultry raising farms who slaughter, eviscerate and pack poultry to be sold fresh or frozen, or the slaughtering of livestock, with further processing of meats and distribution as performed by a packing house. Refer to Code 2089 “Packing House – All Operations.”

3. Purchasing dressed poultry, cook, debone and put into cans or jars. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”

4. Slaughtering poultry by wholesale or retail dealer. Refer to Code 8021 “Fish, Poultry or Meat Dealer – Wholesale,” or Code 8031 “Fish, Poultry or Meat Store – Retail.”

**Button Mfg. – NOC**

**Note:**

**Description:**

Code 4479 applies to employers engaged in manufacturing bone, pearl, shell, vegetable ivory, plastic and wooden buttons and buckles, as well as covering metal buttons or other button blanks with fabrics by machine.

Raw materials such as sheets or rods of plastic, glass or other synthetics, mussel or clam shells, vegetable ivory and wood blocks are received from others. While the manufacturing operations may vary slightly depending upon the raw material, they are distinctly comparable. Also, it is not uncommon for an employer to manufacture more than one type of button. The raw material is automatically sliced into blanks or discs. The blanks are classified and churned to remove rough edges. Some of the blanks are soaked to soften while others may be soaked to harden. The blanks are then dried and machined into various shapes and patterns. The eyes are drilled and the buttons are tumbled, polished and inspected. The buttons are then sorted into various grades, counted and boxed or may be sewn onto cards by machine and packaged.

**Assignment By Analogy:**

Advertising buttons – plastic

Operations To Be Separately Rated:

1. Button manufacturing advertising type – metal and metal button manufacturing. Refer to Code 3129 “Buckle or Button Mfg. – Metal.”


**Cabinet Works – NOC – With Power Machinery**

**Note:**

**Description:**

Code 2817 applies to employers engaged in manufacturing wood products in which woodworking, assembling or finishing operations are performed with power-driven machinery. Many of these products are made to the customers’
specifications and require installation operations.

Assignment By Analogy:

- Architectural wood window or door manufacturing
- Cigar box manufacturing – wood
- Picture frame manufacturing – wood
- Toy manufacturing – wood

Operations To Be Separately Rated:


3. Installation. Assign the appropriate installation classification.

4. Upholstering. Refer to Code 9522 “Upholstering.”

Cabinet Works Installation – All Operations to Completion

Note:

Not available for division of payroll with Code 5403 “Carpentry – NOC – All Operations to Completion,” Code 5645 “Carpentry – Detached One or Two-Family Dwellings – All Operations to Completion,” or Code 5651 “Carpentry – Dwellings – Three Stories or Less – All Operations to Completion” at the same job or location.

Description:

Code 5429 applies to employers engaged in installing wood or metal cabinets, parquet or wooden flooring, shelving and wood or metal partitions. Measurements are taken at the customer’s premises, and plans or blueprints may be drawn up. Old cabinets may be removed by the installers. Parquet or strip wood floors are installed using hand tools. Hardwood flooring is installed by laying out hardwood boards, cutting them to length and then placing them on the floor.

This classification includes the installation of architectural wood window and doors.

Assignment By Analogy:

Operations To Be Separately Rated:


2. Installation of refrigeration equipment, service or repair. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers” and Code 3737 “Machinery or Equipment Repair or Servicing at Customers’ Premises – NOC – All Operations to Completion & Drivers.”

Cable Installation – All Operations to Completion & Drivers

Note:
Description:

Code 7536 applies to employers engaged in installing cable in conduits or subways. The installation of cable in conduits involves pulling the cable through the conduit. Several factors are taken into consideration before the cable is pulled through the conduit such as the size of the conduit, size and weight of the cable, tension requirements and jamming possibilities. Calculations may need to be done in order to determine if the pull will be successful or not prior to installing the cable in the conduit. Lubricants that are specifically used for pulling cable through the conduits, are used to lubricate the cable at the time it is being pulled and also the conduit in some cases to assist with achieving a successful pull. This classification also applies to employers engaged in the installation of cable in subways.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Cable installation:
   a. Conduit construction – by specialist contractor. Refer to Code 6325 “Conduit Construction – For Cables or Wires – All Operations to Completion & Drivers.”
   c. Or repair – communication type – used by telegraph or telephone industry. Cable installation residential – service connections only. Refer to Code 7600 “Telephone or Telegraph Co. – All Other Employees & Drivers.”

Cable Mfg. – Insulated Electrical

Note:
Includes incidental wire stranding.

Description:

Code 4470 applies to employers engaged in manufacturing insulated electrical wire and/or the insulating or covering of wire. Raw materials such as drawn wire (copper and aluminum) and insulating material such as rubber, plastic, cotton thread, paper, vinyl, lacquer and enamel are purchased from outside suppliers. Various gauges and types of wire can be insulated using various types of insulating materials. The most common types of wire that are insulated are copper and aluminum. The wire is insulated using extruding machines.

This classification also includes employers engaged in covering wire with plastic or rubber insulation coverings. The insulated electrical wire is inspected to assure quality. It is then wound on spools to be sold to the employer’s customers.

Assignment By Analogy:

Electrical BX insulated cable manufacturing

Operations To Be Separately Rated:
1. Wire drawing. Refer to Code 1924 “Wire Drawing or Cable Mfg. – Not Iron or Steel” or Code 3241 “Wire Drawing – Iron or Steel.”

Camp Operation – Recreational or Educational – All Employees & Drivers

Note:
Description:

Code 9048 applies to employers engaged in operations of a camp for either children or adults. Camp operations are most commonly conducted during the summer. This classification includes camps that offer overnight accommodations. Members pay a fee to the employer to join the camp.

Activities such as swimming, horseback riding, fishing, hiking, tennis, karate, volleyball, basketball and softball are available to the members of the camp. Counselors, employed by the insured, conduct the above activities. Lifeguards assure the safety of the members when they are swimming in a pool or lake located on the campground.

Food for the campers is prepared by the kitchen staff or may be purchased from outside caterers. If the camp offers overnight accommodations, a housekeeping staff is employed to maintain the rooms of the campers as well as change linens. Maintenance employees maintain the campgrounds, and/or the equipment used by the members.

Summer camps that do not provide overnight accommodations offer the same activities that will be conducted at the campsite or at locations away from the campsite such as taking members to the beach, a public pool, or a horse-riding academy and on field trips.

Assignment By Analogy:
- Boy or Girl Scout councils
- Community centers – camp operations away from centers – summer camps
- Day or resident camps

Operations To Be Separately Rated:

1. Community and senior citizen centers – including arts, crafts, language instruction, gym and physical activities. Refer to Code 9063 “YMCA, YWCA, YMHA or YWHA, Institution – All Employees & Clerical.”

Can Mfg.

Note:
Description:

Code 3220 applies to employers engaged in manufacturing various types of metal cans made from aluminum sheet metal and tin plate. Manufacturing cans is ordinarily an automated process.

The cans are manufactured using the following steps: Large coils of metal are received from others. The metal coils are cut into sheets based on the anticipated size of the cans to be manufactured. The sheets are sprayed with a coating to protect what is to become the can’s interior. The sheets are printed with information as required. The sheets are then slit and placed into a body former which forms the metal into a cylinder (can). The cylinder is then sealed at the side by cement, solder or a welding process. The cans are washed and inspected for any leaks or imperfections. The appropriate size lids and bottoms are packaged along with the cans for shipment to the employer’s customers.
Assignment By Analogy:

Ferrule manufacturing

Operations To Be Separately Rated:

1. Cannery business – canning of a variety of products such as fruits, vegetables, sauerkraut, fish and moist pet foods. Includes cooking. Refer to Code 2111 “Cannery – NOC.”

Candle Mfg.

Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 4710 are conducted as a separate and distinct business.

Description:

Code 4710 applies to employers engaged in manufacturing candles, and other wax products such as wax chalk and sealing wax. Beeswax, paraffin, stearin, wicks and aniline colors are received from others. The wax is heated in steam-jacketed vessels or gas heated kettles into which wicks are dipped by use of dipping equipment which can be activated manually or automatically. When the candles attain the desired size and shape and have cooled, they are taken from the dipping cycle. After cutting the wicks, the candles are put into self-fitting end molds to shape the base. Color is then laminated into the candles by dipping operation. After cooling they are inspected, wrapped and packaged. Candles may also be manufactured in molds or hand decorated.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Furniture or floor wax. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”
   b. Wax from fats, oils or other raw materials. Refer to Code 4665 “Rendering Works – NOC & Drivers.”


Candy, Chocolate or Cocoa Mfg.

Note:

Description:

Code 2041 applies to employers engaged in, but not limited to, manufacturing candy bars, chocolate bars, chewing gum, glaceed fruit, jellybeans, lollipops, licorice, breath mints, taffy, and other confections. Includes manufacturing from cocoa beans. The processes of manufacturing products included under this classification may be automated or
manually performed.

The processing of cocoa beans includes cleaning and roasting of the cocoa beans. Once the roasted beans are cooled, they crack open and the nibs (inner portions) are separated from the shells. Some manufacturers will pack the shells and sell them as a by-product. The nibs are blended and milled which converts them into a coarse liquor. This chocolate liquor is pumped through a hydraulic press which extracts the fat, (cocoa butter) leaving a caked residue. The cakes are broken down, pulverized to a fine powder, and the powder is sifted, cooled and packed.

The chocolate manufacturing process begins the same as the cocoa manufacturing process up to the point where the nibs are converted into a coarse liquor. At this point, the cocoa liquor is combined with powdered sugar or artificial sweeteners, milk or milk powder, cocoa butter and flavorings. All ingredients are mixed forming a paste. The paste is refined and tempered until it reaches the desired liquid consistency. This chocolate liquid is then pumped into forms or molds and cooled, forming ten-pound cakes. The cakes are removed from the molds, wrapped and packed. These are usually sold to confectionery manufacturers or bakeries for use in their own operations.

Also included under this classification are employers that are engaged in manufacturing candy and confections whether from chocolate or sugar, artificial sweeteners, corn syrup, extracts, flavorings, fruits, nuts, gelatin or other ingredients.

Manufacturing chewing gum, gum balls, gum with liquid centers, different shapes and sizes of gum are also included under this classification.

Assignment By Analogy:
- Cake decorations – edible
- Marzipan
- Popcorn

Operations To Be Separately Rated:


Cannery – NOC

Note:

Code 2111 and Code 2114 “Oyster Processing” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 2111 applies to employers engaged in canning a variety of products, primarily fresh vegetables and fruit. The preliminary operations involve the cleaning and otherwise preparation of the produce for canning by washing, grading, and blanching. Some produce require peeling, slicing or coring. Some require preheating or softening but, for the most part, the cooking takes place after the cans are sealed, usually by machine. Cans are then placed in retorts until properly heated or cooked. They are then washed, cooled, labeled, stored, or shipped. The canning of dog and/or cat food (wet process) is covered by this classification as well as the freezing of vegetables where the preparatory operations are the same as canning except vegetables are packaged and frozen rather than canned. The packaging of aerosol products, compounds into plastic containers and the canning of motor oil and turpentine by contractors also fall within the scope of this classification.
Assignment By Analogy:

- Baked beans – including cooking
- Seafood

Operations To Be Separately Rated:

1. **Manufacturing:**
   b. Can – not in conjunction with canning operations subject to Code 2111. Refer to Code 3220 “Can Mfg.”
   c. Fruit juices. Refer to Code 2143 “Fruit Juice Mfg. – All Operations.”

2. **Dehydrating. Fruit processing. Vegetables including bottling and canning of catsup and tomato paste.** Refer to Code 2112 “Fruit Evaporating or Preserving.”

3. **Cooking, packing, freezing or canning of macaroni or vegetables.** Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”

4. **Fruit or vegetable dealer – receives, sorts, cleans and freezes without processing such as performed by an employer engaged in operating a cannery and fruit evaporating or preserving operations.** Refer to Code 8048 “Fruit or Vegetable Store – Wholesale.”

5. **Oyster Processing including sorting, shucking, washing or packing and cannery operations when performed in connection with oyster processing. Shore or dock work only.** Refer to Code 2114 ”Oyster Processing."

6. **Sauerkraut preparation and shipping in bulk.** Refer to Code 2101 "Fish Curing."

**Car Mfg. – Railroad & Drivers**

**Note:**

Code 3881 is an “a” rated classification.

**Description:**

Code 3881 applies to employers engaged in manufacturing, repairing, rebuilding or dismantling railroad cars. The railroad cars manufactured may be passenger type cars, steel tank cars or gondola cars.

Operations contemplated by this classification include the manufacturing of steel frames for the car bodies which may involve work such as shearing, punching, pressing, forming and fabricating under-frames or chassis and steel plate work such as cutting, fitting, bolting, riveting or welding, and machining parts such as turning axels, boring wheels, drilling and assembly of car fittings, etc.

The operations will differ somewhat between manufacturing railcars and renovating them. When an employer receives a railcar to be refurbished, they will jack up the car on stands to be worked upon. In some cases, it is not necessary for the employer to work under the railcar. The employer will then proceed to dismantle the cars by removing old seats, fixtures, doors, windows, controls, heating and cooling units, handrails, furniture, etc. After the employer has removed the required fixtures and furnishings, the employer will then install new electrical, plumbing, heating and cooling systems. The employer will add the necessary lighting fixtures, plumbing fixtures and control panels with the systems being wired and pipe connections made.

The interior of the railcar is finished by adding seats, handrails, windows, doors, weather-stripping and moldings. For
sleeper cars, pre-made fiberglass sections are inserted into the body of the railcar, slid in place and secured. For dining

cars, the employer will add the required tables, chairs and bars. The employer will then secure the refurbished truck

and wheel assemblies to the underside of the railcar and if required, electric traction motors are added. The railcar is

then taken to the paint area in which the railcar is spray painted, dried and decals added. The finished railcar is taken to

a test building in which the railcar is sprayed with water to test for leaks. The completed railcar is inspected, loaded

onto common carrier trucks for return to the customer or are taken by rail back to the customer.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Railroad operation. Freight terminals operated by railroad employees. Refer to Code 7133 “Railroad – All

   Employees & Drivers.”

2. Manufacturing:

   a. Railroad signals lights. Refer to Code 3179 “Electrical Apparatus Mfg. – NOC.”

   b. Railroad signals poles or stanchions. Refer to Code 3040 “Iron or Steel Fabrication – Iron or Steel Works

      – Shop – Ornamental & Drivers.”

Carnival, Circus or Amusement Device Operator – Traveling – All Employees & Drivers

Note:

The entire remuneration of all employees shall be included in computing premium, subject however, to the maximum

average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual

for current weekly maximum amounts.

Description:

Code 9186 applies to employers operating traveling amusements such as, but not limited to, traveling carnivals, traveling

circuses, traveling rodeos, traveling animal shows, traveling automobile stunt shows (including drivers and mechanics),

and traveling amusement device operators. This classification also includes all employees such as, but not limited to,
ticket sellers and employees who dismantle, transport, re-erect, operate, and maintain equipment required for a traveling

amusement to conduct business.

Assignment By Analogy:

Trainers of circus animals

Operations To Be Separately Rated:

1. Amusement:

   a. Park operation. Refer to Code 9016 “Amusement Park or Exhibition Operation & Drivers.”

   b. Device operators at a permanent location. Refer to Code 9180 “Amusement Device Operation – NOC –

      Not Traveling & Drivers.”

Carpentry - Shop Only & Drivers
Note:
Separately rate commercial lumber yards, building materials dealers or fuel and material dealers.

This classification is not available for division of payroll with Code 2731 “Planing or Molding Mill” or Code 2737 “Door, Sash or Assembled Millwork Mfg. & Drivers.”

Description:
Code 2802 applies to employers engaged in manufacturing prefabricated wood products used in the construction of buildings, such as trusses, rafters and other prefabricated building sections. These products are often manufactured on a custom or job basis to fit the specifications of particular buildings being designed as an integral and inseparable part of a building that cannot be removed without essentially damaging the structure. Shops of this type are frequently operated by building contractors as an incidental part of their construction work.

This classification also applies to manufacturing other wood products, including portable buildings, (such as shanties, sheds, toilets, and field offices) tanks, silos, pallets, skids, reels, theatrical scenery, flag poles, masts spars, fencing, sawhorses, sauna rooms, newspaper display stands, stairs, construction tool bins, scaffolding and similar products. All of the products assigned to this classification require little or no finishing.

Includes in-shop repair of products contemplated by this classification.

Assignment By Analogy:
- Dolly manufacturing
- Refrigeration equipment manufacturing – commercial – walk-in cold rooms – prefabricated

Operations To Be Separately Rated:

1. When an employer deals in any lumber or building materials, in addition to performing carpentry shop operations, all yard operations including all drivers are separately rated under the appropriate yard classification.

2. Manufacturing:
   b. Barrel parts. Refer to Code 2710 “Saw Mill.” Subsequent barrel assembly operations. Refer to Code 2759 “Box or Box Shook Mfg.”
   c. Crates, boxes or box parts. Refer to Code 2759 “Box or Box Shook Mfg.”
   f. Planed or dressed lumber, including unassembled millwork. Refer to Code 2731 “Planing or Molding Mill.”
   g. Veneer. Refer to Code 2714 “Veneer Mfg.”
   h. Veneer products. Refer to Code 2916 “Veneer Products Mfg.”
   i. Window frames, sash, doors or other assembled millwork – wood. Refer to Code 2737 “Door, Sash, or Assembled Millwork Mfg. & Drivers.”
   j. Wood turned products including brush, broom or tool handles and spools. Pencil stock manufacturing, ladders or stepladders manufacturing – wood. Refer to Code 2841 “Woodenware Mfg. – NOC.”
Note:
Includes garages constructed in connection with the dwellings.

Description:
Code 5645 applies to employers engaged in all carpentry work in connection with the construction of detached one or two-family dwellings. This includes the construction of patios, trusses, framing, siding, installation of interior trim, doors, door frames, sashes, wallboard installation, windows, stairs, finished flooring, cabinet installation, fencing, gates, decking, carports and roofing.

General carpentry repairs or remodeling, other than roofing, in connection with the buildings is also assigned to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:


2. Carpentry work. Refer to Code 5403 “Carpentry – NOC – All Operations to Completion.”

Carpentry – Dwellings – Three Stories or Less – All Operations to Completion

Note:
Applicable only to buildings designed primarily for multiple dwelling occupancy and includes garages constructed in connection therewith.

Description:
Code 5651 applies to employers engaged in carpentry work in connection with the construction of dwellings that are three stories or less when performed by employees of the same carpentry contractor responsible for the entire construction project. This includes the construction of patios, trusses, framing, siding, installation of interior trim, doors, door frames, sashes, wallboard installation, windows, stairs, finished flooring, cabinet installation, fencing, gates, decking, carports and roofing.

General carpentry repairs or remodeling, other than roofing, in connection with the buildings is also assigned to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Carpentry work:
   a. Construction on one- or two-family dwellings. Refer to Code 5645 “Carpentry – Detached One or Two-Family Dwellings – All Operations to Completion.”
   b. General carpentry or work on dwellings more than three stories. Refer to Code 5403 “Carpentry – NOC – All Operations to Completion.”

2. Siding installation – not done by contractor engaged in carpentry operations. Refer to Code 5648 “Aluminum,
Carpentry – NOC – All Operations to Completion

Note:

Description:

Code 5403 applies to employers engaged in general carpentry work not otherwise classified in the Manual. Operations assigned to this classification include, but are not limited to, the construction of wooden bridges and decks, the setup of wood silos, tanks, gazebos, pergolas, and trellises, and carpentry repair work involving termite control.

Carpentry repair and/or remodeling of commercial buildings and structures and dwellings that exceed three stories in height are also assigned to this classification. To qualify for this classification, carpentry repair or remodeling operations of an interior or exterior nature must take place along with some framing or structural carpentry renovation of the premises that would ordinarily be assigned to this classification. When these conditions occur, the employer is performing operations that are analogous to the construction of dwellings and/or commercial structures, and this classification is assigned to all carpentry operations in connection with the repair or renovation project. Singular repair operations are assigned to the appropriate classifications representing their specific trades. However, when activities of this nature take place in connection with operations that involve some framing or structural renovation of the dwelling or commercial structure, this classification must be assigned to these specialty operations.

Includes all carpentry work when performed by employees of the same carpentry contractor or general contractor responsible for the entire dwelling construction project.

Assignment By Analogy:

- Military reservation – carpentry
- The erection or dismantling of wood oil rigs and derricks
- Wooden gate or fence installation
- Wooden pole erection

Operations To Be Separately Rated:

1. Buildings:
   a. Three stories or less. Refer to Code 5651 “Carpentry – Dwellings – Three Stories or Less – All Operations to Completion.”
   b. One or two-family detached. Refer to Code 5645 “Carpentry – Detached One or Two-Family Dwellings – All Operations to Completion.”

Carpet or Rug Mfg. - NOC

Note:

Description:

Code 2402 applies to employers engaged in manufacturing carpets and rugs made from synthetic material such as cotton, wool, nylon or polyester. Pile yarn is sewn or woven together by machine. Tufts are left in loop form or cut at the top with electric cutting devices, if cut pile carpeting is desired. Tufts are then firmly attached to the backing by means of a rubberized latex compound. In applying the latex to the backing, the carpet is passed on rollers over a vat
of latex applying liquid as it rolls, then the carpet passes through a dryer to dry the latex. Tufting machines, infrared dryers, electric cutting knives, looms and sewing machines may be used in these processes.

This classification includes the operation of manufacturing nylon carpet pads made exclusively from fibers.

Assignment By Analogy:

- Artificial woven grass
- Automobile carpet
- Carpet and rug fabrics or fibers – other than hemp or jute – including repair in shop by specialty firms
- Stairs treads – carpet type
- Tapestries – including repair in shop

Operations To Be Separately Rated:

1. Manufacturing:
   a. Carpet or rug portable cleaning equipment – commercial or residential type. Refer to Code 3179 “Electrical Apparatus Mfg. – NOC.”
   b. Carpet or rugs manufactured from jute or hemp. Includes repair in shop. Refer to Code 2302 “Silk Thread or Yarn Mfg.”

2. Installation:
   a. Artificial woven grass at customer’s location. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”
   b. Carpet or rug at customer’s location. Refer to Code 9521 “House Furnishings Installation – NOC & Upholstering – All Operations to Completion.”

3. Carpet or rug binding, cutting and sewing by a dealer. Dyeing carpet or rugs by hand and retouching. Refer to Code 2553 “Furnishing Goods Mfg. – NOC – From Textile Fabrics.”

4. Carpet or rug cleaning at customer’s location or in shop. Dyeing carpet or rugs not by hand. Refer to Code 2593 “Carpet, Rug or Upholstery Cleaning – Shop or Outside & Route Salespersons, Drivers.”

Carpool, Rug or Upholstery Cleaning – Shop or Outside & Route Salespersons, Drivers

Note:

Description:

Code 2593 applies to employers engaged in cleaning carpets, blinds, rugs and/or upholstery at customers’ locations or in their own shop.

Carpet, rug and upholstery cleaners engage in a variety of cleaning methods such as in-shop cleaning, rotary shampooing, hot water extraction, dry cleaning, bonnet cleaning and foam cleaning. The majority of carpet and upholstery cleaning services operate at their customers’ locations such as commercial establishments and residential locations. On-site services may use truck-mounted or portable carpet or upholstery cleaning equipment. At the shop, cleaners primarily clean area rugs, both domestic and imported.

Assignment By Analogy:
Mattress and box spring sterilizing

Operations To Be Separately Rated:


2. Carpet or rug manufacturing – other than jute or hemp. Refer to Code 2402 “Carpet or Rug Mfg. – NOC.”


Cathedral or Art Glass Window Mfg.

Note:
Includes glass manufacturing.

Description:
Code 4133 applies to employers engaged in manufacturing cathedral or art glass windows or stained-glass windows. The manufacturing of stained glass is contemplated within the scope of this classification and involves the mixing of sand, soda ash and metal oxides received from others. The raw materials are melted in a furnace and the molten glass is either rolled into sheets by machine or blown into long balloon shapes that are slit open and flattened by reheating. Color is added to its surface while it is still in the molten state. Some employers purchase their stained glass from others. In the production of the product a substantial proportion of artistic hand labor is involved. Drawing and stiff pattern paper, carbon paper, masking tape, kerosene, H-lead came (standard, flat and rounded), wire solder and putty are received from others. Duplicate copies of the original design are prepared. One copy is cut up to make patterns for cutting each piece of glass, and another one is the leading guide onto which the came are placed. After all glass for a pattern is cut, the individual segments are set in place on the leading guide by pressing into the channels of the lead came. All joints are then fluxed and soldered, and putty is pushed into all open spaces between the glass and the came.

The completed window is cleaned, inspected and prepared for shipment.

Assignment By Analogy:
Glass window manufacturing – stained and leaded – repair shop

Operations To Be Separately Rated:

1. Glass installation at customers’ locations. Refer to Code 5462 “Glazier – Away From Shop – All Operations to completion & Drivers.”

2. Glass merchant principally engaged in selling purchased plate glass. Includes bending, grinding, beveling or slivering or plate glass. Refer to Code 4130 “Glass Merchant.”

3. Manufacturing:
   a. Glassware:
      i. By automatic blowing machines. Refer to Code 4114 “Glassware Mfg. – NOC.”
ii. By hand. Refer to Code 4111 “Glassware Mfg. – No Automatic Blowing Machines.”

iii. (Not Otherwise Classified (NOC). Refer to Code 4101 “Glass Mfg. – NOC & Drivers.”

b. Mirror. Refer to Code 4131 “Mirror Mfg.”

Cellular Telephone Store – Retail

Note:
Description:

Code 8069 applies to stores principally engaged in the retail selling of cellular telephones, smartphones, pagers and calling cards. Also includes the activation or renewal of cellular telephone service plans, and incidental service or repair. These stores may also sell an incidental amount of related cellular telephone accessories such as battery chargers, faceplates, skins, headsets, carrying straps and cases.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Wholesale sales of cellular telephones, smartphones, pagers, cellular telephone accessories such as face plates, skins, headsets, carrying straps and modular telephones. Refer to Code 8018 “Wholesale Store – NOC.”

2. Retail sales of cellular telephone accessories such as faceplates, skins, headsets, carrying straps, and modular telephones. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”


4. Retail sales of cellular telephone battery chargers. Refer to Code 7998 “Hardware Store – Retail.”

Cement Mfg.

Note:
Description:

Code 1701 applies to employers engaged in manufacturing cement, mortar, plaster, fiberglass insulation, rock wool, and similar products.

Assignment By Analogy:

- Drywall, sheetrock or wallboard
- Perlite or vermiculite
- Spackling compound
- Stucco – mix and blend only

Operations To Be Separately Rated:


5. Digging sand or gravel. Refer to Code 4000 “Sand or Gravel Digging & Drivers.”

6. Mining:
   a. With shafts, tunnels or drifts. Refer to Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers.”
   b. Surface mining. Refer to Code 1624 “Quarry – NOC & Drivers.”

7. Quarrying. Refer to Code 1624 “Quarry – NOC & Drivers.”

Cemetery Operation & Drivers

Note:
Description:
Code 9220 applies to employers engaged in all cemetery operations; that is, the maintenance work such as cutting of grass, shrubbery, etc., the digging of holes in the ground prior to lowering of the caskets, the backfilling of the holes and the planting of shrubbery on the grave that has been backfilled. This classification also includes the care and maintenance of each grave as well as general maintenance operations. Additionally, the maintenance of a mausoleum is considered incidental to the operation of the cemetery and is included under the scope of this classification. Salespersons assisting customers in the office who also show gravesites around the property are inclusive under this classification.

Grave moving, the reopening of graves, the removing and reinterring of remains is also inclusive under this classification.

Pet cemetery operations are also assignable to this classification.

Assignment By Analogy:
• Burial vault installation – concrete
• Caskets and coffins – wood

Operations To Be Separately Rated:

1. Funeral parlor operations. Refer to Code 9620 “Funeral Directors & Drivers.”

Chemical Blending or Mixing – NOC – All Operations & Drivers

Note:
Shall not be assigned to an employer engaged in the manufacturing of chemicals.

Code 4828 or Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers,” Code 4611 “Drug, Medicine or
Pharmaceutical Preparation – No Mfg. of Ingredients” and Code 4825 “Drug, Medicine or Pharmaceutical Preparation Mfg. – Includes Mfg. of Ingredients,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4828 applies to employers engaged in mixing, blending, compounding, packaging or bottling chemicals that are Not Otherwise Classified (NOC). Employers’ operations that are subject to this classification do not manufacture any of the ingredients that comprise the chemicals, they receive the ingredients from others. Depending on the method the employer uses, chemicals are mixed with the use of machinery or by hand. Such products may be prepared by blending materials in the presence or absence of heat to produce a product. This classification includes sifting, grinding, pulverizing, drying, liquefying, and blending ingredients with or without heat. Chemicals are then filled in drums, containers, bottles or placed in packages and either shipped or delivered to the employer’s customers by the employer’s drivers or outside concerns.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Acetylene gas – including tank filling, carbonic gas and oxygen or hydrogen. Refer to Code 4635 “Oxygen or Hydrogen Mfg. & Drivers.”
   c. Chemical – Not Otherwise Classified (NOC). Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”


Chemical Mfg. – NOC – All Operations & Drivers

Note:

Includes blending or mixing. Shall not be assigned to an employer that is engaged exclusively in the blending or mixing of chemicals. The following is a partial list of the chemical manufacturing processes contemplated by this classification: alcoholysis, alkylation, amination, calcination, carboxylation, compression of gases, distillation, esterification, halogenation, nitration, oxidation, reduction, sulphonation.

Code 4829 or Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers,” Code 4611 “Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients” and Code 4825 “Drug, Medicine or Pharmaceutical Preparation Mfg. – Includes Mfg. of Ingredients,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4829 applies to employers engaged in manufacturing products requiring a chemical conversion. Chemical
conversion is any process in which the substances used in the manufacturing process undergo a molecular change in composition. This classification includes the manufacturing of chemical ingredients as well as the blending and mixing of the ingredients. Depending on the type of chemical the employer manufactures, raw materials may be in the form of gas, liquid or in solid form such as crystals or powder. There are several chemical processes that are used such as alcoholysis, alkylation, amination, calcination, carboxylation, compression of gases, distillation, esterification, halogenation, nitration, oxidation, reduction, sulphonation.

Assignment By Analogy:
- Film development chemicals
- Helium – for balloons
- Moth balls or other deterrents

Operations To Be Separately Rated:

1. Manufacturing:
   a. Acetylene gas – including tank filling, carbonic gas and oxygen or hydrogen. Refer to Code 4635 “Oxygen or Hydrogen Mfg. & Drivers.”


3. Chemical blending or mixing exclusively. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”

Chimney Construction – Not Metal – All Operations to Completion

Note:
Includes foundation and applies to stone, brick or concrete chimneys.

Description:
Code 5000 applies to employers engaged in construction and/or erection of industrial and commercial chimneys or smokestacks. The chimneys are constructed from stone, brick or concrete and includes excavation for the laying of foundations. Bricks, stones or concrete are then layered from the foundation up to the required height. Steel ladders, if needed, are attached to the chimney. This operation is mostly performed by specialist contractors in this field of construction, however, this may also be done by general contractors.

This classification also applies to the repairing of industrial and commercial chimneys. Employers have different methods of repairing these chimneys such as tuck pointing (filling and/or finishing brickwork with cement or mortar), rebricking, exterior concrete replacement, tear-down and rebuilding, reinforcement banding, interior lining includes gunite application, protective brick linings and application of other technical castings.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Construction or erection of residential chimneys. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”

2. Erection of steel chimneys – heavy gauge. Refer to Code 5040 “Iron or Steel Erection – Frame Structures – All Operations to Completion.”


4. Fabrication of sheet metal chimney:
   a. In shop and installation. Refer to Code 5538 “Sheet Metal Work Erection, Installation or Repair – NOC – Shop or Outside – All Operations to Completion & Drivers.”

Cigarette, Cigar or Tobacco Mfg.

Note:
Includes the rehandling and warehousing of prepared tobacco.

Description:
Code 2172 applies to employers engaged in manufacturing cigarettes and cigars. This consists of receiving tobacco in bales or hogsheads, conditioning the tobacco by humidifying, stripping tobacco leaves, blending and mixing, shredding and cutting, drying, cooling, and sweetening. Tobacco then enters automatic cigarette-making machines. The cigarettes are compressed, wrapped, sealed, stamped, labeled, and put into cartons. This classification also includes any hand making of cigarettes. This classification also applies to manufacturing cigarette filters exclusively. This involves the use of converted cigarette-making machinery that rolls, crimps, and forms paper and cellulose acetate fiber. A plasticizer material, in turn, is sprayed into the filters, followed by a drying process.

This classification also includes manufacturing smoking, plug, twist and snuff tobaccos. This involves hand twisting tobacco, machine molding plug tobacco, hand wrapping the tobacco leaf around the molded plugs, and affixing brand labels and tax stamps. This classification also includes tobacco cleaning, grading, stripping, steaming, and treating tobacco with flavoring extracts.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   b. Pipe - wooden - tobacco. Refer to Code 2790 "Pattern Making - NOC."

Cleaner – Debris Removal – Construction or Erection

Note:
Applies only in connection with construction or erection. Does not apply to the payroll for cleaners except when the payroll for watch guards, timekeepers and cleaners is more than all other payroll of the employer which is subject to construction or erection classifications at the same job or location.
Description:

Code 5610 applies to employers engaged in removing construction or erection debris provided they are not engaged in construction or erection operations. This classification also applies to debris removal employees of a construction or erection contractor provided that the payroll for the cleaners, timekeepers and watch guards is greater than all the other payroll of the employer subject to construction or erection classifications at the same job or location. This classification can be applied to debris removal employees that are working on different floors of the job site that have already been completed by the tradesperson or to debris removal employees after the tradesperson left for the day provided their payroll meets the criterion.

Timekeepers and watch guards employed by construction or erection contractors are present during the construction or erection operations. Watch guards also work nights, weekends and holidays to assure that vandalism and theft does not occur.

The payroll of Code 5606 “Contractor – Executive Supervisor, Construction Executive, Construction Manager, Construction Superintendent or Project Manager” shall be excluded when determining whether the payroll for cleaners, timekeepers and/or watch guards exceeds all other payroll of the insured subject to construction or erection operations at the same job or location. If the insured is classified as Code 5606 and also has this classification exposure, this classification shall apply even if the Code 5606 exposure is greater.

This classification does not apply to cleaner/debris removal employees working in conjunction with the tradespersons. Such employees are considered laborers and subject to the same classification as the tradesperson.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Debris removal:
   a. During construction. Assign the governing classification of the job site.
   b. Left by building demolition contractor. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers.”

2. Garbage or refuse collection including containerized. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

3. Watchmen – guarding property of others – armed or unarmed. Refer to Code 7723 “Detective or Patrol Agency & Drivers.”

Cleaning Outside Surfaces of Buildings & Drivers

Note:

Includes incidental waterproofing, painting, pointing, caulking and other repairing.

Description:

Code 9025 applies to employers engaged in cleaning outside structural surfaces or walls regardless of height. The employer will conduct a wide range of exterior maintenance services such as pressure or steam water washing, chemical cleaning, and abrasive or mechanical cleaning.

Employers will also conduct graffiti removal, public space maintenance and building restoration. Some employers may
use vehicles equipped with high-pressure hot water power washing equipment which is used to remove graffiti or other unwanted surface deposits such as paint, concrete, tar, etc.

Assignment By Analogy:
Sandblasting – exterior – building surfaces

Operations To Be Separately Rated:

1. Cleaning:
   a. Building entrances and lobbies. Refer to Code 9030 “Building Service Contractor.”
   b. Furnaces and chimneys from the roof. Refer to Code 5545 “Roofing – NOC – All Operations to Completion & Drivers” and Code 5547 “Roofing – Built-Up – All Operations to Completion & Drivers.”

Clerical Office Employees – NOC

Note:
Code 8810 is subject to the Standard Exception Manual Rule IV – Classifications of this Manual. This classification is not available for division of payroll.

Description:
Code 8810 applies to clerical office employees whose duties include creation or maintenance of financial or other employer records, handling correspondence, computer composition, technical drafting, and telephone duties, including sales by phone.

A clerical office employee must work in an area separated by floors, walls, partitions, counters or other physical barriers. These employees are not to be regularly exposed to the operative hazards of the business.

Assignment By Analogy:
• Computer system designers or programmers – exclusively office
• Drafting employees

Operations To Be Separately Rated:

1. Auditors, accountant or factory cost or office systematizer – traveling. Refer to Code 8803 “Clerical Service Contractor – Traveling.”
2. Banks and trust companies. Refer to Code 8855 “Bank and Trust Companies – All Employees & Clerical, Outside Salespersons, Drivers.”
3. Insurance companies. Refer to Code 8723 “Insurance Companies & Clerical, Salespersons.”
4. Clerical office employees whose duties include creation or maintenance of financial or other employer records, handling correspondence, computer composition, technical drafting, and telephone duties, including sales by phone, from their residence. Refer to Code 8871 “Telecommuter Clerical Employees.”
Clerical Service Contractor – Traveling

Note:
Description:

Code 8803 applies to traveling clerical-type employees who augment the staff of risks that provide accounting, auditing, computer programming, or related clerical services for their clients. These types of services are performed at the client’s location.

Clerical service contractors provide clerical services at their client’s business location and may frequently travel from one location to another.

Assignment By Analogy:

• Court stenographers
• Hotel management consultants – not employed by hotel
• Management Consultants

Operations To Be Separately Rated:

1. Insurance companies:
   b. Adjustors and inspectors. Refer to Code 8720 “Inspection of Risks for Insurance or Valuation Purposes – NOC.”

2. Office clerical staff or internal auditors that travel to various sites and perform audits of their own business not for others. Refer to Code 8810 “Clerical Office Employees – NOC.”

Clock Mfg.

Note:
Description:

Code 3385 applies to employers engaged in manufacturing watches, watch movements and clocks. Materials such as ferrous and non-ferrous alloys, fasteners, cases, gems, and watchbands are received from others and used to make watches. The manufacturing process involves casting the metals, punching, blanking, turning, grinding, plating, and assembling the watches and clocks using hand tools or small machines. If necessary, precious gems are drilled and set into the watch faces. The items are inspected, tested and packed for shipment to the customer.

This classification includes the repair of watches principally performed for dealers.

Assignment By Analogy:

Electric razors, shavers or shears – assembly of purchased parts only

Operations To Be Separately Rated:


Cloth Printing

Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 2417 are conducted as a separate and distinct business.

Description:

Code 2417 applies to employers engaged in print customers’ designs on various textiles such as silk, cotton, wool and others by machine. Textiles are received from others with print and design instructions. Silk screens are created according to designs. Rolls of fabric are printed on, dried and cured. The printed fabrics are rolled, packed and shipped.

Assignment By Analogy:

Embossing on textiles

Operations To Be Separately Rated:

1. Bleaching, dyeing, mercerizing or finishing new textiles for others. Refer to Code 2413 “Textile – Bleaching, Dyeing, Mercerizing, Finishing.”

2. Silk screen printing:
   a. By a clothing manufacturer. Refer to Code 2501 "Clothing Mfg."
   b. By hand. Refer to Code 2553 "Furnishing Goods Mfg - NOC - From Textile Fabrics."
   c. By machine. Refer to Code 4299 "Printing."

3. Specialty contractors engaged only in silk screening textile bolts or cut garment parts by the hand “squeeze” method. Refer to Code 2553 “Furnishing Goods Mfg. – NOC – From Textile Fabrics.”

Clothing Mfg.

Note:

Includes dressing of dolls by a doll clothing, cloth dolls or cloth parts manufacturer.

Description:

Code 2501 applies to employers engaged in manufacturing clothing that is produced in quantity or mass produced. Patterns or cloth are cut, sewn, finished, labeled, pressed and packaged. Clothing may be produced from any type of cloth such as cotton, wool or velvet, and dressed furs or fur trimmings, linings or material for linings, interlinings, trimmings, Velcro, buckles, belts, buttons or fasteners.
This classification is also applied to employers that manufacture hats but does not apply to the manufacturing of hat frames made from buckram. Hats may be made from textile, fur or felt bodies or straw. Straw hats are braided from straw striping and sewn or stitched together. Fur or felt body hats are cut, sewn, steamed or blocked in presses and trimmed. Accessories may be added such as flowers, ribbons, bands, fur or feathers. Hats made from textile may be embroidered or screen printed with the employer’s designs, artwork or logos.

Manufacturing parachutes and umbrellas are also assigned to this classification.

Assignment By Analogy:
Shoulder pads

Operations To Be Separately Rated:

1. Manufacturing:
   c. Metal parts, buckles or clips for suspenders. Refer to Code 3129 “Buckle or Button Mfg. – Metal.”
   e. Knitting fabrics including sewing into clothing. Refer to Code 2362 “Knit Goods Mfg. – NOC.”

2. Preparation of fur skins including dressing or dyeing. The processing of animal pelt which involves such operations as skin cleaning, slitting, trimming, dehairing and fur caroting. Refer to Code 2600 “Fur Mfg. – Preparing Skins.”

Clothing or Wearing Apparel Store – Retail

Note:
Description:

Code 8008 applies to employers principally engaged in the retail sale of any or all the following merchandise:

1. Ready-to-wear clothing and wearing apparel, including suits, coats, dresses, knitwear, hats, shoes, rubberb, slippers, undergarments, sleeping and lounging clothes, ties, hosiery, haberdashery, gloves, scarfs, and aprons. Incidental alterations are also included.
2. Dry goods, including piece goods, yard goods, embroideries, veiling, laces, textile trimmings, curtains, draperies, blankets, bedspreads, sheets, pillowcases, tablecloths, napkins, towels and handkerchiefs.
3. Miscellaneous sewing accessories such as buttons, buckles, slides, tapes, buckram, yarn, thread, thimbles, needles, pins, hooks and eyes, dress shields, hat bodies, artificial flowers and zippers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Dealers in ladies’ handbags, sale of sporting goods such as camping, fishing, hunting, baseball, football, bowling or basketball equipment or supplies and incidental clothing and demonstrators in retail stores (NOC). Refer to Code 8017 “Retail Store – NOC – No Service of Food.”
2. Mail order sales of clothing, wearing apparel, or dry goods to individuals. Refer to Code 8032 “Clothing or
Clothing or Wearing Apparel Store – Wholesale

Note:

No laundering at the same location.

Description:

Code 8032 applies to stores principally engaged in sales of the following merchandise on a wholesale basis:

1. Ready-to-wear apparel, including suits, coats, dresses, knitwear, hats, shoes, rubbers, slippers, undergarments, sleeping and lounging clothes, ties, hosiery, haberdashery, gloves, scarfs and aprons.
2. Dry goods, including piece goods, yard goods, embroideries, veiling, laces, textile trimmings, curtains, draperies, blankets, bedspreads, sheets, pillowcases, tablecloths, napkins, towels and handkerchiefs.
3. Miscellaneous sewing accessories such as buttons, buckles, slides, tapes, buckram, yarn, thread, thimbles, needles, pins, hooks and eyes, dress shields, hat bodies, artificial flowers and zippers.

This classification applies to stores principally engaged in the wholesale or retail mail order sales of clothing, wearing apparel or dry goods.

Other wholesale operations assigned to this classification are dealers in:

1. Men’s and women’s belts.
2. Watch straps – including attaching buckles by hand to such straps.
3. Hair nets.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Dealers in ladies’ handbags and second-hand clothing which are sorted, graded and baled for shipment. Refer to Code 8018 “Wholesale Store – NOC.”

Club – Country, Golf, Fishing or Yacht & Clerical

Note:

The actual remuneration of golf caddies shall be included in determining the premium for the employer. If the actual remuneration of caddies is not available, then the total number of rounds caddied shall be used to compute the payroll by multiplying the number of rounds caddied by the club’s posted rate.

1. If neither the actual remuneration nor the total number of rounds caddied can be determined, then the remuneration for caddies shall be determined as follows:
   • Include one round per week for each member with golf playing privileges for each week or;
   • Portion thereof that the course was open during the policy period, and multiply by the club’s posted caddy rate.

   In no event shall the caddy rate be less than the State Minimum rate for caddies.
Description:

Code 9060 applies to employers engaged in operating a variety of clubs which consist of, but are not limited to, country clubs, golf clubs, fishing clubs or yacht clubs. The majority of the employer’s employees are exposed to outdoor activities involving sports.

This classification applies to managers, teaching pros or instructors, bar or restaurant personnel, swimming pool and tennis court employees and office employees. Hotel or motel employees are also subject to this classification if the employer provides these services only to their members and guests. Entertainers and musicians on the club’s premises are also subject to this classification.

Also contemplated under this classification are employees who are employed by others contracted with a hotel or motel operation to operate the golf courses for the hotels or motels guests.

A golf pro shop on the premises of the country or golf club whether operated by the club or by others is subject to this classification. The pro shops are engaged in cart rentals and the selling and repairing of sporting apparel and/or sporting goods. The pro shop would also conduct golf tournaments, provide golf lessons and operate driving ranges.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Automobile, beach or social club. Refer to Code 9061 “Clubs – NOC – All Employees & Clerical.”

2. Hunting or riding clubs. Refer to Code 7207 “Club or Riding Academy & Drivers.”


4. Golf professionals, caddies and all other golf course employees employed by a hotel or motel establishment. Refer to Code 9052 “Hotel – NOC – All Other Employees & Drivers.”

Club – Tennis – Private & Clerical

Note:

Description:

Code 9065 applies to employers engaged in operating public or private tennis, handball, paddleball, racquetball or squash clubs. Tennis, handball, paddleball, racquetball or squash must be the principal activity of the club. To determine the principal activity of a profit-making club, the gross receipts generated by court use must predominate over receipts from other activities such as weight lifting, aerobics and other exercise. For non-profit clubs, the square footage of the court area must exceed the square footage of areas used for other activities.

Operations include maintenance of the courts as well as grounds, instructors and clerical personnel. In addition, service of food, beverages or snacks as well as operating a pro shop are included, however, receipts for these operations are not to be used in determining the “principal activity” of the club.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Clubs:
   a. Beach and social. Refer to Code 9061 “Clubs – NOC – All Employees & Clerical.”
   b. Country, golf, fishing or yachting. Refer to Code 9060 “Club – Country, Golf, Fishing or Yacht &
Clerical.”

c. Exercise or health. Refer to Code 9055 “Exercise or Health Institute.”

d. Riding or hunting. Refer to Code 7207 “Club or Riding Academy & Drivers.”

Club or Riding Academy & Drivers

Note:
Description:

Code 7207 applies to employers engaged in operating horse-riding academies or clubs. Customers ride the horses on trail areas on the grounds of the employer or on the beach. If the customer requires horse riding instructions, the employers will provide verbal and physical instructions on horsemanship.

Hunting clubs involve memberships. Members are required to pay dues to the club. Horses are usually individually owned by each member. This classification includes cleaning, feeding and the training of foxhounds used for hunting purposes. Kennel employees will feed and groom the foxhounds. Some clubs may or may not operate a horse stable. Individual members of the club may care for their own horses at their own stable.

The employer’s stable person will take care of the employer’s horse as well as the stable which will involve cleaning stalls and horses, saddling, feeding and grooming the horses.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Horse livery and horse board stables. Refer to Code 7201 “Boarding or Livery Stable – Not Sales Stable & Drivers.”

2. Horse breeding farm. Refer to Code 0006 “Farm – NOC & Drivers.”

3. Racing stable employees including trainers, jockeys, and backstretch employees. Refer to Code 8280 “Racing Stable & Drivers.”

4. Stablemen employed at the racetrack. Refer to Code 7201 “Boarding or Livery Stables – Not Sales Stables & Drivers.”

Clubs – NOC – All Employees & Clerical

Note:
Description:

Code 9061 applies to employers engaged operating clubs that are Not Otherwise Classified (NOC). This classification is applicable to risks where many employees (excluding restaurant and bar employees) work indoors.

Clubs generally fitting the above description include business, social and athletic clubs in addition to fraternal societies or orders such as the Knights of Columbus, the B.P.O. of Elks and Masonic lodges. These clubs may have extensive or limited facilities and services depending upon the type of club.

This classification contemplates any employees involved in the operation of the facilities typically found in a club. This may include employees working in dining rooms, snack and liquor bars, lounge rooms, reading rooms, card rooms,
billiard rooms, bowling lanes, swimming pools and those employees who clean or prepare sleeping accommodations and the employees that are entertainers for the club.

Assignment By Analogy:

- Automobile clubs
- Beach clubs, chess clubs, veterans’ clubs
- Benevolent associations, faculty student associations
- Casino gambling and casinos without hotel operations

Operations To Be Separately Rated:

1. Transport of patrons. Refer to Code 8394 “Bus Company – All Other Employees & Drivers.”

2. Casino gambling operations in conjunction with a hotel. Refer to Code 9044 “Hotel – Casino Gambling – All Other Employees & Outside Salespersons.”

Coal Dock Operation & Stevedoring

Note:

Applies to coal docks using mechanical apparatus. Not applicable to contract stevedores or coal merchants operating yards.

Description:

Code 7313F applies to employers engaged operations of coal docks including stevedoring. This classification is also applied to employers engaged in the operation of ore docks including stevedoring. This classification is considered to be a highly restricted classification applying only to terminal coal or ore docks utilizing specialized mechanical apparatus. These coal or ore dock operators have no equity in these products. They merely engage in the wholesale transfer of coal or ore owned by others from vessels to railroad cars or vice versa. This classification contemplates the dock employees who operate, maintain and repair the mechanical apparatus. Also, the dock operators’ employees who board vessels to measure the holds, supervise the operation of the mechanical trimmers, and adjust and lubricate parts of the trimmers which move the coal or ore from the corners of the holds and position the coal or ore under the hatch openings where it can be reached by the unloading apparatus, are contemplated within the scope of this classification. The temporary and incidental storage of minor amounts of coal or ore shall not preclude the assignment of this classification to employers engaged in the business of operating coal or ore docks.

Assignment By Analogy:

Operations To Be Separately Rated:


2. Coal merchants. Refer to Code 8350 “Gasoline or Oil Dealer & Drivers.”

Color Grinding, Blending or Testing
Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 5954 are conducted as a separate and distinct business.

Description:

Code 5954 applies to employers engaged in operations involving dry materials with no handling of flammable, poisonous, caustic, corrosive or oxidizing materials. Not applicable to the manufacturing of ingredients.

Assignment By Analogy:

- Brass or copper - powder
- Carbon - dry
- Chalk
- Colors and pigments – dry mixing and blending
- Flue dust – mix, sift and bag
- Paint – calcimine or whitewash
- Plastic molded products – metallic powders, oxides, ferrites
- Whiting manufacturing

Operations To Be Separately Rated:

1. Chemical blending. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations to Completion.”
2. Paint manufacturing – types other than calcimine or whitewash. Refer to Code 4558 “Paint Mfg.”

Concrete Construction – NOC – All Operations to Completion

Note:

Includes foundation or the making, setting up or taking down forms, scaffolds, falsework or concrete distributing apparatus.

Not available for division of payroll with Code 5222 “Concrete Construction in Connection with Bridges or Culverts – All Operations to Completion” and Code 6235 “Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers” at the same job.

Description:

Code 5213 applies to employers engaged in all types of commercial concrete building construction, self-bearing floors, foundations, piers, grain elevators and silos. This classification includes making and erecting forms, placing reinforced steel and stripping forms. The employer will set up the “foundation forms,” pour concrete into the forms and then level the concrete smooth. They will then disassemble the forms after the cement has dried. These “foundation forms” are usually small wood barriers that hold the cement into the form for whatever the employer is making. Self-bearing floors are self-supported concrete floors elevated above ground.

Another operation contemplated under this classification is the erection of concrete slabs using the “lift” method. This operation involves the pouring of concrete slabs on the ground and then hoisting them to the top floor using hydraulic jacks to position columns which will hold up each floor. The floors will be erected starting from top, working their way
down. When the floors are lifted to the correct height, steel beams will be installed to hold up the concrete floors.

This classification includes guniting operations and waterproofing by means of spray gun, concrete gun or other pressure apparatus.

Assignment By Analogy:

• Concrete/cement – contractors – self bearing floors and floor coverings poured – foundation and other NOC work
• Electric light and powerline construction – erecting poles or towers only – concrete base for towers
• Fallout shelters – poured concrete
• Gypsum roofs – poured concrete

Operations To Be Separately Rated:

1. Chimney guniting. Refer to Code 5222 “Concrete Construction in Connection with Bridges or Culverts – All Operations to Completion.”

2. Excavation. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers.”

3. Ground supported concrete floor construction. Refer to Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers.”

Concrete Construction in Connection with Bridges or Culverts – All Operations to Completion

Note:

Applies only when clearance is more than 10 feet at any point or entire distance between terminal abutments exceed 20 feet.

Description:

Code 5222 applies to employers engaged in concrete construction in connection with bridges or culverts. This operation involves the pouring of and finishing with concrete to conform to the shape of the culverts. Includes the making, setting up or taking down forms, scaffolds, falsework, or concrete distributing apparatus, the manufacturing of concrete piles at the job location and the pouring of concrete into hollow steel piles. This classification also applies to the concrete construction of lanes, sidewalks, and roadways on bridges. The employer breaks up old concrete and lays down forms to hold the concrete. After installing new steel reinforcement rods or mesh, new concrete is poured into the forms.

This classification does not apply if the employer pours concrete onto the existing road surface so as not to raise the height of the existing roadbed on bridges or add extra weight to the bridge with no new mesh or rods involved.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Caisson or Cofferdam work. Refer to Code 6252 “Shaft Sinking – All Operations to Completion.”

2. Excavation. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers” and Code
3. Pile driving. Refer to Code 6003 “Pile Driving – NOC – All Operations to Completion & Drivers.”


Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers

Note:
Not available for division of payroll with Code 5222 “Concrete Construction in Connection with Bridges or Culverts – All Operations to Completion.”

Description:
Code 5221 applies to employers engaged in any type of paving or repaving involving flat work with cement or concrete, such as driveways, floors, yards, sidewalks, and parking lots. The employer will grade and level the surface and will then place down foundation forms to border in cement. Wire mesh or rebar is placed in the forms and cement or concrete is poured which is later troweled. After the cement dries the forms are removed.

This classification also applies to the use of asphalt to pave parking lots and courts. The asphalt is applied to the ground and the employer then spreads the asphalt with a rake. A roller machine is used to compress the asphalt. The painting of traffic lines in parking lots after the paving or repaving is completed by the same contractor is inclusive under this classification.

Assignment By Analogy:
• Cemetery monument markers, gravestones, headstones or tombstones – ornaments, sculptures or statuary – concrete foundation only
• Courts – outside – handball – tennis – concrete

Operations To Be Separately Rated:


2. Street or road construction. Refer to Code 5506 “Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers,” Code 5507 “Street or Road Construction – Sub-Surface Work – All Operations to Completion & Drivers,” or Code 5508 “Excavation – Rock – All Operations to Completion & Drivers.”

Concrete Products Mfg. & Drivers

Note:
Applies to shop or yard work only. Includes the manufacturing of concrete blocks, bricks, poles, piles, beams, sewer pipes, tile or similar products, and may be applied only when the operations described are conducted as a commercial enterprise at a permanent location. Not available at a construction site or for any plant established or operated in connection with construction work.

Description:

Code 4034 applies to employers engaged in manufacturing concrete products as a commercial enterprise operated at a permanent location.

Raw materials may include sand, gravel, cement, aggregates, wire mesh or rods. Materials are mixed and may be formed by machine or molds. Wire mesh or rods may be used for strengthening. Formed products are dried and/or cured prior to distribution. Machinery such as lifts, or cranes may be used to move completed products.

Some products contemplated by this classification include but are not limited to patio blocks, tiles, lawn ornaments, sculptures, furniture, stairs, pipes, septic tanks, burial vaults or caskets and pre-cast columns, beams and slabs.

Assignment By Analogy:

Stones – cast manufacturing

Operations To Be Separately Rated:

1. Manufacturing:
   a. Fire or enameled brick. Refer to Code 4024 “Brick Mfg. – NOC – Fire or Enameled & Drivers.”
   b. Statuaries or ornament – plaster. Refer to Code 4038 “Plaster Statuary or Ornament Mfg.”

Conduit Construction – For Cables or Wires – All Operations to Completion & Drivers

Note:

Description:

Code 6325 applies to employers engaged in the erection of railway signal systems and/or highway guard-crossing systems. Operations such as digging of a trench, laying of conduit, backfilling and concrete or masonry work are examples of the work contemplated by this classification. The same procedure is applicable to the installation of traffic signals, “auto-stops” and ornamental street lights. Cable laying by specialist contractors employing automatic equipment, which in one operation opens the trench, lays the cable and backfills, is also assigned to this classification.

Assignment By Analogy:

• Cable underground – television providers – using automatic equipment which opens trenches, lays cable and backfills in one operation
• Conduits – steel – flexible – rigid
• Invisible fence automatic equipment – Cat or dog

Operations To Be Separately Rated:

1. Cable installation in conduits or subways. Refer to Code 7536 “Cable Installation – All Operations to Completion & Drivers.”
Confection Machinery Mfg.

Note:

Description:

Code 3559 applies to employers engaged in manufacturing machinery or equipment used for manufacturing confections, and machinery or equipment for wrapping, packaging and/or dispensing food, beverages, snacks or candy. In addition, this classification includes manufacturing automatic lockers, automatic scales, music dispensing machines and amusement game devices which are analogous in their manufacture to other machinery described in the scope of this classification.

Assignment By Analogy:

Operations To Be Separately Rated:


Construction or Erection Permanent Yard

Note:

Applies only to a permanent yard maintained by a construction or erection risk for the storage of material or the storage and maintenance of equipment. Not applicable to a construction site.

This classification cannot be used with any construction classification that includes yard or shop operations.

Description:

Code 8227 applies to employers that maintain open or enclosed construction or erection permanent yards for the storage of materials, or the storage and maintenance of equipment used by these businesses in their construction or erection operations. The material stored at permanent yards and the equipment maintained depend upon the construction or erection work undertaken by the contractor.

This classification is a construction or erection classification but is not available for division of a single employee’s payroll during a single day.

This classification is not available for employees who are properly classified to another construction classification or loading and unloading the day’s materials, equipment, and tools or performing maintenance on equipment or vehicles. This classification is also not available for employees who prefabricate portions of the construction work in the yard prior to assembling or installing them at the job site. The type of work noted above is incidental to the employee’s governing construction classification and must not be assigned to this classification.

Assignment By Analogy:

Reconditioning and leasing forms for concrete construction

Operations To Be Separately Rated:
1. Concrete:
   b. Pumping – by specialty contractors. Refer to Code 9534 “Mobile Crane and Hoisting Service Contractors – NOC – All Operations to Completion & Drivers.”

**Contractor – Executive Supervisor, Construction Executive, Construction Manager, Construction Superintendent or Project Manager**

**Note:**

When terms such as “all employees,” “all other employees,” “all operations,” and “all operations to completion” appear in the phraseology of a construction or erection operation applicable to an employer, Code 5606 may be assigned to those employees who are otherwise qualified to be assigned to Code 5606.

**Description:**

Code 5606 applies to executive supervisors, construction executives, construction managers, construction superintendents or project managers having administrative or managerial responsibility for construction or erection projects.

The executive supervisor, construction executive, construction manager, construction superintendent or project manager will spend some time in the office and the remainder of time visiting various job sites conferring with the job superintendent or foreperson to keep track of the progress of the work being conducted at each job or project.

To qualify for this classification these individuals are defined as those persons exercising supervisory control through job superintendents or foremen.

1. This classification does not apply to any person who is directly in charge of construction work such as a superintendent or foremen or any person that is engaged in actual construction or erection work. The applicable construction or erection classification(s) shall be applied.
2. When actual construction or erection work is given to or placed with subcontractors that have their own supervisor or foremen on their payroll, the executive supervisor or construction executive of the general contractor shall be subject to this classification provided they meet the above criteria.
3. Separately rate an executive officer of a corporation who performs the duties of an executive supervisor as Code 8809 “Executive Officers – NOC – Not Foremen, Workers or Salespersons” provided that such executive officer does not otherwise regularly and frequently perform the duties of a foreman, worker or outside salesperson.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**

1. Superintendent or foreman of a construction or erection job. Assign the governing classification of the job site.

**Convalescent or Nursing Home – All Employees**
Note:
Description:

Code 8829 applies to employers engaged in the operation of a convalescent or nursing home. This type of facility has professional employees such as registered nurses, licensed practical nurses, doctors and dieticians, to care for clients that reside at the home.

Nurses and/or doctors administer medications to the clients when needed. Dieticians recommend specific diets for clients who have special dietary needs and cooks prepare meals for the client’s requirement. Clients may feed themselves in the dining area or may need to be fed if they cannot care for themselves.

Clients are bathed and/or dressed by aides if they are not capable of doing this task themselves. Beds are changed, and rooms are cleaned. At some facilities, hairstylists are available to provide grooming to the clients. Security guards usually work around the clock to ensure the safety and security of the clients that reside at the facility. The client’s laundry is cleaned in the facility’s laundry room or it may be contracted out to an outside laundering service. Maintenance employees’ duties include, sweeping, mopping, taking out the trash, change light bulbs and wash bathrooms. When emergency medical care is needed clients are transported to the hospital by the employer’s ambulance (if any) or by an outside ambulance service.

This classification is also assigned to a convalescent or nursing home operated by a hospital provided that the home is located away from the hospital and not at the same location or adjacent to the hospital.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Home Health Care:
   a. Professional employees. Refer to Code 8854 “Health Care Services – Medical or Other Professional Services – Traveling.”

2. Nursing or convalescent home operated by a hospital at the same location or adjacent to a hospital:
   a. Professional employees. Refer to Code 8833 “Hospital – Professional Employees.”
   b. All other employees. Refer to Code 9040 “Hospital – All Other Employees.”

Cookie Mfg.

Note:
Description:

Code 2001 applies to employers engaged in manufacturing cookies, crackers, and wafers, snaps, and matzoth. Flour is sifted and mixed with other ingredients such as baking soda, baking powder, sugar, brown sugar, artificial sweeteners, butter, eggs, vegetable oil, powdered milk, nuts, dried fruit, cocoa, chocolate chips, oatmeal, peanut butter, flavorings such as vanilla extract, salt or other ingredients according to the recipe. The ingredients are mixed according to recipe to form them into a dough which may be kneaded, rolled, placed in molds or on sheets, and pressed to form different shapes or designs. Depending on what the recipe calls for, ingredients are mixed together by mechanical means or manual process (described below) to make the dough. The uncooked cookies are then baked in ovens according to temperature required and when done are cooled and ready to be packaged. A variety of toppings or coatings may be applied which may require some preliminary mixing and/or baking and cooling before being applied. Processes are mechanically performed in most cases with use of conveyors and other product line equipment at cookie manufacturing facilities.
Assignment By Analogy:

• Hard pretzels
• Ice cream cones

Operations To Be Separately Rated:

1. Bakeries making a general line of baked goods such as breads, cakes and pies even though some of their products may include cookies. Refer to Code 2003 “Bakery & Route Salespersons, Route Supervisors, Drivers.”

2. A retail cookie shop engaged in on-premises preparation and sale of cookies and beverages for consumption both on or on and away from the premises. Assign the appropriate restaurant classification.


Corrugated or Fiberboard Container Mfg.

Note:

Includes corrugating or laminating of paper.

Code 4244 and Code 4250 “Paper Coating” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4244 applies to employers engaged in manufacturing corrugated or fiberboard barrels, boxes, cartons, shipping drums and containers made from corrugated cardboard or fiberboard.

In manufacturing corrugated cardboard used for the containers, heavy paper stock is fed into a corrugating machine which forms the corrugation “ripples.” An outer facing sheet layer is then glued to one or both sides. Fiberboard containers do not have a corrugated center section because they are made from paper stock which is laminated by gluing the flat paper sheets in successive layers until the required thickness is obtained.

Some employers may purchase the cardboard or fiberboard stock already corrugated or laminated. The purchased corrugated or fiberboard material is cut to size, slit or slotted, scored and creased and then folded and taped or stapled. The completed boxes are inspected and may be shipped to the employer’s customers in a flat form in bundles or in a set-up or fully assembled shape.

Manufacturing fiberboard drums, the material is wound around tubes in the required number of thicknesses or laminations. The glue is applied in the winding process and the formed tubular stock is cut to size and fitted with tops and bottoms cut from fiberboard sheet stock. The top and bottom edges of the drums may be fitted with metal rims.

Assignment By Analogy:

• Cans – fiber – with metal lid
• Chest of drawers – mailing – fiber type
• Clothes or garment closets – cut, fold, crease, unassembled
• Furniture frames – fiberboard
• Mailing or shipping containers – fiber
Operations To Be Separately Rated:

1. Manufacturing:
   a. Folding cardboard boxes other than those made from corrugated cardboard or fiberboard materials. The taping or stapling of corrugated box stock which is received already cut, slotted, scored and creased. Refer to Code 4243 “Box Mfg. – NOC – Folding Paper.”
   b. Paper boxes – set-up or fully assembled type paper boxes. Refer to Code 4240 “Box Mfg. – Set-Up Paper.”
   c. Paper or paperboard. Refer to Code 4239 “Paper Mfg.”
   d. Wooden boxes or crates. Refer to Code 2759 “Box or Box Shook Mfg.”

Crayon, Pencil or Penholder Mfg.

Note:
Description:
Code 2942 applies to employers engaged in manufacturing crayons, wooden pencils and penholders. Employers may begin with raw logs or pencil slats that are purchased from pencil stock manufacturers. They may manufacture their own wood pencil stock or purchase pencil stock from other manufacturers. The types of machines used in the process of manufacturing pencils are kilns, wood shapers, grinding mills, punch presses, extrusion presses and coating machines. The wooden stock is cut and shaped as necessary. The appropriate “lead” for the types of pencil being manufactured is added. Metal eraser tips are stamped out on presses, fitted with rubber erasers and attached to the pencils. Employers may stamp out erasers on presses or send pencils to other concerns to have erasers added.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Ballpoint or fountain pens, felt tip markers and mechanical pencils manufacturing. Refer to Code 4432 “Fountain Pen Mfg.”

Custom Clothing or Tailor Shop – Alterations – No Mass Mfg., Dry Cleaning or Laundering

Note:
No mass manufacturing of clothing.

Custom is defined as the fabrication of garments such as suits, dresses, shirts, pants and other similar garments that require taking measurements of individuals, cutting and sewing the fabric in accordance to the measurements and specifications of the individual customer.

This classification includes alterations and tailoring of garments received from customers regardless if the articles were custom manufactured or not by the same risk.

Description:
Code 2503 applies to employers engaged in custom manufacturing clothing such as suits and dresses on a made to order basis for individuals. Customers may be shown sketches, designs and fabrics. Measurements are taken,
materials are cut, draped and stitched, customers are fitted and refitted for approximate size and cut. Materials may be further sewn together by hand or machine, trimmed, pressed and finished. Custom made garments may be embroidered.

Tailor shops that exclusively alter or repair garments for customers are also included under this classification and is not intended for risks that perform laundering or dry cleaning.

Assignment By Analogy:

Weaving – mending or re-mending holes in clothing

Operations To Be Separately Rated:


**Cutlery Mfg. – NOC**

Note:
Description:

Code 3122 applies to employers engaged in manufacturing and sharpening knives such as table, carving, butcher, and pocket as well as straight razors. Forged stock or strip steel, wood blocks, metal, plastic or prefabricated handles are received from outside sources.

Stainless steel is cut and shaped to specification on power presses, forged, and heat treated to harden the metal in ovens. The metal is then tempered and ground, polished, buffed and sharpened. Plastic or wood handles shaped by machine are then attached by riveting. The incidental casting or molding of either metal or plastic in enlarging or bolstering the shank of the blades or to form handles also falls within the scope of this classification. In-shop repairs and sharpening of manual hedge trimmers by a tool sharpening service are inclusive under this classification.

Assignment By Analogy:

• Letter openers – hand held – metal
• Fencing swords

Operations To Be Separately Rated:

1. Sharpening:
   a. Saws such as hacksaws, jig saws or hack saws. Refer to Code 2710 “Saw Mill”

**Dam or Lock Construction – Concrete Work – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers**

Note:
Description:
Code 6017 applies to employers engaged in concrete work that is performed in connection with dams and locks. This classification includes foundations or the making, setting up or taking down forms, scaffolds, falsework or concrete distribution apparatus. In addition, it includes dam repair work. This classification also contemplates temporary concrete batch plant operations at the construction job site when these batch plants are operated by the employer that is engaged in this classification’s construction operations.

Assignment By Analogy:

Penstocks – water sluiceway construction – concrete

Operations To Be Separately Rated:

1. Caisson work, cofferdam work or shaft sinking. Refer to Code 6252 “Shaft Sinking – All Operations to Completion.”

2. Earth moving or placing in connection with dams or locks – all types. Refer to Code 6018 “Dam or Lock Construction – Earthmoving or Placing – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers.”

3. Tunneling:

Dam or Lock Construction – Earthmoving or Placing – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers

Note:

With respect to non-pneumatic caisson or non-pneumatic cofferdam operations the appropriate caisson or cofferdam classification shall apply only to the construction, maintenance or removal of the caisson or cofferdam.

Description:

Code 6018 is applicable to employers engaged in earthmoving and placing in connection with dam or lock construction. This classification includes excavation, burrowing, filling, backfilling or grading operations only when performed in connection with dam or lock construction. Machinery such as excavators, bulldozers, backhoes or graders are used to perform this operation.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Caisson work, cofferdam work or shaft sinking. Refer to Code 6252 “Shaft Sinking – All Operations to Completion.”

2. Concrete construction operations in connection with dam or lock construction. Refer to Code 6017 “Dam or Lock Construction – Concrete Work – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers.”

3. Excavation – not in connection with dam or lock construction. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers.”
4. Tunneling:

Day Care Centers – Children – All Other Employees & Drivers

Note:
Description:

Code 9059 applies to nonprofessional employees of day care centers such as cooks or maintenance workers.

Assignment By Analogy:

Pre-schools and nursery schools

Operations To Be Separately Rated:

1. Professional employees of day care centers. Refer to Code 8869 “Day Care Centers – Children – Professional Employees & Clerical, Salespersons.”

2. Elementary schools that provide day care services at the same location. Refer to Code 8868 “School or College – Professional Employees & Clerical.”

Day Care Centers – Children – Professional Employees & Clerical, Salespersons

Note:

Not applicable to elementary schools that provide day care services at the same location.

Description:

Code 8869 applies to centers that offer day care services for children. These centers predominantly provide day care for younger children with structured approach to learning social skills and early reading. Activities include singing, dancing and storytelling. Some facilities may also provide before and after-school care programs. Although the center may teach, instruct, and/or provide lessons for the children, the center is not the same as a traditional school.

Employees assigned to this classification include but are not limited to teachers, salespersons, teachers’ aides, administrators and clerical employees.

Assignment By Analogy:

Pre-Schools

Operations To Be Separately Rated:

1. Elementary schools that provide day care services at the same location. Refer to Code 8868 “School or College
2. Drivers, cooks and maintenance personnel for day care centers. Refer to Code 9059 “Day Care Centers – Children – All Other Employees & Drivers.”

Dental Laboratory

Note:
Description:

Code 4692 applies to employers engaged in operating dental laboratories. Dental laboratories manufacture teeth replacement dental appliances or enhancement products such as bridges, crowns and dentures, and orthodontic products such as braces and retainers. According to a dentist’s prescription, these laboratories will custom make the above products. Replacements are normally made to match a patient’s natural teeth color.

Raw materials such as plastics, acrylics, gold, waxes, alloys, porcelain, wire, steel, titanium, other natural minerals and man-made substances are used to make the actual dental replacements. The lab technicians that manufacture the dental replacements use small hand tools, grinding and polishing equipment, burners, small furnaces and crafting instruments such as carvers and wax spatulas.

The patient’s dentist will furnish the dental laboratory with impressions of the patient’s mouth that they have taken. The dental laboratory will create a plaster model from the impression that the dentist provided. Once the plaster model is cured, it will be placed on to an articulator for which the patient’s selection of teeth is attached with wax. The wax is shaped and carved by the laboratory technician, set into a flask for which plaster is added to preserve the denture’s shape. The wax needs to be removed from the flask which is done by putting the flask into boiling water. If any of the wax remains, it will be washed away. So that the acrylic does not stick to the plaster, a liquid separator is applied prior to the injection of the acrylic. Acrylic is then ready to be injected into the flask. When the acrylic cures, the plaster mold is broken away by the laboratory technician by means of special tools. The dentures are washed in an ultrasonic bath to remove any miscellaneous fragments, trimmed and polished. The completed dentures are sent to the dentist. The dentist will have their patients try on the dentures. It may take more than one fitting to assure proper fit. Any required adjustments to the dentures are performed by the dental laboratory.

This classification also includes the repair of dentures by the dental laboratory.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Drug, medicine or pharmaceutical preparation – no manufacturing of ingredients. Refer to Code 4611 “Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients.”

Department Store – Retail

Note:

Includes installation of house furnishings and shall apply to each location of a risk at which all the following conditions exist:

1. The payroll subject to this classification is at least $900,000 per annum.
2. The merchandise handled must include:
   a. Wearing apparel
   b. Linen/Domestics
   c. House furnishings (other than furniture)
   d. Two or more of the following:
      i. Cosmetics
      ii. Furniture
      iii. Giftware
      iv. Hardware
      v. Jewelry
      vi. Luggage
      vii. Sporting Goods
      viii. Stationery
      ix. Toys

3. The total combined annual sales of items (2)(a), 2(b) and 2(c) above must exceed 50% of the total annual sales. Also, the total annual sales of wearing apparel, jewelry and cosmetics must not exceed 80% of the total annual sales.

Description:
Code 8039 applies to large retail stores, which are characterized by many separate departments, each selling a specific type of merchandise. This classification includes making custom house furnishings such as draperies, slipcovers, and window shades. It also covers the installation of house furnishings such as draperies and rods, slipcovers, window shades, venetian blinds, carpets, linoleum, and non-ceramic floor tiles. If a department store has more than one location, each must meet all three of the conditions in the above note to qualify for this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. The installation (other than delivery) and the service or repair of household appliances such as television sets, refrigerators, washing machines and air conditioners. Refer to Code 9519 “Household Appliances – Electrical – Installation, Service or Repair & Drivers.”

2. Concessions in a department store are rated based on the operations performed by the concessionaire. Assign the appropriate store classification.

Detective or Patrol Agency & Drivers

Note:
Description:
Code 7723 applies to employers engaged in providing armored car service, watchmen, guards or patrol officers to safeguard property owned by others. Operations involve patrolling grounds and the property of others. Guards may or may not be armed and may be permitted to make an arrest in some cases.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Police officers, sheriffs, strike breakers and strike guards. Refer to Code 7720 “Police Officers & Drivers.”

Developmental Organizations – All Employees & Salespersons, Drivers

Note:

Description:

Code 8864 applies to charitable, welfare, or social service organizations that are engaged in providing services to individuals who are mentally, physically or emotionally challenged, troubled youth, children in crisis, abused persons, persons with financial and employment hardships, and individuals performing drug or alcohol related community service. A broad range of services such as clinical, educational, counseling, meals on-site, vocational training and recreational are provided. These organizations may have workshops to train individuals in various types of tasks to educate and prepare them for employment or future placement at residential facilities.

Employees assigned to this classification include but are not limited to counselors, resource and referral specialists, case managers who coordinate services of organizations to benefit an individual or family, volunteer coordinators, outside welfare workers, classroom teachers who teach or demonstrate in a classroom environment, cooks, drivers, housekeepers, laundry, security, and maintenance personnel, and medical professionals such as physicians and nurses.

Assignment By Analogy:

• Charitable or welfare organizations – blind – including workshop and store operations and collecting, reselling and reconditioning of used merchandise
• Missions – charitable or religious

Operations To Be Separately Rated:

1. Group homes, halfway houses, temporary shelters and independent supportive living homes where no medical services are provided by nursing or medical personnel on staff. Refer to Code 8865 “Alcohol or Drug Rehabilitation Facility – All Employees & Clerical.”

2. Outpatient clinics in which the employer provides counseling services for clients with mental or substance abuse issues. Refer to Code 8832 “Physician & Clerical.”

3. Detoxification centers, alcoholic rehabilitation centers, and narcotic rehabilitation centers. Refer to Code 8833 “Hospital – Professional Employees” and Code 9040 “Hospital – All Other Employees.”

Die Casting Mfg.

Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 1925 are conducted as a separate and distinct business.

Description:

Code 1925 applies to employers engaged in die casting. Various alloys may be used in the manufacturing process such as aluminum, lead, zinc, nickel, tin, magnesium, white metal, chromium or copper. Alloys are melted, injected into ingots
by air or hydraulic pressure, then cooled to form. Castings are ejected and cleaned by grinding and sanding. Castings may be sold in a rough finished state, drilled and tapped, turned, milled, buffed, or polished. The castings are inspected prior to shipment or delivery to the employer’s customers.

Assignment By Analogy:

• Centrifugal casting
• Figurine manufacturing – metal – die casting machine process

Operations To Be Separately Rated:

1. Metal jig, fixture or die manufacturing for customers for use in their own manufacturing operations. Refer to Code 3113 “Tool Mfg. – NOC – Not Drop or Machine Forged.”

2. Manufacturing:
   a. Solder:
      i. In paste and flux form. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”
      ii. In bars that are melted and poured. Refer to Code 3085 “Foundry – Non-Ferrous.”
   b. Steel rule dies principally made for use by others for their own operations. Refer to Code 2790 “Pattern Making – NOC.”

Diving – Marine – Program I

Note:

If both diving and construction work are performed at the same job by the same employee, no division of payroll is permitted, and the highest rated classification is used.

Description:

Code 7394 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

This classification includes divers and deck hands or other “diving tender” support personnel who assist in diving activities such as line handlers and pump persons. Diving support personnel, be they located on a vessel or on shore, are included within the scope of this classification.

This classification contemplates operations of companies engaged in cleaning oil spills, provided the clean-up activities are conducted on navigable waters.

Marine wrecking operations are within the scope of this classification. A permanent yard maintained by a marine wrecking company is included under this classification.

Additional operations to be included under this classification are underwater demolition experts, installers of underwater oil or gas flow lines from drilling rigs to production platforms, companies engaged in the prevention of oil spills from a berthed vessel prior to and during the unloading of oil, and diving activities in connection with sewer construction, underwater mining and sweeping operations.

Assignment By Analogy:
Operations To Be Separately Rated:


Diving – Marine – Program II – State Act

Note:

If both diving and construction work are performed at the same job by the same employee, no division of payroll is permitted, and the highest rated classification is used.

Description:

Code 7395 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

This classification includes divers and deck hands or other “diving tender” support personnel who assist in diving activities such as line handlers and pumppersons. Diving support personnel, be they located on a vessel or on shore, are included within the scope of this classification.

This classification contemplates operations of companies engaged in cleaning oil spills, provided the clean-up activities are conducted on navigable waters.

Marine wrecking operations are within the scope of this classification. A permanent yard maintained by a marine wrecking company is included under this classification.

Additional operations to be included under this classification are underwater demolition experts; installers of underwater oil or gas flow lines from drilling rigs to production platforms; companies engaged in the prevention of oil spills from a berthed vessel prior to and during the unloading of oil; and diving activities in connection with sewer construction, underwater mining and sweeping operations.

Assignment By Analogy:

Operations To Be Separately Rated:


Diving – Marine – Program II – USL Act

Note:

If both diving and construction work are performed at the same job by the same employee, no division of payroll is permitted, and the highest rated classification is used.
Description:

Code 7398 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

This classification includes divers and deck hands or other “diving tender” support personnel who assist in diving activities such as line handlers and pump persons. Diving support personnel, be they located on a vessel or on shore, are included within the scope of this classification.

This classification contemplates operations of companies engaged in cleaning oil spills, provided the clean-up activities are conducted on navigable waters.

Marine wrecking operations are within the scope of this classification. A permanent yard maintained by a marine wrecking company is included under this classification.

Additional operations to be included in this classification are underwater demolition experts, installers of underwater oil or gas flow lines from drilling rigs to production platforms, companies engaged in the prevention of oil spills from a berthed vessel prior to and during the unloading of oil, and diving activities in connection with sewer construction, underwater mining and sweeping operations.

Assignment By Analogy:

Operations To Be Separately Rated:


Domestic Service Contractor – Inside

Note:

Description:

Code 0917 applies to domestic service contractors engaged in furnishing employees under contract to perform domestic services inside customers’ residences. This classification includes the operation of training schools.

Assignment By Analogy:

Baby Sitter Service Agencies

Operations To Be Separately Rated:

1. Domestic service contractors engaged in furnishing employees under contract for services performed outside of customers’ residences. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

2. Domestic workers that are part-time performing duties inside the employer’s residence. Refer to Code 0908 “Domestic Workers – Inside – Occasional.”
3. Domestic workers that are part-time performing duties outside of the employer’s residence. Refer to Code 0909 “Domestic Workers – Outside – Occasional – Including Occasional Chauffeurs.”

4. Domestic workers that are full-time performing duties outside of the employer’s residence. Refer to Code 0912 “Domestic Workers – Outside – Including Private Chauffeurs.”

5. Domestic workers that are full-time performing duties inside the employer’s residence. Refer to Code 0913 “Domestic Workers – Inside.”

**Domestic Workers – Inside**

**Note:**

Applies to full-time domestic workers who are employed full-time. Any domestic worker employed more than one-half the time of the customary full-time worker shall be assigned and rated as a full-time domestic worker. Code 0912 is a per capita classification. Refer to Rule XIII Section (E)(4) of this Manual for further information and to Part Three – Loss Costs for the per capita loss cost.

**Description:**

Code 0913 applies to domestic full-time workers whose duties are principally performed inside the employer’s residence. Duties or professions consist of housekeeping, cooking, laundering, nannies, babysitters, maids, butlers, au pairs, companions, home health care aides, or nurses.

This classification includes ordinary repair or maintenance of the employer’s premises or equipment.

**Assignment By Analogy:**

Convent or Rectory – domestic workers

**Operations To Be Separately Rated:**

1. Domestic service contractors engaged in furnishing employees under contract for domestic services performed inside customers’ residences including the operation of training schools. Refer to Code 0917 “Domestic Service Contractor – Inside.”

2. Domestic service contractors engaged in furnishing employees under contract for services performed outside of customers’ residences. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

3. Domestic workers that are part-time performing duties inside the employer’s residence. Refer to Code 0908 “Domestic Workers – Inside – Occasional.”

4. Domestic workers that are part-time performing duties outside of the employer’s residence such as gardening including occasional private chauffeurs. Refer to Code 0909 “Domestic Workers – Outside – Occasional – Including Occasional Chauffeurs.”

5. Domestic workers that are full-time performing duties outside of the employer’s residence such as gardening and private chauffeuring. Refer to Code 0912 “Domestic Workers – Outside – Including Private Chauffeurs.”
6. Home health care agencies providing private duty registered and licensed practical nurses, physical, speech and/or occupational therapists. Refer to Code 8854 “Health Care Services – Medical or Other Professional Services – Traveling.”

7. Home health care agencies providing home health aides, personal care aides, and all other types of home aides and home support personnel such as homemakers, companions, and services to shut-ins involving shopping or assistance with personal grooming. Refer to Code 9051 “Health Care Services – Daily Living Skills Services – Traveling.”

**Domestic Workers – Inside – Occasional**

Note:

Occasional domestic workers are domestic workers who are employed part-time. Any domestic worker employed more than one-half the time of the customary full-time worker shall be assigned and rated as a full-time domestic worker.

Code 0908 is a per capita classification. Refer to Rule XIII Section (E)(4) for further information and to Part Three - Loss Costs for the per capita loss cost.

Description:

Code 0908 applies to domestic part-time workers whose duties are principally performed inside the employer’s residence. Duties or professions consist of housekeeping, cooking, laundering, nannies, babysitters, maids, butlers, au pairs, companions, home health care aides, or nurses. This classification also includes ordinary repair or maintenance of the employer’s premises or equipment.

Assignment By Analogy:

Convent or rectory – domestic workers

Operations To Be Separately Rated:

1. Domestic service contractors engaged in furnishing employees under contract for domestic services performed inside customers’ residences including the operation of training schools. Refer to Code 0917 “Domestic Service Contractor – Inside.”

2. Domestic service contractors engaged in furnishing employees under contract for services performed outside of customers’ residences. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

3. Domestic workers that are full-time performing duties inside the employer’s residence. Refer to Code 0913 “Domestic Workers – Inside.”

4. Domestic workers that are full-time performing duties outside of the employer’s residence such as gardening and private chauffeuring. Refer to Code 0912 “Domestic Workers – Outside – Including Private Chauffeurs.”

5. Domestic workers that work occasionally performing duties outside of the employer’s residence such as gardening and occasional private chauffeuring. Refer to Code 0909 “Domestic Workers – Outside – Occasional – Including Occasional Chauffeurs.”
6. Home health care agencies providing private duty registered and licensed practical nurses, physical, speech and/or occupational therapists. Refer to Code 8854 “Health Care Services – Medical or Other Professional Services – Traveling.”

7. Home health care agencies providing home health aides, personal care aides, and all other types of home aides and home support personnel such as homemakers, companions, and services to shut-ins involving shopping or assistance with personal grooming. Refer to Code 9051 “Health Care Services – Daily Living Skills Services – Traveling.”

**Domestic Workers – Outside – Including Private Chauffeurs**

**Note:**
Applies to full-time domestic workers who are employed full-time. Any domestic worker employed more than one-half the time of the customary full-time worker shall be assigned and rated as a full-time domestic worker.

If commercial farm operations are conducted, Codes 0909 “Domestic Workers – Outside – Occasional – Including Occasional Chauffeurs” and 0912 do not apply to any operations at the farm location. Refer to the appropriate farm classification.

Code 0912 is a per capita classification. Refer to Rule XIII Section (E)(4) of this Manual for further information and to Part Three – Loss Costs for the per capita loss cost.

**Description:**
Code 0912 applies to domestic full-time workers whose duties are principally performed outside of the employer’s residence. Duties consist of gardening at the employer’s residence and chauffeuring the employer to and from requested destinations.

This classification also includes ordinary repair or maintenance of the employer’s premises or equipment.

**Assignment By Analogy:**
Chauffers’ driving cars of the private passenger type for commercial concerns for executive use.

**Operations To Be Separately Rated:**

1. Domestic service contractors engaged in furnishing employees under contract for domestic services performed inside customers’ residences including the operation of training schools. Refer to Code 0917 “Domestic Service Contractor – Inside.”

2. Domestic service contractors engaged in furnishing employees under contract for services performed outside of customers’ residences. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

3. Domestic workers that are full-time performing duties inside the employer’s residence. Refer to Code 0913 “Domestic Workers – Inside.”

4. Domestic workers that are employed part-time performing duties inside the employer’s residence. Duties or
professions consist of housekeeping, cooking, laundering, nannies, babysitters, maids, butlers, au pairs, companions, home health care aides, or nurses. Refer to Code 0908 “Domestic Workers – Inside – Occasional.”

5. Domestic workers that are employed part-time performing duties outside of the employer’s residence such as gardening including occasional private chauffeuring. Refer to Code 0909 “Domestic Workers – Outside – Occasional – Including Occasional Chauffeurs.”

6. Home health care agencies providing private duty registered and licensed practical nurses, physical, speech and/or occupational therapists. Refer to Code 8854 “Health Care Services – Medical or Other Professional Services – Traveling.”

7. Home health care agencies providing home health aides, personal care aides, and all other types of home aides and home support personnel such as homemakers, companions and services to shut-ins involving shopping or assistance with personal grooming. Refer to Code 9051 “Health Care Services – Daily Living Skills Services – Traveling.”

**Domestic Workers – Outside – Occasional – Including Occasional Chauffeurs**

**Note:**

Occasional domestic workers are domestic workers who are employed part-time. Any domestic worker employed more than one-half the time of the customary full-time worker shall be assigned and rated as a full-time domestic worker.

If commercial farm operations are conducted, Codes 0912 “Domestic Workers – Outside – Including Private Chauffeurs” and 0909 do not apply to any operations at the farm location. Refer to the appropriate farm classification.

Code 0909 is a per capita classification. Refer to Rule XIII Section (E)(4) for further information and to Part Three – Loss Costs for the per capita loss cost.

**Description:**

Code 0909 applies to domestic occasional workers whose duties are principally performed outside of the employer’s residence. Duties consist of gardening at the employer’s residence and chauffeuring the employer to and from requested destinations.

This classification also includes ordinary repair or maintenance of the employer’s premises or equipment.

**Assignment By Analogy:**

Babysitting

**Operations To Be Separately Rated:**

1. Domestic service contractors engaged in furnishing employees under contract for domestic services performed inside customers’ residences including the operation of training schools. Refer to Code 0917 “Domestic Service Contractor – Inside.”

2. Domestic service contractors engaged in furnishing employees under contract for services performed outside of
customers’ residences. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

3. Domestic workers that are full-time performing duties inside the employer’s residence. Refer to Code 0913 “Domestic Workers – Inside.”

4. Domestic workers that are full-time performing duties outside of the employer’s residence such as gardening and private chauffeuring. Refer to Code 0912 “Domestic Workers – Outside – Including Private Chauffeurs.”

5. Domestic workers that are employed part-time performing duties inside the employer’s residence. Duties or professions consist of housekeeping, cooking, laundering, nannies, babysitters, maids, butlers, au pairs, companions, home health care aides, or nurses. Refer to Code 0908 “Domestic Workers – Inside – Occasional.”

6. Home health care agencies providing private duty registered and licensed practical nurses, physical, speech and/or occupational therapists. Refer to Code 8854 “Health Care Services – Medical or Other Professional Services – Traveling.”

7. Home health care agencies providing home health aides, personal care aides, and all other types of home aides and home support personnel such as homemakers, companions, and services to shut-ins involving shopping or assistance with personal grooming. Refer to Code 9051 “Health Care Services – Daily Living Skills Services – Traveling.”

Door, Door Frame or Sash Erection – Metal or Metal Covered – All Operations to Completion

Note:
Description:

Code 5102 applies to employers engaged in the erection or installation of metal or metal covered doors or door frames, including fireproof doors, elevator bucks, revolving or shower doors, tub enclosures and non-overhead type garage doors. The operations include placement and securing by bolting, riveting or welding. The doors may be trimmed for proper clearance, and latching mechanisms are installed. The replacement of existing doors may require the replacement of damaged or deteriorated sashes.

Assignment By Analogy:

Solar panel installation

Operations To Be Separately Rated:

1. Installation or erection:
   a. Storm windows or doors. Refer to Code 5428 “Storm Door, Storm Sash, Screens or Weather-Stripping Installation – All Operations to Completion.”
   b. Garage, overhead or roll-up doors including automatic opening devices. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”
   c. Iron or steel balconies, fire escapes, fire proof shutters and staircases on the exterior of buildings and bridge roadway plates or grates. Refer to Code 5040 “Iron or Steel Erection – Frame Structures – All Operations to Completion.”
   d. Railings or fencing on building exteriors from ground level and up to the first story. Refer to Code 6400 “Fence Erection – Metal – All Operations to Completion.”
   e. Greenhouses. Refer to Code 5402 “Greenhouse Erection – All Operations to Completion.”
Architectural wood windows or doors. Refer to Code 5429 “Cabinet Works Installation – All Operations to Completion.”

2. Replacing broken window or glass. Refer to Code 5462 “Glazier – Away From Shop – All Operations to Completion & Drivers.”


4. Plumbing work associated with solar panel installation. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”

Door, Door Frame or Sash Mfg. – Wood – Metal Covered

Note:
Description:
Code 3060 applies to employers engaged in manufacturing metal covered wood core doors such as Kalamein, fire doors, steel doors and windows, window and door frames, sash and shutters. The employer will use their own specifications or will use specifications provided by their customers. Materials such as lumber, sheet metal, and hardware such as hinges, locks and doorknobs, are purchased from outside suppliers. Prefabricated wood doors may also be received from outside suppliers or lumber is cut to size with the use of power machinery and secured to framing materials. The sheet metal will also be cut to size with use of power machinery. Depending on the sheet metal covered wood door, window or sash product type being manufactured and the employer’s fabrication technique, applying or adhering the sheet metal to the wood core product may involve gluing, drilling, bending, snapping, welding or bolting. After the doors have been fabricated, hardware such as hinges, locks, doorknobs are added to the doors for completion.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   b. Doors, windows, window or door frames (sash), screens, shutters or other wooden assembled millwork. Refer to Code 2737 “Door, Sash or Assembled Millwork Mfg. & Drivers.”
   c. Fireproof all metal windows or doors, aluminum doors, storm and screen framed metal doors, garage doors including overhead doors, kickplates, and sheet metal frames for revolving doors. In addition, shower door fabrication of metal frames and assembling with glass or plastic panels. Refer to Code 3076 “Fireproof Equipment Mfg.”
   d. Hollow bronze door. Refer to Code 3041 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Decorative or Artistic & Foundries, Drivers.”

Door, Sash or Assembled Millwork Mfg. & Drivers

Note:

Code 2737 and Code 2731 “Planing or Molding Mill” or Code 2802 “Carpentry – Shop Only & Drivers” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and
distinct businesses. Where an employer deals in any lumber or building materials or in any fuel and materials in addition to products manufactured, all storage or yard operations and all drivers shall be assigned to the appropriate yard or dealer classification.

Code 2802 “Carpentry – Shop Only & Drivers” is not available for division of payroll with Code 2731 “Planing or Molding Mill” or Code 2737.

Description:

Code 2737 applies to employers engaged in manufacturing assembled wooden millwork products such as windows, doors, window and door frames, screens and shutters.

This classification includes dressing of rough lumber by planing, purchasing dressed lumber to be machined and assembled, and repairs in-shop.

Incidental finishing such as glazing, painting, staining or varnishing are inclusive under this classification. However, millwork products are usually shipped in the raw wood state or only prime coated.

This classification also includes repair in shop of wood framed storm and screen doors, combination screen and storm wood windows, wood replacement windows and wooden framed window screens.

Assignment By Analogy:

Floors - portable wooden

Operations To Be Separately Rated:

1. When an employer’s operations are subject to Code 2737 and the employer also deals in any lumber, building materials or fuel, in addition to the millwork products it has manufactured, all yard, storage and delivery operations are assigned to either Code 8232 “Building Material Dealer – No Second-Hand Material & Local Managers, Drivers,” or Code 8235 “Door, Sash or Finished Millwork Dealer & Drivers,” depending upon whether the products handled in the yard are principally of the type described by Code 8232, or Code 8235. Refer to Code 8232 “Building Material Dealer – No Second-Hand Material & Local Managers, Drivers” and Code 8235 “Door, Sash or Finished Millwork Dealer & Drivers.”

2. Furniture assembly – wood or metal – from purchased manufactured furniture parts. Refer to Code 2881 “Furniture Assembly – Wood – From Manufactured Parts.”

3. Manufacturing:
   b. Barrel parts. Refer to Code 2710 “Saw Mill.”
      i. Subsequent barrel assembly operations. Refer to Code 2759 “Box or Box Shook Mfg.”
   c. Furniture manufacturing from furniture parts that are machined by the same employer. Furniture parts – unassembled. Refer to Code 2883 “Furniture Mfg. – NOC – Wood.”
   e. Pallets or skids – wooden. Prefabricated wooden buildings or building parts such as roof trusses or wall sections. Refer to Code 2802 “Carpentry – Shop Only & Drivers.”
   f. Veneer or plywood. Refer to Code 2714 “Veneer Mfg.”
   g. Windows or doors:
      i. Made of metal. Refer to Code 3076 “Fireproof Equipment Mfg.”
      ii. Made of wood covered with metal. Refer to Code 3060 “Door, Door Frame or Sash Mfg. – Wood – Metal Covered.”
   h. Wooden crates, boxes or box parts. Refer to Code 2759 “Box or Box Shook Mfg.”

4. Dressed lumber, flooring and unassembled millwork. Refer to Code 2731 “Planing or Molding Mill.”
4. Dressed lumber, flooring and unassembled millwork. Refer to Code 2731 "Planing or Molding Mill" if an employer is engaged in the manufacturing of both assembled and unassembled millwork either Code 2737 “Door, Sash or Assembled Millwork Mfg. & Drivers” or Code 2731 “Planing or Molding Mill” may be assigned depending on the principal products being manufactured by the employer.

**Door, Sash or Finished Millwork Dealer & Drivers**

**Note:**
Applicable to concerns dealing principally in such finished millwork as doors, frames, sash, screens, columns, paneling, cupboards, mantels, finished flooring or furniture such as kitchen cabinets, ironing boards, breakfast sets, window seats, wall cabinets or cases with or without such items as moldings, stair trim baseboards or shelving, but with no other lumber or building materials except in limited quantities as an accommodation.

Includes the assembling of finished parts or glazing of products received from other concerns and the cutting down of standard stock sizes to special sizes, but not the assembling or glazing of items manufactured by the employer. This classification is not available for division of payroll with Code 8232 “Building Material Dealer – No Second-Hand Material & Local Managers, Drivers.”

**Description:**
Code 8235 applies to employers engaged exclusively in buying, selling, and distributing sash, doors, or finished millwork. These products are typically made from wood or lightweight metal such as aluminum. Such operations may include incidental sale of associated hardware and other items related to the sale of millwork.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**


2. Minor amount of kitchen cabinet and other assembled millwork products. Refer to Code 8044 “Furniture Store – Wholesale or Retail & Drivers.”

**Dredging – All Types – Program I**

**Note:**

**Description:**
Code 7333 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

Dredging operations involve the cleaning, deepening or widening of a body of water. Scooping or suction machinery is generally employed in the dredging process to remove sand, clay, mud or other material from the body of water that is being dredged.

This classification is assigned to the crew of the dredge, the pontoon crew, the shoreline crew as well as any employees who are on the shore distributing the discharged material while the dredge is operating in the area. It includes the
maintenance and repair of the dredge and its equipment by employees of the employer, regardless of whether such
maintenance and repair are done at the location of the dredging work or when the dredge is pulled out of the water for
hull repair by ship repairing contractors.

Assignment By Analogy:

Cleaning services on water – oil spills

Operations To Be Separately Rated:

   7335 “Dredging – All Types – Program II – State Act.”

   7337 “Dredging – All Types – Program II – USL Act.”

Dredging – All Types – Program II – State Act

Note:
Description:

Code 7335 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction.
Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the
Admiralty law and a description of Coverage Programs that pertain to this classification.

Dredging operations involve the cleaning, deepening or widening of a body of water. Scooping or suction machinery is
generally employed in the dredging process to remove sand, clay, mud or other material from the body of water that is
being dredged.

This classification is assigned to the crew of the dredge, the pontoon crew, the shoreline crew as well as any employees
who are on the shore distributing the discharged material while the dredge is operating in the area. It includes the
maintenance and repair of the dredge and its equipment by employees of the employer, regardless of whether such
maintenance and repair are done at the location of the dredging work or when the dredge is pulled out of the water for
hull repair by ship repairing contractors.

Assignment By Analogy:

Cleaning services on water – oil spills

Operations To Be Separately Rated:

   7337 “Dredging – All Types – Program II – USL Act.”

2. Dredging – All Types. Program I. Cleaning services on water – oil spills. Refer to Code 7333 “Dredging – All
   Types – Program I.”

Dredging – All Types – Program II – USL Act
Note:

Description:

Code 7337 applies to operations described in this scope that are conducted on waters subject to Admiralty jurisdiction. Refer to Rule XII “Admiralty Law and the Federal Employers’ Liability Act” of this Manual for explanation of the Admiralty law and a description of Coverage Programs that pertain to this classification.

Dredging operations involve the cleaning, deepening or widening of a body of water. Scooping or suction machinery is generally employed in the dredging process to remove sand, clay, mud or other material from the body of water that is being dredged.

This classification is assigned to the crew of the dredge, the pontoon crew, the shoreline crew as well as any employees who are on the shore distributing the discharged material while the dredge is operating in the area. It includes the maintenance and repair of the dredge and its equipment by employees of the employer, regardless of whether such maintenance and repair are done at the location of the dredging work or when the dredge is pulled out of the water for hull repair by ship repairing contractors.

Assignment By Analogy:

Cleaning services on water – oil spills

Operations To Be Separately Rated:


Dress Pattern Mfg. – Paper

Note:

Includes designers, drafting employees and cutters.

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 4282 are conducted as a separate and distinct business.

Description:

Code 4282 applies to employers engaged in manufacturing cardboard or paper dress patterns, paper coats, paper dresses, shoe or boot patterns and music rolls for player pianos. Raw materials purchased and used are rolled paper, pattern paper, grading paper, sheet cardboard, plastic pellets, boxes and labels.

Manufacturing process includes drawing and designing different styles, transferring by cutting and putting on cardboard masters used as the model for tissue patterns, printing lines, letters for pattern parts, instructions for pattern parts and envelopes. For music roll manufacturing there is a special piano used for printing music by pencil or rolls of paper indicating music composition.
Assignment By Analogy:

Operations To Be Separately Rated:

1. Pattern making:
   b. Industrial – models or prototypes. Refer to Code 2790 “Pattern Making – NOC.”

Drilling – NOC – All Operations to Completion & Drivers

Note:

Shall not be assigned at a single job or location to a risk engaged in operations described by another classification.

Description:

Code 6204 applies to specialty contractors engaged in drilling work. This classification contemplates all types of drilling, except drilling related to oil or gas wells or drilling underground mines. This classification is not applicable to the drilling of exploratory holes pursuant to oil or gas exploration.

This classification applies to water well drilling, exploratory core drilling to determine the characteristics of ground strata, which will subsequently support a foundation of a structure, drilling of holes in rock for shot holes, drilling of holes for lag bolts to anchor sills of building, discretionary drilling, and drilling of holes in concrete or masonry walls, floors, etc., within buildings when performed by specialist drillers. This classification is not applicable to nondrilling trades such as electricians, plumbers, etc. who will drill through wood or metal studs, etc. as part of performing their jobs.

Assignment By Analogy:

• Artesian well drilling
• Borings test – foundation exploration
• Gas equipment and supplies operating – new

Operations To Be Separately Rated:

1. Excavation. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers.”

2. Oil or gas well drilling or redrilling. Refer to Code 6235 “Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers.”


Drivers, Chauffeurs and Their Helpers – NOC – Commercial

Note:

Code 7380 is subject to the Standard Exception Manual Rule IV – Classifications of this Manual. This classification is
Description:

Code 7380 applies to employees engaged performing duties for the employer principally on or in connection with a vehicle or bicycle.

Assignment By Analogy:

- Bookmobile drivers
- Hand truck delivery
- Traveling kiddie rides
- Medical equipment delivery and set up

Operations To Be Separately Rated:

Drug Store – Wholesale

Note:

Description:

Code 8047 applies to stores which are principally engaged in the wholesale distribution of drugs, medicines and pharmaceutical ingredients used for the compounding and dispensing of prescriptions.

In addition, such stores perform, as a minor and incidental operation, the selling of other merchandise such as cosmetics, hair preparations, combs, brushes, toothpaste, mouthwash, deodorants, disinfectants, soap, shampoo, baby products, bandages, dressings, cotton, fever thermometers, heating pads, vaporizers, sterilizers, elastic stockings, abdominal supports, splints, rubber water bottles, ice caps and shower caps.

Assignment By Analogy:

- Animal pharmaceuticals – livestock – including manufacturing of ingredients and no manufacturing of ingredients
- Grinding and mixing drugs with no manufacturing of ingredients
- Pharmacies, pharmaceutical preparation and medicine – including manufacturing of ingredients and no manufacturing of ingredients

Operations To Be Separately Rated:

1. Wholesale stores which are principally engaged in selling miscellaneous merchandise described above, and which also sell a minor amount of medicines and drugs. Refer to Code 8018 “Wholesale Store – NOC.”

Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients

Note:

Applies to compounding, blending or packing operations only.
Code 4611 and Code 4825 “Drug, Medicine or Pharmaceutical Preparation Mfg. – Includes Mfg. of Ingredients,” Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers,” or Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4611 applies to employers engaged in preparation of drugs, medicines and pharmaceuticals from purchased ingredients. This classification does not include manufacturing of any of the ingredients. The ingredients, including other miscellaneous ingredients such as sugars, starches, oils, extracts, flavorings and colorings are purchased from outside suppliers. The purchased ingredients are mixed by hand or machine and blended according to specific formulas, provided no chemical processes are involved. Some mixtures may be blended to formula with or without heat to make certain medicine or drug preparations. Other types of preparations include the making of pills, tablets or capsules.

This classification also applies to employers engaged in manufacturing, packaging and labeling patent drugs, medicines, powders, toothpaste, shampoos, perfume, cosmetics, ointments and shaving cream, provided that no ingredients are manufactured by the employer.

This classification is also applicable to packaging and repackaging medicines, drugs and pharmaceutical preparations manufactured by others.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Chemical. If conducted as a separate and distinct business from Code 4611 operations. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”
   b. Drug, medicine or pharmaceutical preparation. If conducted as a separate and distinct business from Code 4611 operations. Refer to Code 4825 “Drug, Medicine or Pharmaceutical Preparation Mfg. – Includes Mfg. of Ingredients.”
   d. Pharmaceutical or surgical goods such as adhesive bandages, absorbent cotton and pharmaceutical appliances. Refer to Code 4693 “Pharmaceutical or Surgical Goods Mfg. – NOC.”

Drug, Medicine or Pharmaceutical Preparation Mfg. – Includes Mfg. of Ingredients

Note:

Code 4825 and Code 4611 “Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients,” Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers” or Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4825 applies to employers engaged in manufacturing drugs, medicines, pharmaceuticals and other products including the manufacturing of ingredients used to manufacture these products. Depending on the product the employer is manufacturing, raw materials may vary. Some ingredients such as colorings, oils, binders, extracts and flavorings
may be purchased from others or manufactured by the employer. The manufacturing aspect of the operations may consist of distilling, cooking, heating, separating, pulverizing, screening, compounding, liquefying, drying, integrating, blending or mixing.

For an employer to be subject to this classification, an employer must manufacture drugs, medicines and pharmaceuticals. If an employer is engaged in purchasing ingredients and is only engaged in compounding, blending or packaging operations, refer to the interpretations for Code 4611 “Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients” for a complete description of this operation.

Assignment By Analogy:

- Alcohol – rubbing
- Capsules – gelatin
- Cosmetics – (make-up) – eyeshadow, face powder, lipstick, mascara

Operations To Be Separately Rated:

1. Manufacturing:
   a. Chemical if conducted as a separate and distinct business from Code 4825 operations. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”
   b. Essential oil. Refer to Code 4628 “Extract Mfg.”
   c. Pharmaceutical or surgical goods such as adhesive bandages, absorbent cotton and pharmaceutical appliances. Refer to Code 4693 “Pharmaceutical or Surgical Goods Mfg. – NOC.”

2. Bottling – gel, hair spray, mousse, nail polish, perfumes, shampoo or vitamins and minerals – no manufacturing of ingredients. Refer to Code 4611 “Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients.”

3. Chemical blending or mixing – NOC. If conducted as a separate and distinct business from Code 4825 operations. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”

4. Drug, medicine or pharmaceutical preparation – no manufacturing of ingredients. If conducted as a separate and distinct business from Code 4825 operations. Refer to Code 4611 “Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients.”

Dry Cleaning or Laundry – Commercial & Route Salespersons, Drivers

Note:

Includes incidental alterations and pressing of items.

Description:

Code 2591 applies to employers engaged in providing dry cleaning or laundry services principally for commercial customers. Business owned garments such as uniforms, aprons, towels, linens or curtains are picked up and brought to employers’ facilities where they are dry cleaned, laundered, pressed and/or ironed. Items are tagged, washed, dried, folded or dry cleaned, and bagged and picked up or delivered.

This classification also applies to facilities which may offer dry cleaning or laundering services to private individuals as long as services are principally to commercial customers.

Alterations of garments by a tailor is also subject to this classification when the location is principally engaged in laundering or dry cleaning for commercial concerns.
Assignment By Analogy:

Cleaning or dyeing of garments

Operations To Be Separately Rated:

1. Carpet, upholstery or rug cleaning – shop or outside. Refer to Code 2593 “Carpet, Rug or Upholstery Cleaning – Shop or Outside & Route Salespersons, Drivers.”

2. Coin operated laundries self-service stores, laundry or dry-cleaning collection or distribution stores – no dry cleaning or laundering at the same location. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”

3. Laundering or dry cleaning for retail customers. Refer to Code 2590 “Dry Cleaning or Laundry – Retail & Route Salespersons, Drivers.”

4. Tailoring or alterations when performed by a custom clothing or tailor shop regardless if the articles were custom manufactured or not by the same employer. Refer to Code 2503 “Custom Clothing or Tailor Shop – Alterations – No Mass Mfg., Dry Cleaning or Laundering.”

5. Towel, linen, uniform, apron or diaper rental including cleaning. Refer to Code 2594 “Linen, Towel, Uniform or Apron Rental and Cleaning Company & Route Salespersons & Drivers.”

6. Towel, linen, uniform, apron or diaper rental – no laundering at the same location. Refer to Code 8032 “Clothing or Wearing Apparel Store – Wholesale.”

Dry Cleaning or Laundry – Retail & Route Salespersons, Drivers

Note:

Includes incidental alterations and pressing of items.

Description:

Code 2590 applies to employers engaged in providing dry cleaning or laundry services principally to individuals. Clothing may be left with attendants who perform dry cleaning or laundering of customers goods such as garments, linens and other household products. Items are tagged, washed, dried, folded or dry cleaned, folded and bagged awaiting customer pick-up. Pick-up and delivery services may be available.

This classification also applies to coin-operated self-service laundromats that provide laundering services.

Alterations of garments by a tailor is also subject to this classification when the location is engaged in laundering or dry cleaning.

Assignment By Analogy:

Fur and fur products - clothing - cleaning, tumbling, glazing, combing, ironing and storage of fur and garments

Operations To Be Separately Rated:
1. Carpet, upholstery or rug cleaning – shop or outside. Refer to Code 2593 “Carpet, Rug or Upholstery Cleaning – Shop or Outside & Route Salespersons, Drivers.”

2. Coin operated laundries self-service stores, laundry or dry-cleaning collection or distribution stores – no dry cleaning or laundering at the same location. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”

3. Laundering or dry cleaning performed principally for commercial customers. Refer to Code 2591 “Dry Cleaning or Laundry – Commercial & Route Salespersons, Drivers.”

4. Tailoring or alterations when performed by a custom clothing or tailor shop regardless if the articles were custom manufactured or not by the same employer. Refer to Code 2503 “Custom Clothing or Tailor Shop – Alterations – No Mass Mfg., Dry Cleaning or Laundering.”

5. Towel, linen, uniform, apron or diaper rental including cleaning. Refer to Code 2594 “Linen, Towel, Uniform or Apron Rental and Cleaning Company & Route Salespersons & Drivers.”

6. Towel, linen, uniform, apron or diaper rental – no laundering at the same location. Refer to Code 8032 “Clothing or Wearing Apparel Store – Wholesale.”

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**Electric Light or Power Co. – All Employees & Drivers**

**Note:**

Includes store employees.

**Description:**

Code 7539 applies to employers engaged in operations of electric light or power companies. This classification applies to all employees such as pay loaders and crane operators, control room employees, utility line maintenance and repair workers are also included in the scope of this classification. Employers may employ field engineers to maintain and erect utility poles, trim tree limbs for right of ways, stringing of electrical cables, excavating and laying down of underground cables, installation and repair of electric power hardware such as circuit breakers and transformers.

**Assignment By Analogy:**

- Atomic energy power stations operation
- Steam heating or power company
- Traffic signal light installation and maintenance by electric light or power company

**Operations To Be Separately Rated:**

1. Clearing right of ways, erecting poles or towers – with or without lines by contractors. Refer to Code 7538 “Electric Light or Power Line Construction – All Operations to Completion & Drivers.”

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**Electric Light or Power Line Construction – All Operations to Completion & Drivers**

**Note:**
Code 7538 is not available for division of payroll with Code 7539 “Electric Light or Power Co. – All Employees & Drivers.”

Description:

Code 7538 applies to employers engaged in electric light or power line construction. This classification contemplates all work normal and incidental to the construction of electric light or power lines when undertaken by a contractor at a particular job or location. This classification includes the setting of poles or towers including the excavation and concrete work incidental to such tower work, the overhead stringing of high-tension wires or cables and the installation of circuit breakers and transformers on poles or towers. This classification is applicable to these operations whether the operations are performed by separate crews at separate time intervals or by single crews that engage in all aspects of electric light or power line construction operations.

In the event an employer contracts to erect electric light or power lines at a job or location and sublets a portion of the work, the employer is considered to be in the electric light or power line construction business. This classification is applicable to any work performed in connection with electric light or power line construction operations performed by the contractor at the job or location.

In the event that a contractor engages in overhead and below ground cable or line installation, and the underground cable is laid manually, this classification is applicable to both operations. The clearing of rights-of-way by contractors who also engage in electric light or power line construction is inclusive under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Contractors engaged in cable installation, overhead, street line or underground manually exclusively – not in connection with electric light or power line construction. Refer to Code 7601 “Telephone, Telegraph or Fire Alarm Line Construction – All Operations to Completion & Drivers.”

2. Electric light or power company. Refer to Code 7539 “Electric Light or Power Co. – All Employees & Drivers.”

Electric Lighting Fixture, Lantern or Lamp Mfg. – All Other Operations

Note:

Code 3191 and Code 3190 “Electric Lighting Fixture, Lantern or Lamp Mfg. – Assembly & Finishing” are basically companion classification codes and are only to be assigned to the same employer if an employer is performing both operations.

Code 3190 cannot be assigned if the employer is engaged in fabricating only the parts for electric lighting fixtures, lanterns or lamps and does not assemble these parts into completed electrical fixtures, lanterns or lamps.

Description:

Code 3191 applies to employers engaged in manufacturing electric lighting fixtures, lamps or lantern parts that are used in Code 3190 “Electric Lighting Fixture, Lantern or Lamp Mfg. – Assembly & Finishing” operations. Manufacturing operations include stamping, forming, shaping, casting, spinning, machining, etc. of the raw materials used which may include metal, plastic, wood, glass, marble, plaster or other materials.
Assignment By Analogy:

- Floodlights or searchlights parts – free standing or wall mounted type – by shops that also engage in assembly operations
- Gas lighting fixtures, lanterns or lamps parts – by shops that also engage in assembly operations
- Lamps including table or floor – lanterns parts – by shops that also engage in assembly operations

Operations To Be Separately Rated:

1. Aluminum parts manufacturing. Refer to Code 3227 “Aluminum Ware Mfg.”

Electric Lighting Fixture, Lantern or Lamp Mfg. – Assembly & Finishing

Note:

Code 3190 and Code 3191 “Electric Lighting Fixture, Lantern or Lamp Mfg. – All Other Operations” are basically companion classifications and are only to be assigned to the same employee if an employer is performing both operations. However, Code 3190 can also be assigned without Code 3191 if the employer receives or purchases electric lighting fixture, lantern or lamp parts from others and assembles the parts into completed electric fixtures, lanterns or lamps.

Description:

Code 3190 applies to employers engaged in assembling electric lighting fixtures, lamps or lanterns from parts manufactured by others. This classification does not include manufacturing electric lighting fixtures, lamps or lantern parts. However, if the employer also manufactures the parts in addition to assembly operations, Code 3191 “Electric Lighting Fixture, Lantern or Lamp Mfg. – All Other Operations” shall also apply.

The lamp, lantern or lighting fixture parts such as metal housings, sockets, covers, ballasts, circuit boards, switches, lamp bases, glass parts, chandelier parts, plugs, wiring or other electrical parts are assembled with screws, locknuts, washers or may be welded or soldered together depending on the type of process and type of electric lighting fixture that is being assembled.

This classification includes finishing operations such as plastering, polishing, painting or lacquering.

Assignment By Analogy:

- Gas lighting fixtures, lanterns or lamps
- Lamps including table or floor – lanterns

Operations To Be Separately Rated:

1. Hand decorating and firing of lamp bases. Refer to Code 4352 “Engraving.”

Electric Power or Transmission Equipment Mfg.
Note:

Code 3643 and Code 3179 “Electrical Apparatus Mfg. – NOC” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3643 applies to employers engaged in manufacturing or repairing motors over 1hp, electric industrial generators, converters, transformers, switchboards, circuit breakers, switches or switchboard apparatus or incidental equipment on the premises of the employer. The employer may receive specifications from their customer’s and will fabricate in accordance to such specifications given by their customers. Raw materials such as steel and copper sheets, terminal collectors, solder, copper wire, lacquer, varnish and spray paint are purchased from outside suppliers. Sheet steel is cut to size, stamped, punched and trimmed. For transformers, copper wire is used for winding around the core to produce the transformer coil. The transformer coil is dipped in varnish or may be sprayed and then baked. The components are then assembled to the frame and connections are soldered. Finishing processes may include spray painting, testing and, inspecting. The finished manufactured products are packed and shipped to the employer’s customers.

Assignment By Analogy:

Sewing machine motors – for commercial machines

Operations To Be Separately Rated:


Electrical Apparatus Mfg. – NOC

Note:

Includes electrical fixtures or appliances. Code 3179 and Code 3643 “Electric Power or Transmission Equipment Mfg.” shall not be assigned to the same employer unless operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3179 applies to employers engaged in manufacturing wired electrical products, appliances, fixtures, electrical hardware, floor cleaning equipment, portable hand tools and electrical parts that are not described by more specific classifications.

The basic operations of this classification involve the fabrication and assembly of motors, casings and other metal parts required for these products. This classification includes the incidental manufacturing of plastic components but does not include the manufacturing of porcelain parts. This classification also applies to assembling products from such components manufactured by other concerns.

Some specific types of products that fall within the scope of this classification are household electrical appliances such as barbeque grills, blenders, broilers, can openers, coffee brewers or grinders, deep fryers, food or meat grinders, garbage compactors, and microwave, toaster and convection ovens and floor cleaning equipment.
Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Electric table and floor lamps or lighting fixtures. Refer to Code 3190 “Electric Lighting Fixture, Lantern or Lamp Mfg. – Assembly & Finishing” and Code 3191 “Electric Lighting Fixture, Lantern or Lamp Mfg. – All Other Operations.”
   b. Electrical apparatus or equipment of the industrial type for the generation or transmission of electrical energy such as motors (over 1 H. P.), generators, transformers, switchboards, circuit breakers and converters. Refer to Code 3643 “Electric Power or Transmission Equipment Mfg.”
   c. Office machines, such as dictating machines, calculators, adding machines, computers and data processing machines. Refer to Code 3574 “Office, Computing or Recording Machine Mfg. – NOC.”
   d. Television sets, audio equipment, communication equipment and their components. Refer to Code 3681 “Television, Radio, Telephone or Telecommunication Device Mfg. – NOC.”

Electrical Wiring – Within Buildings – All Operations to Completion & Drivers

Note:

Includes installation or repair of fixtures or appliances.

Description:

Code 5190 applies to employers engaged in installing of electrical wiring systems within buildings. Wiring may be hung on insulators or encased in flexible or rigid conduits, armored cable, etc. This classification also applies to the installation of small electrical fixtures such as plugs, fuses or snap switches.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Installation of electrical machinery or auxiliary apparatus. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”

Electroplating

Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 3372 are conducted as a separate and distinct business. Includes incidental manufacturing of tin or tin compounds.

Description:

Code 3372 applies to employers engaged in processing placing a metallic coat on metals using electrolysis. Nickel, copper, tin, gold, and chromium are used to coat the metals. The metal to be plated is dipped into a tank which contains
the proper mixture solution. Then an electrical charge is passed through this solution, thus creating a coating on the metal.

This classification also contemplates chemical milling where metal articles are immersed in tanks containing a caustic alkali solution without the use of an electrical charge. This places a protective coating on the metal.

This classification also applies to employers engaged in recovering or reclaiming tin from tin plate scrap. The types of detinning methods are by chemical process, chlorinating, electrolysis, galvanizing or tinning — not by electrolytic process and electrolysis.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Annealing and tinning wire by employers engaged in wire drawing. Refer to Code 1924 “Wire Drawing or Cable Mfg. – Not Iron or Steel” and Code 3241 “Wire Drawing – Iron or Steel.”

Elevator Erection or Repair – All Operations to Completion

Note:

Description:

Code 5160 applies to employers engaged in installation, service and repair of elevators and escalators. Employers may also install electrical equipment and cabling connected to the elevator installation operations. An outside rigger is used to place the elevator in the existing shaft. New cables are attached to the pulley wheels and the motor is connected to the power source. After the installation is completed, the elevator is tested and adjusted for safe and proper operation.

This classification also contemplates the service and repair of elevators and escalators. Cables and motors are cleaned and lubricated, and any malfunctioning parts are replaced. After repair, the elevator is tested for proper and safe operation.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Cleaning of elevator shafts. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”

2. Inspection of elevators or escalators. Refer to Code 8731 “Boiler Inspection.”

3. Manufacturing of elevators or escalators. Refer to Code 3042 “Elevator or Escalator Mfg.”

Elevator or Escalator Mfg.

Note:

Description:

Code 3042 applies to employers engaged in manufacturing passenger elevators, escalators, freight or construction
elevators, moveable passenger walkways, and industrial elevator lifts. In addition, this classification also includes manufacturing of parts used for repairing or modernizing existing elevators as well as manufacturing escalator treads and drives.

In the shop, materials such as sheet steel, cast iron and sheet aluminum are cut to size according to specifications. There may be some foundry work performed to prepare parts for subsequent machining. The machinery or equipment used in the manufacturing process may consist of punch presses, boring mills, grinders, drill presses, shears, welding equipment, saws, planers, coil winders, foundry equipment and spray-painting equipment.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Automobile repair shop lift. Refer to Code 3612 “Pump Mfg.”
   b. Conveyor machinery such as those used by supermarkets, warehouses and other businesses that are used to transport merchandise from one point to another. Refer to Code 3632 “Machine Shop – NOC.”

2. Grain elevator operations. Refer to Code 8102 “Seed Merchant.”

3. Inspecting freight or passenger elevators, escalators or industrial elevator lifts. Refer to Code 8731 “Boiler Inspection.”

Embroidery Mfg.

Note:
Description:

Code 2388 applies to employers engaged in embroidering textile fabrics.

Embroidery backings such as cloth, paper and silk, wool, cotton, rayon, nylon or other synthetic yarns are received from outside sources. Patterns may be punched on paper or created on computer-driven embroidery machinery from which designs are stitched into cloth. The cloth is removed, and designs may be cut out.

Embroidery by hand consisting of hand knitting or crocheting of wearing apparel, household furnishings or trimmings is also contemplated by this classification.

Additional operations contemplated by this classification: Nailhead Ornamentation – attaching of nailheads or similar articles to textile fabrics by means of foot presses, pleating and stitching or tucking – women’s dress fabrics or trimmings – not clothing manufacturing, trimming or ribbons – hand sewing on finished garments, and manufacturing lace fabrics.

Assignment By Analogy:

Badges – embroidered

Operations To Be Separately Rated:

1. Manufacturing:
b. Knitted wearing apparel by an employer that does not knit the piece goods material. Refer to Code 2501 “Clothing Mfg.”
d. Sequins. Refer to Code 3270 “Fastener Mfg. – Metal.”

2. Dyeing:
   a. Lace not by a lace manufacturer. Thread or yarn dyeing. Refer to Code 2416 “Thread or Yarn Dyeing or Finishing.”
   b. Textiles other than lace. Refer to Code 2413 “Textile – Bleaching, Dyeing, Mercerizing, Finishing.”


**Emery Works & Drivers**

**Note:**

**Description:**

Code 1747 applies to employers engaged in grinding or crushing emery, talc or other minerals that have no more than 5% free silica content, to a fine powder. The term “free silica” for the purpose of this interpretation means pure silica or contains more than 5% pure silica content.

Bulk minerals are first crushed into chunks, then pulverized into a fine powder using roll mills and conveyor type equipment. The powder is screened to size and may be washed to remove any impurities and then dried.

This classification is also assigned to the cleaning of castings to remove burrs by a tumbling method using sawdust, corncob or steel shot, but not by sandblasting. Castings to be cleaned are placed in drums with sawdust, corncob or steel shot and tumbled until rough edges are removed. This cleaning is assigned to this classification when performed as a service for customers, but not when cleaning is done by casting manufacturers.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**


3. Gluing abrasives to purchased paper or cloth to make sandpaper type products. Refer to Code 1860 “Abrasive Paper or Cloth Preparation.”

4. Grinding of silica or other materials that contain more than 5% free silica, to a fine powder. Refer to Code 1741 “Flint or Spar Grinding & Drivers.”

**Engineer or Architect Consulting**

**Note:**
This classification is not applicable when engaged in actual construction. Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 8601 are conducted as a separate and distinct business.

Includes lease buyers who, as any part of their duty, perform work like that undertaken by oil or gas geologists or scouts.

Description:

Code 8601 applies to employers engaged in the architectural or engineering profession as a separate and distinct business. Operations conducted by these firms usually include consultations with clients, research on behalf of clients, site inspections, and the compilation of information to enable these firms to make recommendations to their clients. These recommendations may be in the form of written or electronic media and include plans, maps, charts, and specifications. This classification includes, but is not limited to, the following type of engineering firms: mechanical, civil, electrical, chemical, mining, metallurgical, marine, and industrial.

Assignment By Analogy:

• Archaeologists  
• Architectural consultants include visit to job sites  
• Instrument logging, mapping or survey work – land – wells  
• Surveyor

Operations To Be Separately Rated:

1. Engineers employed by manufacturing companies. Assign the appropriate manufacturing classification.


3. Employers that perform actual construction, erection or installation operations. Assign the appropriate construction, erection or installation classification.

Engraving

Note:

Description:

Code 4352 applies to employers engaged in engraving, recording master tapes, video tape duplication as well as other operations listed below. Engraving contemplates cutting lettering or pattern on to steel or copper strips. Steel or copper strips are coated with a solution that is resistant to etching acids used in the engraving process. The strips of steel or copper are then treated with acids which dissolve the metal so that the lettering can be etched into the strips. The etching is blocked and set into a press which allows the ink to raise from the paper.

Music recording studios are engaged in recording music of others. Recording artists will pay a fee to the employer for use of the recording studio. Employees of the employers control all electronic recording apparatus and record the music to make the master recording. The master tape is edited in accordance to the customer’s specifications.

Video tape duplicating involves the duplicating of master tapes received from customers. The customer provides the employer with a master video tape and requests for a specific number of copies of the tape to be made. The employer will duplicate the tape by inserting the original tape into a tape duplicator. Blank tapes are inserted into the video
duplicating machines that transfer the images of the original tape onto the blank tape to produce the copy. After the specified number of copies are made, the original as well as the copies of the video tape are returned to the employer’s customers.

This classification also includes hand painting of lamp bases, china, and restoration of paintings.

Assignment By Analogy:

- Buttons – hand painting artwork
- Jewelry – engraving or hand enameling – metal
- Maps and charts – coloring and examining
- Name plates engraving
- Notary or corporation engraved seals manufacturing
- Trophy cup engraving by service firm

Operations To Be Separately Rated:

1. Players, entertainers or musicians:
   a. That dance, skate or perform acrobatic acts. Refer to Code 9157 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – Players, Entertainers or Musicians.”
   b. That do not dance, skate or perform acrobatic acts. Refer to Code 9159 “Theatrical Production – NOC – Players, Entertainers or Musicians.”

2. Editing and transferring film to tapes. Refer to Code 4360 “Motion Picture – Development of Negatives, Printing and All Subsequent Operations.”

Excavation – NOC – All Operations to Completion & Drivers

Note:
Description:

Code 6217 applies to employers engaged in general excavation including ditch digging, burrowing, filling or backfilling. Operations will involve the removal of earth, small boulders and rocks by power shovels, trench diggers or bulldozers and piling same at the job site for backfill.

Assignment By Analogy:

- Soil – environmental remediation – spray, turn with earth moving equipment
- Debris removal – removal of debris left by a demolition contractor
- Stump removal – no street or rode construction or logging or lumbering

Operations To Be Separately Rated:

1. Grading or excavation – in connection with street or road construction – sub-surface. Refer to Code 5507 “Street or Road Construction – Sub-Surface Work – All Operations to Completion & Drivers.”

Excavation – Rock – All Operations to Completion & Drivers

Note:
Includes incidental quarrying or stone crushing.

Description:
Code 5508 applies to employers engaged in the excavation of mass rock for various construction projects such as highway construction, ditch lines, quarries, basement construction, and for commercial, industrial, residential and government projects.

Assignment By Analogy:
- Blasting contractors – dynamite or high explosive blasting
- Geophysical exploration – seismic
- Oil or gas well – perforating of casing – shooting

Operations To Be Separately Rated:
1. Street construction or erection operations. Refer to Code 5507 “Street or Road Construction – Sub-Surface Work – All Operations to Completion & Drivers” and Code 5506 “Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers.”
2. Tunneling:

Executive Officers – NOC – Not Foremen, Workers or Salespersons

Note:
Code 8809 is subject to the Standard Exception Manual Rule IV – Classifications of this Manual. This classification is not available for division of payroll.

Description:
Code 8809 applies to executive officers of a corporation who are elected or appointed in accordance with the charter or by-laws of such corporation, whose duties are of an executive, clerical or supervisory character. Executive officers of a corporation are the president, vice president, secretary, treasurer or any other appointed officer. Any executive officer who qualifies for this classification is assigned to this classification even though the classification which describes the employer’s business includes clerical employees.

This classification does not apply to any executive officer, who as a regular and frequent part of their duties, performs such work as is ordinarily undertaken by a foreman, worker of salesperson.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Executive officers of not-for-profit unincorporated associations. Refer to Code 8810 “Clerical Office Employees – NOC.”

Exercise or Health Institute

Note:
Description:

Code 9055 applies to employers engaged in operating an exercise or health institute. Customers are provided physical fitness exercise training, aerobic dance classes, cardiovascular training, and weight training. Employers offer exercise facilities with weight rooms and exercise machines such as stationary bikes, treadmills, rowing machines, and stair climbers. The employer may also maintain swimming pools, saunas, and/or whirlpool baths.

The employer may also offer a variety of services within the facility which, unless its operated as a distinct and separate business, are inclusive under this classification, such as tanning, massage, health restaurants and pro-shops (sports equipment and exercise apparel).

Assignment By Analogy:

Martial arts instruction (contact training), judo or karate instruction

Operations To Be Separately Rated:

Explosives or Ammunition Mfg. – NOC & Drivers

Note:

Includes cartridge charging or loading – all operations involving the handling of explosives or mixing of fulminate.

Non-ratable element Statistical Code 0771 shall be assigned in conjunction with Code 4771 to reflect the non-ratable catastrophe loading. Premium generated by the non-ratable element Statistical Code 0771 is not subject to experience or retrospective rating.

Description:

Code 4771 applies to employers engaged in manufacturing explosives or ammunition including cartridge charging or loading. This classification also includes bag loading, black powder manufacturing, cap, primer, fuse, booster or detonator assembly, cartridge manufacturing or assembly, fireworks manufacturing, high explosives manufacturing, loading of projectiles, bombs, mines or grenades, shell case loading and smokeless powder manufacturing – single base assembly and the manufacturing of nitrate and sulphuric acid provided that the production of the particular chemical or acid goes into the making of the smokeless powder.

By no means is it to be implied that all operations described are permissible in New York State. Refer to New York State Law for regulations.

Assignment By Analogy:
Cartridge assembly – small arms

Operations To Be Separately Rated:

1. Dynamite or high explosives – blasting. Refer to Code 5508 “Excavation – Rock – All Operations to Completion & Drivers.”

2. Fireworks exhibitions. Refer to Code 9088 “Fireworks Exhibition & Drivers.”

Exterminator & Drivers

Note:
Description:
Code 9014 applies to employers engaged in pest removal, control or prevention services for residential, commercial or industrial customers.
This classification also includes the application of waterproofing material to exterior walls of foundations or subterranean structures by means of apparatus inserted in the ground.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Beetle control – ground work. Refer to Code 0005 “Nursery Employees & Drivers.”

Extract Mfg.

Note:
Includes distillation of essential oils.

Description:
Code 4628 applies to employers engaged in manufacturing dyewood, licorice, tanning, perfumery, medicinal or flavoring extracts. This classification also includes manufacturing essential oils.
The type of manufacturing process that is included under this classification is the alcohol or heat process. The manufacturing of extracts by the cold process is not included under this classification.
The raw ingredients received from others are flower blossoms, beans, berries, roots, herbs, fruit peels or rinds and alcohol. Depending upon the product to be extracted, the required ingredients may be ground, crushed, pressed, cooked, steamed, percolated or distilled.
In the case of perfumery extracts or oils, extreme care is required in the extraction of natural perfume from flower blossoms. Extensive testing is required to obtain the proper blending proportions. The extracts or oils are then mixed and blended for strength, consistency and color.
Also contemplated by this classification is manufacturing natural dye or tanning extracts. Various dyewoods, vegetable
barks, licorice roots, chestnut wood, sumac plants or bushes, twigs and leaves, and alcohol are received from others. Depending upon the product to be extracted and the raw material involved, the required ingredients may be ground or chipped into small proportions.

Assignment By Analogy:

- Bottling – cleaning compounds such as soap and detergent – no manufacturing – filling bottles, cans or drums with liquid soaps
- Malt extracts manufacturing – no bottling

Operations To Be Separately Rated:

1. Manufacturing:
   a. Detergents or soap – cake, granulated or liquid. Refer to Code 4720 “Soap or Synthetic Detergent Mfg.”
   b. Dye – fabric, hair or shoe. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers” and Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”
   c. Extracts – flavoring or medicinal – cold mix process. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”
   e. Perfumes – including manufacturing of ingredients. Refer to Code 4825 “Drug, Medicine or Pharmaceutical Preparation Mfg. – Includes Mfg. of Ingredients.”

Fabric Coating or Impregnating – NOC

Note:
Description:
Code 4493 applies to employers engaged in fabric coating or impregnating of fabrics with oils, varnishes, lacquers, plastics or rubbers. The process of coating is performed by either spreading the product into a coating solvent or by an impregnation method. The latter is done by placing the fabric into a vacuum tank with solutions of rubber or lacquer and solvents and subjecting them to various high pressures to bond them. This process is called the “impregnating method.”

The other process of coating a fabric consists of mixing dry chemicals and solvent to form a raw rubber material. The raw rubber is formed into rubber sheets of various thickness. The fabric is sprayed with a bonding cement and then the support fabric and rubber sheeting are bonded together in curing lines to form the finished material. The finished product is usually sent back to the customer in large rolls. This type of operation is referred to as a coating or laminating process. Both of the above processes include then putting the products into an oven to cure. Any rough spots are removed by grinding.

This classification also applies to employers engaged in manufacturing linoleum or linoleum floor tiles.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Vinyl floor tiles manufacturing – cast or poured. Forming by pouring, casting or dipping processes using a liquid or molten form of plastic. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”
Farm – NOC & Drivers

Note:

Description:

Code 0006 applies to employers engaged in all farm and breeding operations not contemplated by any other special farm classification. It includes general farming operations and the growing of crops for animal feed such as grain. This classification also includes dairy farms, farms with animals such as cattle, horses, goats, pigs, sheep, fox, mink, and harvesting and cooking of maple syrup, and the growing of hops. Animal breeding and training is inclusive under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Farms:
   a. Fruit. Refer to Code 0007 “Fruit Farm & Drivers.”
   b. Poultry. Refer to Code 0034 “Poultry Farm & Drivers.”
   c. Vegetable, berry or grape. Refer to Code 0031 “Vegetable, Berry or Grape Farm & Drivers.”
   d. Operated in connection with camps, resort or seasonal hotels, hospitals, asylums, estates and schools are not to be assigned to a farm classification if all of the farmed products are used exclusively by such institutions. If any of the farm products are sold commercially, the farm payroll will be assigned to the appropriate farm classification.

2. Processing of poultry – slaughtering, eviscerating, packing or freezing. Refer to Code 2089 “Packing House – All Operations.”

3. Sorting, washing, grading, waxing or packing:
   a. Fruit grown by others. Refer to Code 2105 “Fruit Packing.”
   b. Vegetables grown by others. Refer to Code 8209 “Vegetable Packing & Drivers.”

4. Milk processing and delivery. Refer to Code 2070 “Milk Depot or Milk Dealer & Route Salespersons, Route Supervisors, Drivers.”

Farm Machinery Dealer – All Operations & Drivers

Note:

Includes parts and accessories departments, demonstrations, repair of farm machinery on or away from the employer’s premises.

Description:

Code 8116 applies to wholesale or retail dealers principally engaged in the sale of new or second-hand farm or agricultural machinery such as tractors and sowing, furrowing, seeding, harvesting, baling and fertilizing machinery, farm wagons, mowers (excluding riding type), power plows, rotary cutters and tillers (not garden type).

Some dealers do not maintain on-premises inventories for sale. Customers can also make their selections from showroom samples or catalogs. The machinery is then ordered from the factory and shipped either to the dealer or directly to the purchaser. This classification would apply if no stock is kept provided the employer engages in retail
sales in addition to wholesale sales.

This classification contemplates the receipt and storage of the machinery, parts and accessories departments, counter, store or yard sales, delivery, and the demonstration, service, and repair of machinery on or away from the dealer’s premises.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Leasing:
   a. Farm machinery with operators. Refer to Code 0050 “Farm Machinery Operation – By Contractor – All Operations to Completion & Drivers.”
   b. Mobile crane with operators. Refer to Code 9534 “Mobile Crane and Hoisting Service Contractors – NOC – All Operations to Completion & Drivers.”

2. Sales:
   a. Baling machines, barn cleaners, construction, manufacturing, or warehousing equipment on a retail or wholesale basis, and oil or gas well supplies – new. Refer to Code 8107 “Machinery Dealer – NOC – Store or Yard & Drivers.”
   b. Farm machinery wholesale showroom or salesroom exclusively. Refer to Code 8747 “Showroom Salespersons.”

Farm Machinery Operation – By Contractor – All Operations to Completion & Drivers

Note:
Description:

Code 0050 applies to contractors who operate farm machinery as a service to farmers. This classification does not apply to contractors who operate farm equipment at a farm owned by the contractor. This classification contemplates plowing, planting, cultivating, fertilizing, baling, and harvesting operations.

Assignment By Analogy:

• Hay baling – by contractor
• Lime spreading on farms – by contractors

Operations To Be Separately Rated:

1. Farming work done at the contractor’s own farm. Assign the appropriate farm classification.
2. Grain milling operations. Refer to Code 2014 “Feed Mfg.”

Farm or Feed Supply Dealer – Retail – Exclusively

Note:
Description:

Code 8199 applies to the selling of feed or farm supplies to private individuals or to farmers for use on their farms.
Merchandise handled includes grain, hay, feed, mulch seeds in packets or in bulk (seeds not processed by the farm supply dealer) and fertilizers.

Assignment By Analogy:

Hops

Operations To Be Separately Rated:

1. Processing seeds. Refer to Code 8102 “Seed Merchant.”

2. Selling:
   a. Feed, fertilizer, grain, hay or mulch – wholesale. Refer to code 8215 “Hay, Grain, Feed or Fertilizer Dealer & Local Managers, Drivers.”
   b. Seeds in bulk or packets by seed processors. Refer to Code 8102 “Seed Merchant.”
   c. Seeds in packets retail. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”
   d. Two or more of any group of materials shown below provided that not any one group of materials exceeds 80% of total sales. Refer to Code 8232 “Building Material Dealer – No Second-Hand Material & Local Managers, Drivers.”
      i. Agricultural implements of farm machinery
      ii. Building materials including lumber
      iii. Coal, fuel oil, wood or ice
      iv. Hay, grain feed or seed

Fastener Mfg. – Metal

Note:

Includes manufacturing snap or slide fasteners, hooks and eyes or paper fasteners.

Description:

Code 3270 applies to employers engaged in manufacturing various products such as fasteners (includes apparel, textile or industrial), eyelets, straight pins (for sewing), thumbtacks, nails, razor blades, paper clips (wire type), hair pins, hooks and eyes (clothing type), cigar and/or cigarette lighters, lock washers, nails, rivets, safety pins (for sewing), safety razor blades, sequins, snap clothing fasteners, staples, spangles, watch hands and zippers.

Some of the employers engaged in manufacturing the above products may perform press work, however, a good amount of work is performed on wire forming and automatic clip machines. Reels of drawn wire and light gauge sheet strip is received from others and fed into machines automatically. The finished products are dropped out of the machines into boxes and/or baskets. Also, some of the products might require additional machining such as piercing, trimming, plating, annealing and deburring.

Assignment By Analogy:

Operations To Be Separately Rated:


Feather or Flower Mfg. – Artificial

Note:
Applies to products made from human hair.

Description:
Code 2534 applies to employers engaged in manufacturing artificial feathers or flowers. Glue, paper, wire, thread, fabrics and synthetics yard goods are used in production. Paper and fabrics are cut, rolled and assembled with synthetics using wire and/or thread. There is a considerable amount of bench work by hand.

Other products subject to this classification are manufacturing artificial Christmas trees, wreaths and gift bows. This classification is also applicable to products manufactured from human hair such as wigs and toupees by weaving or sewing. This classification also applies to manufacturing hair nets by knitting or weaving.

Assignment By Analogy:
Fur pointing

Operations To Be Separately Rated:

1. Manufacturing:
   
   a. Flags, pennants, bias or straight binding tapes or ribbon, powder puffs, buffing or polishing wheels, permanent wave pads, hat lining and ribbons cut from piece goods. Refer to Code 2553 “Furnishing Goods Mfg. – NOC – From Textile Fabrics.”
   
   b. Foil ribbon decorative type, cut and slit purchased foil and gift-wrapping paper – including printing. Refer to Code 4251 “Stationery Mfg.”
   
   c. Silk labels, woven cloth, woven silk ribbons or silk tapes. Refer to Code 2302 “Silk Thread or Yarn Mfg.”

Feed Mfg.

Note:
Description:
Code 2014 applies to employers engaged in milling grains such as oats, wheat, rye, barley, rice, and corn. This classification also includes the preparation of cereal or compound feeds for livestock.

The grains are received from others by truck or by railcar. Samples are taken of the grains upon arrival for testing and
inspection. The grains are then unloaded and placed on conveyors and bucket type elevators and stored in silos, bins or warehouses.

Grains used for animal feed are usually mixed with vitamins and minerals, placed in a mill or grinder and then mixed and blended according to specific formula.

Assignment By Analogy:

- Humus – baled
- Peat moss – cut, dry or baled
- Woodchips manufacturing

Operations To Be Separately Rated:

1. Dealer:
   a. Feed, hay, grain or fertilizer. Refer to Code 8215 “Hay, Grain, Feed or Fertilizer Dealer & Local Managers, Drivers.”
   b. Feed or farm supply – retail exclusively. Refer to Code 8199 “Farm or Feed Supply Dealer – Retail – Exclusively.”

2. Cat, dog or livestock food – mixed ingredients type (including meat, fish, eggs, fillers) manufacturing. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”

3. Grain storage away from the milling plant or grain storage that is not directly connected to the plant by a piping or conveyor system. Refer to 8102 “Seed Merchant.”

Felt Mfg.

Note:
Description:

Code 2288 applies to employers engaged in manufacturing felt or felt-like material. Felt is a textile product manufactured from wool or synthetic fibers. Products subject to this classification include automobile floor and trunk mats, automobile interior trim and headliners, and padding used as filler for sleeping bags and mattress pads.

Assignment By Analogy:

Manufacturing of non-woven air conditioning filter media

Operations To Be Separately Rated:

1. Manufacturing:
   a. Carpet or rug – jute or hemp or other fibers. Refer to Code 2302 “Silk Thread or Yarn Mfg.”
   b. Carpet or rug – Not Otherwise Classified (NOC). Refer to Code 2402 “Carpet or Rug Mfg. – NOC.”
   c. Felt hats including forming of shapes. Refer to Code 2501 “Clothing Mfg.”
   d. Felt tip markers. Refer to Code 4432 "Fountain Pen Mfg." 
   e. Fiberglass batting insulation. Refer to Code 1701 "Cement Mfg."

2. Building or roofing paper saturating paper or felt with tar or asphalt. No paper manufacturing. Refer to Code
3. **Garneted batting.** Refer to 2302 “Silk Thread or Yarn Mfg.”

4. **Lining wood jewelry boxes with felt, quilted fabric or velvet. Lining of stamp pads with felt.** Refer to Code 9522 “Upholstering.”

### Fence Erection – Metal – All Operations to Completion

**Note:**

**Description:**

Code 6400 applies to employers engaged in erection of all types of prefabricated fences not limited to metal, plastic, wooden or barbed wire. The installation of guardrails in highways or roads is also contemplated in the scope of this classification.

This classification includes erection of railings or fencing on building exteriors from ground level and up to the first story.

**Assignment By Analogy:**

- Gates – iron – fabrication and assembly – decorative or artistic type – installation
- Railings Metal – guardrails – not above one story – fence or stair

**Operations To Be Separately Rated:**

1. Guardrails or fencing installed in connection with street or road construction. Refer to Code 5506 “Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers.”

### Fertilizer Mfg. & Drivers

**Note:**

Includes dry mixing plants.

Code 4583 and Code 4665 “Rendering Works – NOC & Drivers” or Code 2089 “Packing House – All Operations” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

**Description:**

Code 4583 applies to employers engaged in manufacturing wet or dry fertilizers. Raw materials used are ammonia, ammonia phosphate, anhydrous ammonia, ammonia sulfate, ammonia nitrate, phosphoric and nitric acids, natural gas, hydrogen, insecticides, catalysts, urea, super phosphates, potassium salts, potash, fungicides, and phosphate rock. The washing, crushing and grinding of purchased phosphate rock is included under the scope of this classification.
Assignment By Analogy:

Compost

Operations To Be Separately Rated:

1. Manure – bulk dealer or garbage works. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

2. Packing house. If conducted as a separate and distinct business. Refer to Code 2089 “Packing House – All Operations.”

3. Rendering works – no garbage reduction. If conducted as a separate and distinct business. Refer to Code 4665 “Rendering Works – NOC & Drivers.”

Fiber Goods Mfg.

Note:
Description:
Code 4263 applies to employers engaged in manufacturing fiber goods products that are composed of compressed vegetable fiber such as but not limited to rag stock, sawdust, cotton waste, straw, scrap paper and sheet paper received from others.

The operations involve milling or grinding of any of the materials with various chemicals and water to form pulp. The pulp is then formed in presses or molds utilizing either a hot or cold process to form fiber toilet seats, egg holders, pie plates or fiber sheets, rods of tubes. The sheets, rods or tubes may be cut or sawed to form special shapes. The fiber goods are inspected, packed and shipped to the employer’s customers.

Assignment By Analogy:

Pulp – ground wood process

Operations To Be Separately Rated:

1. Manufacturing:

Film Exchange – Motion Picture & Clerical

Note:
Includes projecting rooms.

Description:
Code 4362 applies to employers engaged in operating motion picture film exchanges. Fully processed movie films, i.e., exposed, developed, printed and edited film wound on a single or a series of film reels are received from producers. Some film exchanges may have projection equipment to test-screen for condition, content and time required for showing or for running pictures for their customers, i.e., movie theaters, television networks, individuals, groups or associations interested in renting or purchasing the films. Following the previewing of the film, it is rewound on reels, placed in film cans, cataloged and stored in racks on shelves in vaults. When booking orders are received, the films are removed from vaults and prepared for shipment. Some film exchanges will deliver and pick up films. After each booking or rental, the returned film is inspected on editing machines, repaired if necessary, rewound on reels, replaced in film cans and returned to the vaults. Repairing of films usually consists of cutting out a damaged section with hand shears and splicing the film by applying special adhesive and pressure.

Assignment By Analogy:

Marketing of the motion picture product through film exchanges at locations other than motion picture studios.

Operations To Be Separately Rated:

1. Film exchanges located at motion picture studios. Refer to Code 4360 “Motion Picture – Development of Negatives, Printing and All Subsequent Operations.”

2. Motion picture production – in studios or outside. Refer to Code 9610 “Motion Picture Production – In Studios or Outside – All Operations up to the Development of Negatives & Drivers.”

**Firefighters – Not Volunteer & Drivers**

Note:

Description:

Code 7710 applies to employers engaged in operating a fire department for salaried firefighters. It also applies to paid firefighters of a volunteer fire company. The employer’s duties consist of extinguishing dangerous fires and saving victims from fires or accidents. Salaried firefighters are stationed in the firehouse on call for any emergency calls in their district or zone. The local police precinct or a 911 emergency dispatcher will notify and provide the employer’s main firehouse dispatcher with detailed information of the emergency such as the location and type of emergency. The employer’s dispatcher, usually located in the employer’s main firehouse, will notify the nearest firehouse of the emergency.

Assignment By Analogy:

Operations To Be Separately Rated:


**Firefighters – Volunteer & Drivers**
Note:
Available only for a county, city, town, village or fire district. Coverage under this classification shall be afforded only by a separate Volunteer Firefighters’ Benefit Law Policy.

Refer to “Miscellaneous Values” of Part Three – Loss Costs of this Manual for additional information on this classification.

Description:
Code 7711 applies to employers engaged in operation of volunteer firefighting or responding to other town emergencies. The local precinct or a 911 emergency dispatcher usually receives the emergency call and will pass the notice to the firehouse nearest to the emergency.

Depending on the severity of the emergency, the employer will respond with the necessary amount of firefighters to extinguish or control the fire. The majority of the volunteer firefighters are notified of an emergency by radio in their private residence.

This classification also includes other volunteer employees such as garage mechanics in the firehouse who maintain the fire trucks.

Assignment By Analogy:

Operations To Be Separately Rated:


Firefighters – Volunteer & Drivers – Elective Coverage for Assistance From Individual Volunteer Firefighters

Note:
Coverage under this classification shall be afforded only by a separate Volunteer Firefighters’ Benefit Law Policy.

Refer to “Miscellaneous Values” of Part Three – Loss Costs of this Manual for additional information on this classification.

Description:
Code 7716 is available only for a political subdivision (county, city, town, village or fire district) which has a paid fire department insured under Code 7710 “Firefighters – Not Volunteer & Drivers.” It covers such a political subdivision for its liability under the Volunteer Firefighters’ Benefit Law for volunteer firefighters who offer their services to outside areas on an individual basis.

The majority of the volunteer firefighters are called upon by radios in their private residence. These firefighters will drive to the firehouse or directly to the emergency area.

Assignment By Analogy:
Operations To Be Separately Rated:


Fireproof Equipment Mfg.

Note:

Includes filing equipment and incidental woodworking.

Description:

Code 3076 applies to employers engaged in manufacturing and fabricating sheet metal products such as metal furniture, cabinets, garment racks, awnings, canopies, industrial appliances and other similar products. The process begins with the cutting to size and bending to shape of the sheet metal. The parts are then assembled with nuts and bolts, or riveted, crimped or welded together. After being sanded or ground smooth, the finished product may be electroplated or painted.

Assignment By Analogy:

• Electronically controlled moveable metal frames
• Ovens
• Poles
• Swings

Operations To Be Separately Rated:

1. Fireproof doors or shutters manufacturing which are wood covered with metal or structural or reinforced materials. Refer to Code 3060 “Door, Door Frame or Sash Mfg. – Wood – Metal Covered.”

2. Installation:
   a. Air conditioners – commercial. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”
   c. Awnings – metal – aluminum. Refer to Code 9539 “Awning, Tent or Canvas Goods Erection, Removal or Repair – All Operations to Completion & Drivers.”
   d. Bathtubs – enclosures, revolving doors, and solar energy panels. Refer to Code 5102 “Door, Door Frame or Sash Erection – Metal or Metal Covered – All Operations to Completion.”

3. Conectors. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”

4. Doors – overhead. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”

5. Refrigerator or freezer refrigeration unit manufacturing or assembling. Refer to Code 3612 “Pump Mfg.”
Fireworks Exhibition & Drivers

Note:
Description:

Code 9088 applies to employers engaged in all facets of fireworks exhibition operations; design, set up, and detonation. Incidental to this classification is the design and manufacture of fireworks display racks and fireworks holders.

Fireworks exhibition operators receive contracts from organizations, municipalities, private groups, county fair operators or others requiring fireworks displays to provide entertainment for attendees of their events.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Fireworks manufacturing. Refer to Code 4771 “Explosives or Ammunition Mfg. – NOC & Drivers.”

Fish Curing

Note:

Applies to shore or dock work only.

Description:

Code 2101 applies to employers engaged in fish curing. There are three methods by which fish curing is completed – brining, smoking or the hot smoke process. Fish may be scaled, gutted, cleaned, fileted, washed, and cured by smoking, dehydrating, salting or pickling. The fish are packaged and prepared for shipping to customers’ locations.

This classification also applies to employers engaged in production of all types of pickled vegetables by washing, slicing, fermenting in barrels or vats until they are cured. The product may be packed in glass jars and sealed or packed in cartons for shipment.

Assignment By Analogy:

Sauerkraut manufacturing – preparation and shipping in bulk in barrels or vats

Operations To Be Separately Rated:


2. Pickle relish and herring manufacturing, other than curing, drying, pickling, and smoking, including chopping and mixing with other ingredients. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”

Fish, Poultry or Meat Dealer – Wholesale

Note:
Code 8021 and Code 2089 “Packing House – All Operations” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 8021 applies to dealers principally engaged in the wholesale distribution of fresh and cured meat, fish or poultry. Some of these dealers may cut the meat, fish or poultry into steaks, chops, roasts, fillets or poultry parts for sale to hotels, restaurants, clubs, hospitals, institutions and stores.

Meat, fish or poultry dealers may also distribute a minor and incidental amount of other miscellaneous products, such as groceries, dairy products, fresh fruit and vegetables.

Assignment By Analogy:

- Butcher shops
- Clams or oysters – fresh – shore or dock work – cull, sort, shuck, grade, pack
- Sausage – no butchering or handling of livestock
- Smoked fish or meat – curing fish at dock or shore

Operations To Be Separately Rated:

1. The slaughtering, processing and distribution of meat as performed by a packing house. Refer to Code 2089 “Packing House – All Operations.”

Fish, Poultry or Meat Store – Retail

Note:

Includes incidental preparation of meats and produce.

Description:

Code 8031 applies to stores principally engaged in the retail selling of fresh and cured meats, fish or poultry. Such stores may also sell a minor amount of groceries, fresh fruits, vegetables, dairy products, or frozen foods.

This classification also applies to the freezing and storing of meats, fruits or vegetables as a service for private individuals. Prior to storage in lockers, food may be prepared by cutting, slicing, grinding, or chopping according to a customers’ specifications.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Sale of meat, fish or poultry as well as other items such as groceries or vegetables, where the employer’s sales of fresh and cured meats, fish or poultry do not exceed 50% of the gross receipts for all merchandise sold by the employer. Refer to Code 8033 “Supermarket – Retail.”

Flint or Spar Grinding & Drivers

Note:
Description:

Code 1741 applies to employers engaged in grinding silica or minerals, or stones that have a high free silica content, to a fine powder.

For the purpose of this interpretation, the term “free silica” means pure silica or contains more than 5% pure silica content.

Bulk minerals or stones are first crushed into chunks using conveyor type crushing equipment enclosed to prevent exposure to dust. The chunks are then pulverized in enclosed grinding mills and screened to size. They may also be washed to remove impurities or ground while wet and then dried.

This classification is also used for all types of sandblasting work except outside surfaces of buildings or structures where work is done using scaffolds or hoisting devices.

Sandblasting of small items, such as casting or parts, in an employer’s shop, can be cleaned to remove burrs or rust in sandblasting booths using sand to abrade and clean the surface of these items. Sandblasting at the customer’s premises is done using portable equipment to clean items such as tanks, machinery, equipment and the inside of building surfaces. In addition to sand, glass bead or steel shot can be used in the abrasive mixture.

Assignment By Analogy:

Limestone or marble – grinding into dust – used for manufacturing cast imitation stone products

Operations To Be Separately Rated:


2. Crushing of rocks, stones or minerals, but not pulverizing them to a powder, when no digging, mining or quarrying is done. Refer to Code 1710 “Stone Crushing & Drivers.”

3. Gluing abrasives to purchased paper or cloth to make sandpaper type products. Refer to Code 1860 “Abrasive Paper or Cloth Preparation.”

4. Grinding materials such as emery, talc and other minerals which do not contain more than 5% free silica. Refer to Code 1747 “Emery Works & Drivers.”

Florist - Cultivating or Gardening & Drivers

Note:
Description:

Code 0035 applies to employers engaged primarily in growing flowers, plants or vegetables from seeds, cuttings, spores, bulbs or corms, within the confines of temperature-controlled greenhouses.

Plants raised from seed may be transplanted several times before being potted for sale. At some point, plants may be
placed out-of-doors in order to acclimate them to the weather, usually in pots or flats, but in some cases (usually bulbs and corms) they are placed in the ground. Operations include watering, fertilizing and spraying. Flowers may be cut for sale to florist stores.

Assignment By Analogy:

- Hydroponic growing
- Mushroom raising

Operations To Be Separately Rated:

1. Planting or growing of shrubs or trees in fields. Refer to Code 0005 “Nursery Employees & Drivers.”

2. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

3. Garden centers or retail stores. Assign the appropriate store classification.

**Florist Store & Drivers**

Note:

Includes service away from store premises such as the floral decoration of homes, churches or other buildings for weddings, banquets and parties.

Description:

Code 8001 applies to establishments principally engaged in the wholesale or retail sale of fresh cut flowers, potted plants, bushes, shrubs, trees, wreaths, leaves and branches of natural vegetation, bulbs, and floral arrangements, including incidental florist supplies and accessories.

This classification also applies to establishments engaged in the wholesale or retail sale of fresh fruits and/or vegetables that are cut up and assembled into an arrangement. These stores may also dip the fresh fruit into chocolate that will be used in the arrangement.

This classification additionally includes plant scaping operations. Plant scaping refers to maintenance of living plants inside a customer’s premises. These plants are typically potted. They may be used to decorate malls, offices, hotels or other commercial enterprises as well as residential locations. These plants are not to be confused with trees, shrubs, bushes, hedges or other plants that are growing outdoors in soil. Plant scaping duties take place indoors and include watering, fertilizing, trimming and spraying of indoor plants.

Assignment By Analogy:

Edible fruit and/or vegetable floral type arrangements – wholesale or retail & drivers

Operations To Be Separately Rated:

1. Dealers principally engaged in the sale of garden supplies such as flower pots, fertilizer, sod, birdbaths, statuary with incidental potted plants, trees, shrubs, bulbs, and grass seed are assigned to the “NOC” store classification,
depending on whether the sales are principally retail or wholesale. Refer to Code 8017 “Retail Store – NOC – No Service of Food” and Code 8018 “Wholesale Store – NOC.”

2. The growing of flowers and potted plants in green houses or fields operated by the employer. Refer to Code 0035 “Florist – Cultivating or Gardening & Drivers.”

3. Operations performed on the premises of customers such as the planting or care of lawns, gardens, trees, shrubs, landscaping or other similar operations. Refer to Code 0042 “Landscaping Gardening – All Operations to Completion & Drivers.”

4. Nursery operations. Refer to Code 0005 “Nursery Employees & Drivers.”

Food Sundries Mfg. – NOC – No Cereal Milling

Note:
All milling must be separately rated. Includes but not limited to cleaning, grinding, sorting or mixing of coffee, sugars, confections, pastry flours, spices or nuts.

Description:
Code 6504 applies to employers engaged in manufacturing a wide variety of food that is Not Otherwise Classified (NOC). This classification is not restricted to the products specified in its phraseology or this scope and includes simple preparation or packaging of already manufactured products. There can be mixing, dry grinding, cooking and blending operations.

This classification also applies to employers that manufacture food sundries that are sold to others on a wholesale basis and to employers that manufacture or process imitation dairy products such as creams, whipped toppings and sour creams.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Bagel, bread, macaroni, manicotti, ravioli (fresh or raw). Refer to Code 2003 “Bakery & Route Salespersons, Route Supervisors, Drivers.”
   b. Butter, buttermilk, cheese, or milk pasteurizing and bottling. Refer to Code 2070 “Milk Depot or Milk Dealer & Route Salespersons, Route Supervisors, Drivers.”
   c. Catsup, fruit dehydrating, and fruit syrup cooking and blending. Refer to Code 2112 “Fruit Evaporating or Preserving.”
   e. Ice cream. Refer to Code 2039 “Ice Cream Mfg. & Route Salespersons, Route Supervisors, Drivers.”

Foundry – NOC – Ferrous

Note:
Includes the manufacturing of cast iron heaters or radiators.
Description:

Code 3081 applies to employers engaged in operating foundries, manufacturing cast iron or malleable iron for outside customers. This classification includes wood or metal pattern making, core and mold making, the melting of pig iron and certain percentages of cast iron scrap in furnaces and the pouring of the molten metal into molds to produce either gray or white iron. This melted metal is cast to produce malleable iron. Cooled gray, white or malleable castings generally receive some machining to remove burrs or imperfections. The finished castings are then inspected, packed and shipped. This classification is also applied to soil pipe foundries using the pit method wherein stationary molds or flasks are used to cast the pipe.

This classification also applies to employers engaged in manufacturing plumbers’ enameled ironware such as bathtubs, washbasins and commodes. This work contemplates extensive foundry operations, i.e., wood or metal pattern making, core and mold making, the melting of pig or scrap iron in furnaces and the pouring of the molten metal into molds. The cooled castings are then cleaned and ground smooth prior to being enameled or porcelainized by spraying and baking processes. The finished products are inspected, crated and shipped.

Assignment By Analogy:

- Anchors – marine – casting iron or steel
- Castings – ferrous metals – iron or steel
- Manhole covers – foundry casting operations
- Motor or engine blocks – foundry work – no engine manufacturing
- Scrap metal reclaiming – ferrous
- Sewer, or soil lines pipe — iron or steel
- Vises – foundry – casting of parts

Operations To Be Separately Rated:

1. Manufacturing:

Foundry – Non-Ferrous

Note:

Description:

Code 3085 applies to employers engaged in foundry operations of non-ferrous metal castings such as aluminum, brass, bronze, copper, silver and other non-ferrous metals for outside customers.

Also included under this classification are wood and metal pattern making, the pouring of molten metal into molds, and core and mold making of non-ferrous metals in furnaces. When the castings are cooled, they are then machined to remove any imperfections.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   b. Ferrous (iron or steel) castings. Refer to Code 3081 “Foundry – NOC – Ferrous.”
Fountain Pen Mfg.

Note:
Description:

Code 4432 applies to employers engaged in manufacturing automatic or mechanical pens and pencils and fountain pens. The components are assembled by hand or slow-moving presses. The components consist of springs, plungers, cases, ink cartridges, clips and ballpoint tips. The manufacturing of individual parts to make a finished product such as a fountain or ballpoint pen is inclusive under this classification. For instance, some employers will make a spring wire and set it up on a coiling machine and make the wire into a pen spring. Ballpoint ink cartridges are filled with ink with a centrifugal type machine which spins and forces the ink to the bottom of the cartridge. The springs are placed over the ink cartridge, plastic pen bodies are installed over the spring, and plungers are installed at the top.

This classification also contemplates manufacturing felt tip markers. This operation is similar to the process explained above with the exception that the top of the marker is plugged whereas the mechanical pens have plungers installed. Instead of ballpoint tips, felt tips are installed.

After the mechanical pens and felt tip markers are finished, the employer may silk screen or foil stamp the pen/marker with their client’s logo or name. Before shipment to the customer, the products are inspected and tested.

Assignment By Analogy:

• Eyebrow liner pencils – mechanical
• Pen nibs or tips

Operations To Be Separately Rated:

1. Manufacturing:
   a. Crayons or wooden pencils. Refer to Code 2942 “Crayon, Pencil or Penholder Mfg.”
   b. Pencil stock. Refer to Code 2841 “Woodenware Mfg. – NOC.”

Freight Handlers – NOC

Note:
Description:

Code 7367 applies to employers engaged in freight handling, packing and shipping services at railroad yards, airports or warehouses not on piers or in terminals or areas on adjoining piers. The employer does not own any of the merchandise that is handled. This classification includes freight checkers.

This classification includes handling, packing and shipping of explosives or ammunition – under contract. Explosives are packed in accordance to regulations.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Drivers engaged in trucking operations. Trucking of explosives or ammunition. Refer to Code 7219 “Trucking –
NOC – All Employees & Drivers.”

2. Freight handling on piers or in terminals or areas adjoining piers. Refer to Code 7366F “Freight Handlers – On Piers or in Terminals or Areas Adjoining Piers.”

3. Stevedoring:
   a. By hand or hand trucks – exclusively. Refer to Code 7317F “Stevedoring – By Hand or Hand Trucks – Exclusively.”
   b. Containerized freight – including drivers. Refer to Code 7327F “Stevedoring – Containerized Freight & Drivers.”

**Freight Handlers – On Piers or in Terminals or Areas Adjoining Piers**

Note:
Description:
Code 7366F applies to employers engaged in handling cargo on piers or in adjoining areas or in terminals, incidental to loading or unloading vessels. It includes freight checkers, stuffing and stripping containers, other processing of waterborne cargo and loading and unloading trucks and railroad cars on piers or in adjoining areas or terminals. The employer does not own any of the merchandise that is handled.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Drivers engaged in trucking operations or trucking of explosives or ammunition. Refer to Code 7219 “Trucking – NOC – All Employees & Drivers.”

2. Freight handling at railroad yards, airports or warehouses – not on piers or in terminals or areas adjoining piers. Refer to Code 7367 “Freight Handlers – NOC.”

3. Stevedoring:
   a. By hand or hand trucks – exclusively. Refer to Code 7317F “Stevedoring – By Hand or Hand Trucks – Exclusively.”
   b. Containerized freight – including drivers. Refer to Code 7327F “Stevedoring – Containerized Freight & Drivers.”

**Fruit Evaporating or Preserving**

Note:
Includes jam, jelly or cooked fruit syrup manufacturing. No canneries. No fruit juices manufacturing.

Description:
Code 2112 applies to employers engaged in manufacturing jams, jellies and preserves from fruit. This classification also applies to the dehydrating of vegetables and soups.

Assignment By Analogy:

Ketchup and chili sauce manufacturing – including bottling and canning

Operations To Be Separately Rated:

1. Manufacturing:
   b. Fruit juice. Refer to Code 2143 “Fruit Juice Mfg. – All Operations.”

2. Canneries. Refer to Code 2111 “Cannery – NOC.”

3. Juice bottling only. Refer to Code 2157 "Bottling - NOC & Drivers."

Fruit Farm & Drivers

Note:
Description:

Code 0007 applies to employers engaged in growing fruit on trees such as apples, cherries, peaches, pears, plums and quinces.

This classification also applies to a farm where the gross annual income from the sale of such fruit constitutes more than 50% of the total income for all farm products grown and sold.

Farmhands may be seasonal or full-time employees who are engaged in planting, spraying, pruning, picking and packing operations. Ladders, picking equipment or tree shakers are used to pick the fruit off the trees when ripened which will be placed in buckets, sorted, graded and packed for delivery or shipment.

The sorting, washing, grading, waxing, or packing of fruit grown by the employer is inclusive under this classification.

Assignment By Analogy:

Orchards

Operations To Be Separately Rated:

1. Farms:
   a. Poultry farm. Refer to Code 0034 “Poultry Farm & Drivers.”
   b. Vegetable, berry or grape farm. Refer to Code 0031 “Vegetable, Berry or Grape Farm & Drivers.”
   c. Farms operated in connection with camps, resorts or seasonal hotels, hospitals, asylums, estates, and schools are not assigned to a farm classification if all of the farmed products are used exclusively by such institutions. If any of the farm products are sold commercially, the farm payroll will be assigned to the appropriate farm classification.
   d. Stand selling fruit to individual customers. Refer to Code 8006 “Grocery Store – Retail – No Fresh Meat.”
2. Cannery operations. Refer to Code 2111 “Cannery – NOC.”

3. Cider making, juice squeezing, or winery. Refer to Code 2143 “Fruit Juice Mfg. – All Operations.”

4. Sorting, washing, grading, waxing or packing fruit grown by others. Refer to Code 2105 “Fruit Packing.”

Fruit Juice Mfg. – All Operations

Note:
Includes incidental fruit preserving or bottling. No bottling of carbonated liquids.

Description:
Code 2143 applies to employers engaged in manufacturing or processing fruit juices. The operations include cleaning, crushing and pressing fruits, and extracting the juice by mechanical processes. The extracted juice may be bottled as is or water, sugar, and preservatives may be added.

This classification also applies to manufacturing cider and vinegar. The cider, and vinegar may be bottled, labeled, and packaged under this classification or may be filled into barrels and shipped to outside bottlers.

Assignment By Analogy:

• Champagne
• Winery – All Operations

Operations To Be Separately Rated:

1. Carbonated beverage manufacturing including bottling or bottling of spirituous liquor. Refer to Code 2157 “Bottling – NOC & Drivers.”

2. Farm operations Not Otherwise Classified (NOC). Refer to Code 0006 “Farm – NOC & Drivers.”

3. Blending, bottling of wine or carbonating wine that has been manufactured by others. Refer to Code 2157 “Bottling – NOC & Drivers.”

4. Vineyard operations. Refer to Code 0031 “Vegetable, Berry or Grape Farm & Drivers.”

Fruit or Vegetable Store – Wholesale

Note:
Description:
Code 8048 applies to dealers principally engaged in the wholesale distribution of fresh fruits or vegetables. Such dealers, as a part of their wholesale operations, may also perform incidental repackaging of the merchandise into retail-size bunches, boxes, bags or similar containers. These dealers may also sell a minor amount of groceries, dairy products and frozen foods.

This classification also applies to stores principally engaged in the wholesale selling of fresh fruit baskets (other than
Assignment By Analogy:

Operations To Be Separately Rated:

1. Wholesale distribution of groceries, dairy products and frozen foods with a minor amount of fresh fruits or vegetables. Refer to Code 8034 “Grocery Store – Wholesale.”

2. Packing of fresh fruits, including sorting, grading and washing of the fruit. Refer to Code 2105 “Fruit Packing.”

3. Packing of fresh vegetables, including sorting, grading and washing vegetables. Refer to Code 8209 “Vegetable Packing & Drivers.”

4. Wholesale or retail sales of fresh fruits and/or vegetables that are cut up and assembled into an arrangement. Refer to Code 8001 “Florist Stores & Drivers.”

5. Retail sale of fresh fruit baskets (other than edible floral type arrangements). Refer to Code 8006 “Grocery Store – Retail – No Fresh Meat.”

**Fruit Packing**

Note:

Description:

Code 2105 applies to employers engaged in fresh fruit packing. The operations involve buying or collecting fruit in bulk from growers, sorting, washing, grading, and packing.

Assignment By Analogy:

Tomatoes

Operations To Be Separately Rated:

1. Farmers engaged in washing, grading, waxing, and packing of their own fruits or vegetables that they themselves have grown. Assign the appropriate farm classification.

2. Freezing and storing:
   a. Fruits or vegetables as a service for private individuals. Prior to storage in lockers, food may be prepared by cutting, slicing, grinding, or chopping according to customers’ specifications. Refer to Code 8031 “Fish, Poultry or Meat Store – Retail.”
   b. Fruit or vegetables other than for private individuals. Includes incidental repackaging but does not include sorting, grading, or delivery of fruit. Refer to Code 8291 “Storage Warehouse – Cold.”

3. Fruit:
   a. Canning. Refer to Code 2111 “Cannery – NOC.”
   b. Evaporating or preserving. Refer to Code 2112 “Fruit Evaporating or Preserving.”

5. Vegetable packing - buying or collecting from growers, sorting, grading, packing, or otherwise preparing vegetables for transportation to the market and buyers. Refer to Code 8209 "Vegetable Packing & Drivers."

Fuel Injection Device Mfg.

Note:
Description:

Code 3581 applies to employers engaged in manufacturing devices used in vehicles or other equipment to monitor, meter or distribute fuel such as, but not limited to, carburetors, fuel pumps, super chargers, turbo chargers and throttle bodies.

Raw material such as ferrous and non-ferrous cast bodies, steel and brass bars, sheet and tubing stock, paints, finishes and fabricated parts such as gaskets and screw machine parts are received from others or may be manufactured by the employer for use in their business that is subject to this classification. Castings are machined by processes which may include drilling, threading and reaming. Stock is cut and formed followed by secondary machining operations. The operations involve considerable punch press exposure and a larger proportion of fitting and fine assembling utilizing hand tools. The devices are then tested, inspected and packed prior to shipment to the employer’s customers.

This classification also applies to specialist repair shops engaged in rebuilding and repairing carburetors used in autos and trucks provided the shop does not remove and install this part on vehicles.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Automobile repair shops engaged in repairing vehicles for their customers. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”

Funeral Directors & Drivers

Note:
Description:

Code 9620 applies to all operations of a funeral director other than employees qualifying for Standard Exception classifications “Clerical Office Employees” and “Outside Salespersons,” who would be separately rated. Drivers are included within the scope of this classification inasmuch as the operation of vehicles such as hearses, flower cars, limousines, etc., is considered an integral function in the services provided by a funeral director. Frequently, their drivers also have other duties in connection with the operations of funeral establishments so that there would necessarily be an interchange of labor. Organists, singers and other musicians who are employed by the funeral director are also included within the scope of this classification. Unless conducted as a separate business or enterprise, the drivers of ambulances employed by the funeral director would be assigned to this classification.

Embalmers and crematory employees would fall within the scope of this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Cemetery operation. Refer to Code 9220 “Cemetery Operation & Drivers.”
Fur Mfg. – Preparing Skins

Note:
Description:
Code 2600 applies to employers engaged in processing fur. In general, the procedure of fur processing consists of soaking raw fur in a solution of salt water. The fur is then pulled and kicked in “kicking” machines to soften the pelts. Flesh still adhering to the hide is cut and scraped off by hand or in “fleshing” machines. When this operation has been completed, the moisture is removed from the pelts by centrifugal extractors and, after being allowed to dry, the skins are stretched by pulling and the loose and long hair is brushed or plucked out. When the skins are thoroughly dry, the flesh side is rubbed with fish oil to soften the skins. The hides are then tumbled with sawdust to absorb the excess oil and to brighten the fur. Sometimes, the skins are unhaird or sheared to produce fur of uniform length and brushed prior to tumbling. They are then examined, and any torn sections are repaired by sewing machines, after which they are prepared for shipment.

This classification also applies to hatters’ fur manufacturing - rabbit or similar short-haired animal pelts are received, sorted, and softened in tumblers with water and sawdust, split open with hand knives, and laid flat. Hair (which is of longer length than the soft fur found close to the skin) is sheared off by machine, leaving a soft downy-like fur on the skin. The fur is then carotted (a process to stiffen it with a mixture of nitric acid and hydrogen peroxide that is applied by hand brush, spray, or dipping it into vats).

Assignment By Analogy:
Wool combing or scouring

Operations To Be Separately Rated:

1. Manufacturing:
   a. Fur clothing, fur coats or fur jackets – custom made exclusively. Refer to Code 2503 “Custom Clothing or Tailor Shop – Alterations – No Mass Mfg., Dry Cleaning or Laundering.”
   b. Fur glove linings. Leather or textile glove manufacturing including fur linings. Refer to Code 2670 “Glove Mfg. – Leather or Textile.”


3. Fur pointing. Refer to Code 2534 “Feather or Flower Mfg. – Artificial.”


5. Tanning or dehairing hides. Leather splitting or tanning. Refer to Code 2623 “Leather Mfg. – Patent or Enamel.”

Furnishing Goods Mfg. – NOC – From Textile Fabrics

Note:
Description:
Code 2553 applies to employers engaged in manufacturing furnishing goods produced from fabrics or soft textile-type plastics such as vinyl. This classification applies to the manufacturing of all types of household furnishings or linens such as draperies, curtains, window or lamp shades, slipcovers, venetian blinds, sheets, pillowcases, bedspreads,
mattress covers, towels, table cloths and napkins.

Additional products made from textiles that qualify for this classification are seatbelts, seat covers, backpacks, knapsacks, banners, flags and pennants, bias or straight binding tapes or ribbons, powder puffs, buffing or polishing wheels, permanent wave pads, hat linings including those made from buckram and coat fronts or interlinings. It also includes the manufacturing of inflatable beds, balls, pools and rafts.

The basic operations of this classification involve cutting materials to size and pattern and assembling by sewing or heat sealing. The products may be finished by adding various bindings, trimmings or embroidery.

Silk screen printing when performed by the hand squeegee method is also subject to this classification. Incidental operations include the manufacturing of silk screen stencils used in printing by the same employer.

Assignment By Analogy:

Badges – cloth emblem

Operations To Be Separately Rated:

1. Manufacturing:
   b. Pillow or quilt – filled, stuffed or quilted textile products. Refer to Code 2571 “Pillow, Quilt or Cushion Mfg.”

2. Draperies or Curtains Installation in public buildings:
   b. Other than from floor or step ladders. Refer to Code 9539 “Awning, Tent or Canvas Goods Erection, Removal or Repair – All Operations to Completion & Drivers.”

Furniture Assembly – Wood – From Manufactured Parts

Note:

Includes finishing.

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 2881 are conducted as a separate and distinct business.

Description:

Code 2881 applies to employers engaged in assembling furniture from parts that are manufactured by others. Includes all types of home and office furniture such as tables, chairs, dressers, chests of drawers, bed frames and desks. The assembly includes the use of nails, screws, brackets, glue, dowel pins and clamps. It also includes the finishing of the assembled products by painting, staining, varnishing, lacquering, shellacking or covering surfaces with Formica type materials. The assembly of metal or plastic furniture from parts manufactured by others is also assigned to this classification.

This classification also applies to manufacturing and finishing cabinet-type products such as picture frames, book cases and cabinets only when these articles are made without the use of power-driven woodworking machinery. The parts are then assembled and finished to form the completed product.

Additionally, this classification also applies to assembling Venetian type blinds made of metal, wood or plastic. Parts,
including slats which are manufactured by others, are assembled and finished by painting, if necessary. Slat materials and top and bottom rails may be cut to length, drilled or punched and assembled with hardware, tape and cords.

The repair or reconditioning of wood or metal furniture which does not require the manufacturing or fabrication of parts is also assigned to this classification.

Assignment By Analogy:

- Clothes or garment closets – wood
- Carpet/rug – tackles strip for laying carpet
- Chair repairs or furniture repairs – tighten, reassemble and refinish – repair – outside

Operations To Be Separately Rated:

1. Manufacturing:
   c. Furniture produced from rattan, willow or twisted fibers. Refer to Code 2913 “Rattan, Willow or Twisted Fiber Products Mfg.”

2. Installation:
   a. Furnishing goods such as picture frames and blinds. Refer to Code 9521 “House Furnishings Installation & Upholstering – NOC – All Operations to Completion.”

3. Upholstering of new or used furniture frames. Refer to Code 9522 “Upholstering.”

Furniture Mfg. – NOC – Wood

Note:

Code 2883 and Code 2923 “Musical Instrument Mfg. – NOC – Wood” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Code 2883 and Code 2881 “Furniture Assembly – Wood – From Manufactured Parts” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Includes installation of billiard tables when installation is performed by the manufacturer. Includes installation of audio or visual components by the manufacturer of wood cabinets for audio or visual devices.

Description:

Code 2883 applies to employers engaged in manufacturing completed wood furniture pieces or sets such as bedroom, living room and dining room sets, office furniture, billiard tables, console type audio cabinets, radio or television cabinets, piano cases, juvenile or nursery furniture, lawn or garden furniture, frames for upholstered furniture, tables, chairs, desks, wardrobe and other similar free-standing furniture items.
The operations included under this classification contemplate both the fabrication of the various parts on woodworking machines and the subsequent assembly of the components into completed furniture. Also included is the finishing by staining, painting, varnishing, lacquering and polishing. In addition, hardware such as hinges, pulls, locks and casters are attached.

Manufacturing wooden furniture parts such as legs, arms, seats, backs and similar parts are also contemplated by this classification.

The repair of furniture when it is necessary to machine new parts as replacements for damaged or broken units is also encompassed under this classification. The furniture parts are shipped to furniture manufacturers for assembly.

Assignment By Analogy:

- Billiard table
- Casket or coffin – wood – burial – includes the manufacturing of metal fittings
- Furniture stock

Operations To Be Separately Rated:

1. Manufacturing:
   b. Furniture produced from rattan, willow or twisted fibers. Refer to Code 2913 “Rattan, Willow or Twisted Fiber Products Mfg.”


3. Furniture made of wood assembling and finishing using prefabricated parts purchased from others. Furniture repair or conditioning from prefabricated parts requiring little or no woodworking machine operations. Refer to Code 2881 “Furniture Assembly – Wood – From Manufactured Parts.”

4. Furniture refinishing only – without any repairing or reconditioning of furniture. Refer to Code 9501 “Painting – Shop Only & Drivers.”

Furniture Moving and/or Storage & Drivers

Note:
Includes packing or handling household goods away from the employer’s premises.

Description:
Code 8293 applies to employers engaged in moving and/or storage of furniture and household furnishings.

Furniture and household furnishings are moved from one location to another or to and from storage warehouses. In some instances, the drivers and helpers or a separate force of employees will pack and crate goods at homes prior to moving them. At the warehouses, articles are packed, crated and stored.
If an employer also stores general merchandise in addition to household or office furniture at the same warehouse, the square footage breakdown between furniture storage and general merchandise storage areas would determine the appropriate storage warehouse classification. If the square footage is mostly devoted to the storage of household or office furniture, then this classification would apply.

This classification does not apply to an employer operating a warehouse for storage of their own merchandise.

Assignment By Analogy:

Household moving furniture and household goods with or without storage facilities – including packing of furnishings at customer’s premises and delivery

Operations To Be Separately Rated:

1. Storage of general merchandise. Refer to Code 8292 “Storage Warehouse – NOC.”
2. Cold storage. Refer to Code 8291 “Storage Warehouse – Cold.”

Furniture Store – Wholesale or Retail & Drivers

Note:

Description:

Code 8044 applies to wholesale dealers or retail stores principally engaged in selling furniture including antique furniture for homes, lawns, gardens, offices and hotels. The furniture may be sold directly from the floor of the store or ordered from catalogues and samples on display in showroom and subsequently shipped by the store to the customer. The word “furniture” as used in this classification includes living room, dining room, bedroom or kitchen sets and individual pieces such as sofas, chairs, tables, beds, chests, breakfronts, bookcases, pianos and organs.

In addition, furniture stores may sell a minor amount of other merchandise such as bedding carpets, linoleum, lighting fixtures, lamps, household appliances, mirrors, pictures, radio and television sets or kitchen cabinets.

This classification also includes the delivery and setting merchandise in place, the installation of home furnishings such as carpets, linoleum, draperies, pictures or mirrors and the polishing and minor repair of furniture on the insured’s premises or at the customer’s location.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Sale of principally bedding, carpets, linoleum, lighting fixtures, lamps, household appliances, mirrors, pictures, radio and television sets or kitchen cabinets. Refer to Code 8017 “Retail Store – NOC – No Service of Food” or Code 8018 “Wholesale Store – NOC” depending upon whether the sales are principally retail or wholesale.
2. The installation of furniture or fixtures not performed by a furniture wholesaler or retailer. Refer to Code 5429 “Cabinet Works Installation – All Operations to Completion”

Garbage Works
Note:
Applies to reduction or incineration.

Description:
Code 7590 applies to employers engaged in operating garbage reduction plants in which garbage is incinerated or reduced. This classification is applicable to these plants whether they are operated by the public or private sector.

Once the materials are incinerated or reduced, they are containerized or baled and trucked to landfills for proper disposal. It is common for garbage works businesses to employ their own drivers to truck materials to and from the plants.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Garbage collectors. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

Garbage, Ashes or Refuse Collection & Drivers

Note:
Description:
Code 9403 applies to employers that perform public or private collection of garbage, ashes, or refuse and the transporting of same to waste reduction or incinerator plants, rendering or fertilizer plants or dumps. There is no distinction as to the types of garbage or refuse collected, i.e., solid or liquid, commercial, industrial or residential. Also, no distinction is made as to the methods used to collect the garbage or refuse. Some employers’ empty cans or drums manually or toss filled plastic trash bags into trucks. Others operate mechanical equipment to lift containerized waste and dump the waste into trucks, or entire containers may be loaded onto truck chassis and empty containers are left for refilling.

Assignment By Analogy:
• Collection and hauling shredded documents from office locations to a disposal site
• Garbage and refuse — collecting containers
• Manure in bulk
• Meat scraps collecting

Operations To Be Separately Rated:

1. Reduction and rendering. Refer to Code 7590 “Garbage Works.”
2. Fertilizer plants. Refer to Code 4583 “Fertilizer Mfg. & Drivers.”

Gas Company – Gas Dealer – L.P.G. – All Operations & Drivers

Note:
Description:

Code 8353 applies to the sale of liquefied petroleum gas (LPG), butane, propane and bottled gas. Sales to customers may be on a retail and/or wholesale basis. This classification includes store employees as well as installation, servicing or repair of customers’ equipment or appliances which are operated by liquefied petroleum gas, butane or propane.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Distributing liquefied petroleum gas by gas mains or piping from central tanks. Refer to Code 7502 “Gas Company – Natural Gas – Local Distribution – All Operations & Drivers.”

2. Sales:
   a. Coal on a retail or wholesale basis, gasoline to others for resale and heating oil on a retail or wholesale basis. Refer to Code 8350 “Gasoline or Oil Dealer & Drivers.”
   b. Gasoline stations that operate a combined full service and self-service station at the same location. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”
   c. Self-service gasoline stations including the operation of a convenience store. Refer to Code 8382 “Automobile Gasoline and/or Service Stations – Self Service Gasoline – With Convenience Store.”
   d. Gasoline stations that operate self-service stations. Refer to Code 8381 “Automobile Gasoline Station and/or Service Stations – Self-Service Gasoline Exclusively – No Convenience Store.”

Gas Company – Natural Gas – Local Distribution – All Operations & Drivers

Note:

Description:

Code 7502 applies to employers engaged in operating gas companies involving local distribution of natural gas by means of gas mains or piping to their customers. This classification is also applicable to employers engaged in the local distribution of liquefied petroleum gas (LPG) and gas companies that produce and distribute artificial gas. LPG is also distributed to customers through gas mains or pipelines and is stored in central tanks. Gas companies that produce artificial gas use LPG as an operator, equipment maintenance, installation and repair, and gas main connection and construction employees, etc. are inclusive under this classification, provided that such work is performed in connection with the gas company operation.

Gas companies will also handle emergency problems for customers in which repair technicians will be dispatched to a particular location. Since natural gas is colorless and odorless, gas companies will add an odorant to the gas so that customers can smell the gas and detect whether or not they have a leak or suspect a leak. Gas leaks can occur on outdoor gas lines or on indoor lines when the lines are damaged. Technicians may install and/or repair gas meters, appliances or gas regulators connected to piping in a residence.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Drilling of wells. Refer to Code 6235 “Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers.”


3. Operation of cross-country pipelines. Refer to Code 7515 “Gas or Oil Pipeline Operation & Drivers.”
4. Operating of gas wells. Refer to Code 1320 “Gas or Oil Lease Operator – Natural Gas – All Operations & Drivers.”

Gas Main or Connection Construction – All Operations to Completion & Drivers

Note:
Includes tunneling at street crossings when not performed under air pressure.
Not available for division of payroll with Code 7502 “Gas Company – Natural Gas – Local Distribution – All Operations & Drivers.”

Description:
Code 6319 applies to employers engaged in the construction of gas mains, steam mains, water mains or construction that connects these types of mains. The construction of pipelines from natural gas producing fields to local distribution systems is also separately rated. The excavation of land, when performed by the contractor who is engaged in the construction or installation of mains, is additionally contemplated by this classification as is any landscaping work performed in connection with the construction operations. The classification additionally includes the fabrication of pipe, couplings, pipe fittings and similar types to be used in conjunction with the pipeline construction.

Assignment By Analogy:

Fire Hydrant Installation

Operations To Be Separately Rated:

1. House Connections – water, sewer, or gas – including excavation – when connections are made to inside plumbing. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”

2. Construction of pipelines between natural gas producing fields and points of connection with local distributing systems. Refer to Code 6233 “Gas or Oil Pipeline Construction – All Operations to Completion & Drivers.”

3. Tunneling:

Gas or Oil Lease Operator – Natural Gas – All Operations & Drivers

Note:
Not applicable to gas or oil field specialist contractors engaged in well maintenance operations at oil or gas lease sites.

Description:
Code 1320 applies to employers that are engaged in operating gas or oil production wells whether performed by the
lessee, owner or a contract lease operator who is responsible for operating the facility for its owner.

This classification includes all operations that are required to oversee the entire producing well including clearing of land, building of lease roads, slush pits, levees or fire walls, the laying or taking up of flow lines or water lines, installing central pumping units, the acidizing of wells, and lease beautification work.

Some of the duties of a lease operator consist of monitoring the well equipment to assure that it is functioning properly, measuring oil that has been pumped into tanks, and reporting emergencies that may arise such as an oil spill.

Heat-treating is also included and performed to remove excess water from the oil. This is done to increase the rate of oil flow.

Assignment By Analogy:

Cleaning or swabbing of oil wells

Operations To Be Separately Rated:

1. Derrick erecting or dismantling. Refer to Code 5057 “Iron or Steel Erection NOC – All Operations to Completion,” and Code 5403 “Carpentry – NOC – All Operations to Completion.”

2. Gas or oil lease work by contractor Not Otherwise Classified (NOC). Refer to Code 6216 “Gas or Oil Lease Work – NOC – Natural Gas – By Contractor – All Operations to Completion & Drivers.”

3. Gas or oil pipeline construction. Refer to Code 6233 “Gas or Oil Pipeline Construction – All Operations to Completion & Drivers.”

4. Gas or oil pipeline operation. Refer to Code 7515 “Gas or Oil Pipeline Operation & Drivers.”

5. Oil or gas well cementing. Refer to Code 5213 “Concrete Construction – NOC – All Operations to Completion.”

6. Oil or gas well drilling, well shooting or redrilling. Refer to Code 6235 “Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers.”


Gas or Oil Lease Work – NOC – Natural Gas – By Contractor – All Operations to Completion & Drivers

Note:

Includes the clearing of land, building of lease roads, slush pits, levees or fire walls, the laying or taking up of flow lines and water lines, installing of central pumping units, acidizing of wells and lease beautification work.

Description:

Code 6216 applies to oil field specialist contractors engaged in well maintenance operations at oil lease sites. This classification includes but is not limited to well maintenance, dirt construction operators, oil treating service, oil field roustabout services, pumpers, and tank cleaning services.

Dirt construction operators use earthmoving equipment and perform services such as excavation, ditch digging and construction of dikes and dams.
Oil treating operations include heat treating of subgrade oil stored in tank batteries and the cleaning of auxiliary equipment using steam cleaning equipment.

Tank cleaning service consists of removal of paraffin and residue from the interior of tank batteries and spreading the residue on oil lease roads.

Tank truck operations servicing oil well sites are classified to this classification. These employers deliver specialty brine water that is used to facilitate the removal of cuttings during the drilling process. The water is placed into a frac tank near the drilling rig and which the driller will draw from during the drilling process. These employers will usually remove waste water from these sites, which is a by-product of the drilling process. The waste water is generally in a containment pit where suction hoses are installed. The water is pumped into the tank truck and taken to a designated disposal site.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Oil or gas:
   a. Lease operator. Refer to Code 1320 “Gas or Oil Lease Operator – Natural Gas – All Operations & Drivers.”
   b. Pipeline construction. Refer to Code 6233 “Gas or Oil Pipeline Construction – All Operations to Completion & Drivers.”
   c. Well drilling or redrilling. Refer to Code 6235 “Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers.”
   d. Pipeline operation. Refer to Code 7515 “Gas or Oil Pipeline Operation & Drivers.”
   e. Cementing. Refer to Code 5213 “Concrete Construction – NOC – All Operations to Completion.”
   f. Well – instrument logging or survey work contractor. Refer to Code 8601 “Engineer or Architect – Consulting.”

2. Oil refining. Refer to Code 1463 “Asphalt Works & Drivers.”

Gas or Oil Pipeline Construction – All Operations to Completion & Drivers

Note:
Description:

Code 6233 applies to employers engaged in cross-country construction of oil or gas pipelines and contractors engaged exclusively in clearing of new rights-of-way for such construction. This classification applies to contractors engaged in the taking up and removal of oil or gas pipelines. Maintenance, testing, repair, trench pipe wrapping and pipe manufacturing at the construction site are also contemplated under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Pile driving. Refer to Code 6003 “Pile Driving – NOC – All Operations to Completion & Drivers.”


3. Tunneling:
Gas or Oil Pipeline Operation & Drivers

Note:

Code 7515 applies to employers engaged in operations of “on stream” pipelines for the cross-country transmission of oil or gas. Includes the laying or re-laying of gathering and distributing lines, the operation of pumping stations, line checking, meter reading, line maintenance or repair and prevailing right-of-way clearance and operation of any telephone, telegraph or radio system pertaining thereto. This classification also includes the operation of underground storage facilities for liquefied petroleum gas (LPG), jet fuel etc.

Description:
Assignment By Analogy:

Operations To Be Separately Rated:

1. Oil refining. Refer to Code 1463 “Asphalt Works & Drivers.”
2. Gas or oil pipeline construction. Refer to Code 6233 “Gas or Oil Pipeline Construction – All Operations to Completion & Drivers.”
3. Gas or oil well drilling or redrilling. Refer to Code 6235 “Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers.

Gasoline or Oil Dealer & Drivers

Note:

Description:

Code 8350 applies to the operation of selling oil or gasoline to others for resale or selling heating oil to private individuals or commercial concerns. Employers will purchase gasoline or oil from gasoline or oil terminals owned and operated by others and will pump same into their own trucks and then drive to customers’ locations and pump the gasoline and/or oil from the truck into their customers’ tanks.

Assignment By Analogy:

• Barbecue charcoal or briquettes – bulk
• Coal merchant
• Coke – kerosene – crude oil

Operations To Be Separately Rated:

1. Distributing liquefied gas by gas mains or piping from central tanks. Refer to Code 7502 “Gas Company – Natural Gas – Local Distribution – All Operations & Drivers.”
2. Sales:
   a. Gasoline stations that operate a combined full-service and self-service station at the same location. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”
   b. Self-service gasoline stations including the operation of a convenience store. Refer to Code 8382
c. Gasoline stations that operate self-service stations. Refer to Code 8381 “Automobile Gasoline Station and/or Service Stations – Self-Service Gasoline Exclusively – No Convenience Store.”

**Gear Mfg. or Grinding**

Note:
Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 3635 are conducted as a separate and distinct business.

Description:
Code 3635 applies to employers engaged in manufacturing gears of all types and sizes. Metal bar stock is cut to size and drilled to form gear blanks using power machinery such as drill presses, lathes and grinders. Additional operations involve tapping, deburring, flanging and assembling gear units.

Plastic gears are manufactured using the injection molding process where pellets are loaded into a hopper which are gravity fed. The plastic gears are then formed, tapped, flanged and assembled.

Assignment By Analogy:

Operations To Be Separately Rated:


**Glass Merchant**

Note:
Includes bending, grinding, beveling or silvering of plate glass.

Codes 4130 and 4131 “Mirror Mfg.” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:
Code 4130 applies to employers engaged in selling glass from a fixed shop location. Glass is received, stored and may be sold commercially or to private individuals. The shop operations may include cutting stock in accordance to customers’ specifications, bending, grinding, beveling, buffing, polishing, silvering or assembling of stock into frames to make products such as glass doors. Types of glass handled include but are not limited to window or door glass, pane or plate glass, glass for furniture, and safety glass for vehicles and mirrors.

This classification also contemplates repair operations when performed in the glass merchant’s shop.

Assignment By Analogy:
Glass assembled into frames to fabricate doors – manufactured from plate glass

Operations To Be Separately Rated:

1. Blowing:
   a. Glass by hand – not by automatic blowing process. Refer to Code 4111 “Glassware Mfg. – No Automatic Blowing Machines.”
   b. Glass by machine – by automatic blowing process. Refer to Code 4114 “Glassware Mfg. – NOC.”

2. Installing:
   a. Automobile glass exclusively by automobile sales or service agencies. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”
   b. Framed mirrors at customers’ locations. Refer to Code 9521 “House Furnishings Installation & Upholstering – NOC – All Operations to Completion.”
   c. Glass at customers’ locations. Refer to Code 5462 “Glazier – Away From Shop – All Operations to Completion & Drivers.”
   d. Glass blocks at customers’ locations. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”
   e. Glass doors at customers’ locations. Refer to Code 5102 “Door, Door Frame or Sash Erection – Metal or Metal Covered – All Operations to Completion.”
   f. Mirrors – mounting sheets to walls at customers’ locations. Refer to Code 5429 “Cabinet Works Installation – All Operations to Completion.”

3. Manufacturing:
   a. Glass – blown sheet window, polished plate, ribbed, rolled, colored figured or wire glass. Refer to Code 4101 “Glass Mfg. – NOC & Drivers.”
   b. Leaded glass or stained glass. Refer to Code 4133 “Cathedral or Art Glass Window Mfg.”
   c. Mirrors – only when conducted as a separate and distinct business from Code 4130 operations. Refer to Code 4131 “Mirror Mfg.”

Glass Mfg. – NOC & Drivers

Note:
Description:
Code 4101 applies to employers engaged in manufacturing blown sheet, window, polished plate, ribbed, rolled, colored, frosted, tinted, figured or wire glass. Raw materials such as sand, limestone, borax, soda ash, wire mesh and colorings are received from others. The materials are mixed and placed in furnaces where the mixture is melted to form molten glass. The molten glass is then poured and blown by hand or by machine. Molten glass passes through heated rolls to form polished plate or rolled glass.

In the making of wire glass, wire mesh is placed in the middle of two layers of molten glass which is then rolled to form long sheets. Once the sheets are cooled, they are then cut to the desired sizes. Finishing operations may involve grinding, polishing and cutting. The finished glass is then inspected, shipped or delivered to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Automobile headlights. Refer to Code 3648 “Automobile Lighting, Ignition or Starting Apparatus Mfg. – NOC.”
   b. Cathedral or art glass window. Refer to Code 4133 “Cathedral or Art Glass Window Mfg.”
c. Glassware by automatic blowing machines. Refer to Code 4114 “Glassware Mfg. – NOC.”

d. Glassware by hand. Refer to Code 4111 “Glassware Mfg. – No Automatic Blowing Machines.”

e. Mirror. Refer to Code 4131 “Mirror Mfg.”


2. Glass installation at customers’ locations. Refer to Code 5462 “Glazier – Away From Shop – All Operations to Completion & Drivers.”

Glassware Mfg. – NOC

Note:
Description:
Code 4114 applies to employers engaged in manufacturing glassware utilizing a mechanical process wherein blowing is done by compressed air on specialized forming machines. Raw materials such as silica sand, lime, crushed glass, soda ash, borax, phosphate, antimony oxide, silica fluorides and arsenic trioxide are purchased from outside suppliers. These raw materials are placed into a furnace and brought to a specific consistency, then placed into molds which form the shape of the product being fabricated. Compressed air is used to automatically blow the product to shape. The product then passes through a tempering furnace. The application of coloring agents and further tempering are additional operations that may be performed. Once the glass product is cooled, it is inspected, wrapped securely and packed.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Automobile headlights. Refer to Code 3648 “Automobile Lighting, Ignition or Starting Apparatus Mfg. – NOC.”
   b. Cathedral or art glass window. Refer to Code 4133 “Cathedral or Art Glass Window Mfg.”
   c. Glassware by hand. Refer to Code 4111 “Glassware Mfg. – No Automatic Blowing Machines.”
   d. Mirror. Refer to Code 4131 “Mirror Mfg.”
   e. Optical goods – eye glasses, contact lenses. Refer to Code 4150 “Optical Goods Mfg. – NOC.”

Glassware Mfg. – No Automatic Blowing Machines

Note:
Description:
Code 4111 applies to employers engaged in manufacturing glassware by either a mouth-blowing process or by a semiautomatic blowing process. In some plants both processes are conducted side-by-side. Crushed glass, lime, silica sand, phosphate, antimony oxide, arsenic trioxide, silica, silica fluorides, borax and soda ash are received from others. The raw materials of predetermined mixture are dumped into mixing tumblers and poured into hopper cars. The batch is fed into a furnace and the molten glass is either formed by the mouth blowing process or hand filled into molds in the shape of the product and then transferred to semi-automatic blowing machines. The products are slow cooled to harden. The application of coloring agents and further tempering are additional operations which may be performed. The products, following inspection, are packaged for shipment. Some of the products inclusive under this classification are glass tableware such as cups, saucers, plates, glasses, pyro glass bake ware, perfume bottles, candlestick holders, kerosene lamp, chimneys, auto headlight lenses, glass radio insulators, and molded glass doorknobs, paperweights and ashtrays.
This classification also includes engraving and etching glass.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Automobile headlights. Refer to Code 3648 “Automobile Lighting, Ignition or Starting Apparatus Mfg. – NOC.”
   b. Cathedral or art glass window. Refer to Code 4133 “Cathedral or Art Glass Window Mfg.”
   c. Glass such as blown sheet, window, polished plate, ribbed, rolled, colored, figured or wire glass. Refer to Code 4101 “Glass Mfg. – NOC & Drivers.”
   d. Glassware – by automatic blowing machines. Refer to Code 4114 “Glassware Mfg. – NOC.”
   e. Mirror. Refer to Code 4131 “Mirror Mfg.”

Glazier – Away From Shop – All Operations to Completion & Drivers

Note:
Description:

Code 5462 applies to employers engaged in delivery and installation of glass panes or plate glass in existing window structures, storefronts or elsewhere, the installation or replacement of window glass in houses and commercial buildings regardless of height and the installation of mirrors with glazing points and compounds. Worn or damaged glass is removed from the frame and new glass is installed. If a customer needs a window frame installed with the glass window, this operation would be inclusive under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Installation:
   a. Automobile glass – exclusively. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”
   b. Glass block. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”
   c. Glass door. Refer to Code 5102 “Door, Door Frame or Sash Erection – Metal or Metal Covered – All Operations to Completion.”
   d. Storm door, storm sash, screens or weather-stripping installation. Refer to Code 5428 “Storm Door, Storm Sash, Screens or Weather-Stripping Installation – All Operations to Completion.”
   e. Hanging mirror, framed type. Refer to Code 9521 “House Furnishings Installation – NOC & Upholstering – All Operations to Completion.”
   f. Mounting mirror sheets to walls. Refer to Code 5429 “Cabinet Works Installation – All Operations to Completion.”

Glove Mfg. – Leather or Textile

Note:
Description:
Code 2670 applies to employers engaged in manufacturing all types of gloves or mittens that are made from leather or textiles except for knitted or rubber gloves. It also includes the making of the glove linings including fur linings. Leather or textile fabric is cut to size according to pattern and shaped by die cutters. The various glove parts are sewn together forming gloves. If decorative stitching is required, it may be sewn onto the gloves. Textile fabrics are cut to size and sewn to the glove linings or linings may be purchased prefabricated from outside sources. The linings are inserted into glove, cuff hems are turned and stitched forming lined gloves. The manufacturer’s labels are sewn into the inner cuff of the gloves. The finished gloves are inspected for quality assurance, ironed, packed into boxes and readied for shipment to customers.

This classification also applies to manufacturing gloves made of leather or textile that are used for sports or exercise such as baseball, boxing, handball, punching bags, weightlifting and other types of sports.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Knitted gloves or mittens and knitted textile piece goods. Refer to Code 2362 “Knit Goods Mfg. – NOC.”
   b. Thread or yarn – cotton, linen silk, wool – including synthetic such as nylon, rayon, or fiberglass. Includes dyeing, finishing and winding by manufacturer of thread or yarn. Yarn winding – no other operations. Refer to Code 2302 “Silk Thread or Yarn Mfg.”

Glue Mfg. & Drivers

Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 4653 are conducted as a separate and distinct business.

Description:

Code 4653 applies to employers engaged in manufacturing animal glues in either liquid or powder form or glues made from a nitrocellulose base requiring the use of various solvents such as acetone and ethyl acetate, as well as glue involving plastic compounds.

The incidental operations performed by a glue manufacturer may include bone crushing, grinding, and bagging of bone meal, the filling of solidified grease into drums from the oil settling tanks and the pressing, drying, pulverizing and bagging of tankage for fertilizer.

This classification additionally contemplates manufacturing gelatin, an example of which is isinglass. Isinglass is a semitransparent whitish gelatin prepared from the air bladders of fish. The product is used as a clarifying agent in jellies and glues.

The finished glue is filled into containers, labeled, and stored pending shipment.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
b. Paste and mucilage. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”

Grease or Oil Mixing or Blending

Note:

Code 4712 and Code 1463 “Asphalt Works & Drivers” or Code 8350 “Gasoline or Oil Dealer & Drivers,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4712 applies to employers engaged in mixing or blending grease or oil to produce lubricating grease compounds or lubricating oils. The raw materials such as refined petroleum oils, paraffin, tallow, animal fats, fortifying chemicals, neutralizers and thickeners, and cans, are received from others. The process involves the mixing of the ingredients in agitators, which are sometimes steam-heated, and at times the grease or oil is milled. The finished products may be filled into cans or plastic and metal drums and are labeled and shipped to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Gasoline or oil dealer. Refer to Code 8350 “Gasoline or Oil Dealer & Drivers.”


Greenhouse Erection – All Operations to Completion

Note:

Description:

Code 5402 applies to employers engaged in the erection of greenhouses, hot houses and solariums for commercial or residential customers. This classification covers all operations necessary in the erection of these structures in its entirety. The operations involve excavation, concrete foundation work including the necessary carpentry work in connection with making the forms, erection of the frame, usually light-gauge steel, erection of the sash and installation of the glass panes or erection of the glazed and painted sash.

Some employers also install heating ventilation systems within the greenhouse. The equipment is set up into place and then secured to the greenhouse frame.

This classification contemplates the construction of concrete flooring, installation of polyester/acrylic curtains and plumbing/irrigation systems in addition to the erection of the structure. The employer may also erect prefabricated residential greenhouses or erect solariums.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Permanent yard maintained by employer for the storage of material or the storage and maintenance of equipment. Refer to Code 8227 “Construction or Erection Permanent Yard.”

Greeting Card Dealer – Wholesale

Note:
Description:

Code 4310 applies to employers engaged in wholesale distribution of greeting cards or the manufacturing of greeting cards.

Wholesale dealers of greeting cards buy finished cards from greeting card manufacturers for resale to retail stores. Wholesale dealers also engage in some finishing operations usually performed by greeting card manufacturers such as pasting or attaching novelties, decorations and ribbons. Operations also include sorting, examining, collating, counting, boxing, packing and shipping.

Manufacturers of greeting cards engage in operations such as lithographing, printing, cutting, stripping, folding, pasting, attaching decorations, novelties, and ribbons, sorting, examining, collating, counting, boxing, packing and shipping.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Employers engaged solely in printing for firms which manufacture greeting cards and do not perform any subsequent operations on the printed stock. Refer to Code 4299 “Printing.”

Grocery Store – Retail – No Fresh Meat

Note:

No handling of fresh meat.

Description:

Code 8006 applies to stores principally engaged in the retail sale of groceries, fresh fruits, vegetables, dairy products, frozen or frosted foods, coffee, tea, spices and delicatessen foods such as cold cuts, salads, pickles and smoked fish. Delicatessens may prepare salads and cook meat such as roast beef, Virginia ham, barbeque chicken and spareribs.

These stores may also sell a minor amount of other merchandise such as soda, beer, household cleaning products, paper products, cigarettes, various sundry items and some drugstore items.

This classification is also applicable to stores principally engaged in the retail sale of fresh fruit baskets (other than edible floral arrangements).

Assignment By Analogy:

Operations To Be Separately Rated:
1. Wholesale sales of fresh fruit baskets (other than edible floral type arrangement). Refer to Code 8048 “Fruit or Vegetable Store – Wholesale.”


**Grocery Store – Wholesale**

**Note:**

**Description:**

Code 8034 applies to dealers principally engaged in the wholesale sales of groceries, frozen foods or dairy products which are received and sold in cartons, cases and boxes.

These dealers may also sell, at wholesale, a minor amount of fresh fruit, vegetables or other merchandise such as beer, soda, household cleaning supplies or paper products.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**

1. Wholesale dealers principally engaged in the sale of fresh fruits or vegetables. Refer to Code 8048 “Fruit Vegetable Store – Wholesale.”

2. Wholesale dealers principally engaged in the sale of soda, household cleaning supplies, paper products, or eggs. Refer to Code 8018 “Wholesale Store – NOC.”

**Hardware Mfg. – NOC**

**Note:**

Includes incidental foundry operations.

**Description:**

Code 3146 applies to employers engaged in manufacturing various hardware items such as door knobs, handbag frames, cabinet handles, hinges and pulls and other similar hardware items that are made from metal bars, rods or castings received from others. The items may be machined and/or stamped and assembled by hand to produce a finished product. Part of the production process includes plating, polishing and buffing to various degrees of sheen. Antiquing is considered a plating finish.

Some of the machinery used are power presses, drill presses, double action draw presses, turret lathes, dies sanders, surface grinders, rivet machines, manual screw machines, power shears, laser welders, cut off saws, table saws, electroplaters and crucibles.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**
1. Blast furnace operations involving smelting, sintering or refining metals other than lead or iron. Refer to Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers.”

2. Expansion bolts or shields manufacturing. Refer to Code 3145 “Automatic Screw Machine Products Mfg.”

3. Rolling mill:
   a. Brass, copper or other soft metals. Refer to Code 3027 “Rolling Mill – NOC & Drivers.”

Hardware Store – Retail

Note:
Description:

Code 7998 applies to employers engaged in retail sales of merchandise such as nails, screws, bolts, nuts, washers, gaskets, brackets, locks, hinges, electrical outlet boxes, switches, plates, fuses, plugs, sockets, hand or machine tools, portable electrical tools, plumbing fittings and garden tools and equipment including lawn mowers and snow plows.

In addition, hardware stores may also sell a variety of “non-hardware” items which include paint, wallpaper and allied supplies, small electrical appliances, kitchenware, china and glassware, sporting goods and automobile accessories or parts. They may also rent floor scraping or polishing machines, rug or upholstery cleaning machines and similar equipment. This classification also includes the sale of parts and supplies for radio and television equipment and locksmiths.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Stores principally engaged in the retail selling of:
   a. Paint, wallpaper and allied supplies, household electrical appliances, radios and television sets, kitchenware, china and glassware, or sporting goods. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”
   b. Automobile accessories or parts. Refer to Code 8046 “Automobile Accessories Store – NOC – Retail & Drivers.”

2. Repair or installation of household electrical appliances, radios and television sets by separate employees, at or away from the store. Refer to Code 9519 “Household Appliances – Electrical – Installation, Service or Repair & Drivers.”

3. A store which has separate employees engaged in sharpening or repairing ice skates, lawn mowers or cutlery. Refer to Code 3632 “Machine Shop – NOC.”

4. Internet and mail order sales of hardware to individuals. Refer to Code 7999 “Hardware Store – Wholesale.”

Hardware Store – Wholesale

Note:
Description:
Code 7999 applies to employers engaged in the wholesale selling of merchandise such as nails, screws, bolts, washers, gaskets, brackets, locks, hinges, electrical outlet boxes, switches, fuses, plugs, sockets, hand or machine tools, portable electrical tools, plumbing fittings, mill supplies, and garden tools including power lawn mowers and snow plows. The wholesale or retail mail order sales of hardware are included under this classification.

Other types of risks included under this classification are wholesale dealers of items such as, radio or television parts, aircraft parts and accessories, air conditioning or refrigerator parts, oil burners and parts, welding supplies such as tanks, torches, welding rods and face masks, cutlery, sewing machine heads and parts and bicycles, unicycles, tricycles – including rental, incidental service or repair.

This classification also includes “ship chandlers” who are dealers in ship supplies and equipment such as engine room equipment, lifeboat supplies, navigational instruments and deck gear.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Wholesale or retail dealers principally engaged in selling:
   a. Plumbers’ supplies such as tubs, sinks, radiators, tanks, boilers, and other plumbing fixtures or equipment. Refer to Code 8111 “Plumbers’ Supplies Dealer & Drivers.”
   b. Retail selling of foot powered bicycles, tricycles, unicycles, or bicycle parts. Refer to Code 8025 “Bicycle Store – Retail – Including Rental, Incidental Service or Repair.”

Hay, Grain, Feed or Fertilizer Dealer & Local Managers, Drivers

Note:

Description:

Code 8215 applies to the operation of selling feed, fertilizer, grain, hay, and sacked or bulk seeds. Dealers may deliver the merchandise to the customers or customers may pick up their orders at the dealer’s premises.

Operations include the blending of fertilizers and the incidental grinding or mixing of feed and the incidental sales of garden tools, hoses, and spray equipment.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Processing seeds. Refer to Code 8102 “Seed Merchant.”

2. Selling:
   a. Seeds in bulk or packets by seed processors. Refer to Code 8102 “Seed Merchant.”
   b. Seeds in packets retail. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”
   c. Two or more of any group of materials shown below provided that not any one group of materials exceeds 80% of total sales. Refer to Code 8232 “Building Material Dealer – No Second-Hand Material & Local Managers, Drivers.”
      i. Agricultural implements of farm machinery
      ii. Building materials including lumber
      iii. Coal, fuel oil, wood or ice
      iv. Hay, grain feed or seed
Health Care Services – Daily Living Skills Services – Traveling

Note:
Applies to any establishment providing health care services in the residences of individuals or families.

Description:
Code 9051 applies to home health care agencies that provide health care services at clients’ residences by sending personnel to care for convalescent, disabled, chronically ill, aged and/or infirm persons when these services are not done by licensed nurses or therapists. The range of services includes bathing, dressing, grooming, changing topical bandages, diapering, administration of medications (but not by injection) with the supervision of a registered nurse, monitoring the client’s condition, preparation of meals and light housekeeping.

Includes home health aides, personal care aides, all other types of home aides and home support personnel such as homemakers and companions, and services to shut-ins involving shopping or assistance with personal grooming.

Assignment By Analogy:
Baby sitters – employed by home health care establishment

Operations To Be Separately Rated:


2. Agencies sending employees to clients only to clean, cook etc. but not to assist with bathing, dressing, grooming or other health needs. Refer to Code 0917 “Domestic Service Contractor – Inside.”

Health Care Services – Medical or Other Professional Services – Traveling

Note:
Includes private duty registered and licensed practical nurses, physical, speech and/or occupational therapists.

Description:
Code 8854 applies to establishments providing health care services for individuals or families in their residences, nursing homes, hospitals or schools but is not limited to nurses with a R.N. or L.P.N. degree, licensed physical, speech and/or occupational therapists. This classification is also applicable for training patients to use at-home equipment such as respirators, intravenous apparatus or other medical devices.

Assignment By Analogy:
Visiting nurse – hospice, in patients’ homes, public health, registered nurses
Operations To Be Separately Rated:

1. Medical and social case workers exclusively engaged in office work. Refer to Code 8810 “Clerical Office Employees – NOC.”

2. Traveling:
   b. Medical and social case workers. Refer to Code 8857 “Social Case Workers – Traveling.”

Heat Treating – Metal

Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 3307 are conducted as a separate and distinct business.

Description:

Code 3307 applies to employers engaged in all forms of heat-treating metal for other concerns. The operations involve heat treating and annealing of metals by means of controlled applications of heat. Heat treating of metal changes the physical and chemical properties of ferrous and non-ferrous metals in order to produce the desired hardness and toughness of products such as edge tools, machined parts, etc.

Assignment By Analogy:

Operations To Be Separately Rated:


Hide or Leather Dealer

Note:

Description:

Code 8105 applies to wholesale or retail stores principally engaged in selling all kinds of raw or dressed animal hides, reptile skins and tanned leather.

Raw hides are usually received from slaughterhouses and are sorted, graded, salted by hand and shipped to tanneries for processing. After processing at the tannery, the dressed and finished hides, skins and leather are returned to the dealers where they are graded, measured, edge trimmed by hand where necessary, stocked and shipped.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Dealers in fur skins, such as those used for clothing e.g., mink, ermine, sable, beaver, rabbit, fox, and raccoon. Refer to Code 8018 “Wholesale Store – NOC.”

Hospital – All Other Employees

Note:

Code 8833 “Hospital – Professional Employees” and Code 9040 include the operation of a convalescent or nursing home when operated by a hospital at the same or an adjacent location.

Description:

Code 9040 applies to employers engaged in hospital operations and covers all other employees, other than professional employees of hospitals, such as janitors, maintenance or cafeteria employees.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Professional employees of a private or public hospital. Refer to Code 8833 “Hospital – Professional Employees.”

2. Outpatient clinic and physicians operating an office not related to a hospital. Refer to Code 8832 “Physician & Clerical.”

Hospital – Professional Employees

Note:

Code 8833 and Code 9040 “Hospital – All Other Employees” include the operation of a convalescent or nursing home when operated by a hospital at the same or an adjacent location.

Description:

Code 8833 applies to professional employees of all public or private hospitals. Hospitals contemplated by this classification include general hospitals as well as those specializing in the treatment of specific infirmities. In addition, this classification applies to other treatment facilities which provide inpatient stay and medical care such as abortion clinics, mental institutions, alcohol rehabilitation centers, foster homes, drug addiction centers and similar institutions.

Convalescent or nursing home employees are also subject to this classification providing the facility is operated by a hospital. Staff nurses who visit patients at locations away from the hospital are subject to this classification if it is not a separate and distinct business of the hospital. Satellite dispensaries, emergency medical treatment facilities and clinics operating on the hospital’s premises are considered incidental to the hospital operation and are also subject to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Home for the elderly or nursing facility – without medical staff. Refer to Code 8866 “Assisted Living Facility – All Employees & Clerical.”

2. Home for the mentally disabled, homeless, alcohol and drug addiction centers – without medical staff. Refer to Code 8865 “Alcohol or Drug Rehabilitation Facility – All Employees & Clerical.”

3. Non-professional employees of a private or public hospital including cafeteria and maintenance employees. Refer to Code 9040 “Hospital – All Other Employees.”

4. Nursing home – with medical staff. Refer to Code 8829 “Convalescent or Nursing Home – All Employees.”

5. Outpatient clinic and physicians operating an office not related to a hospital. Refer to Code 8832 “Physician & Clerical.”

Hotel – Casino Gambling – All Other Employees & Outside Salespersons

Note:
Description:
Code 9044 applies to employers engaged in operating a casino with hotel accommodations. This classification includes employees of the casino that are engaged in operating gaming tables, maintaining premises and equipment, providing change and security personnel. Employees’ duties may consist of dealing cards, monitoring dice tables, and spinning wheels. Also contemplated under the scope of this classification is the operation of a hotel that is owned and operated by the casino. Customers will either make reservations in advance or schedule their stay at the front desk. This classification includes desk clerks, bellhops and maids.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Restaurant Employees – including musicians, players or entertainers. Refer to Code 9058 “Hotel – NOC – Restaurant Employees.”

2. Transport of patrons. Refer to Code 8394 “Bus Company – All Other Employees & Drivers.”

3. Casino gambling operations without a hotel. Refer to Code 9061 “Clubs – NOC – All Employees & Clerical.”

4. Musicians, players and entertainers when no restaurant or bar activities are conducted. Refer to Code 9157 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – Players, Entertainers or Musicians” or Code 9159 “Theatrical Production – NOC – Players, Entertainers or Musicians.”

Hotel – NOC – All Other Employees & Drivers

Note:
Description:
Code 9052 applies to employers engaged in operating hotels and/or motels. The hotel may be operated year-round, as a resort hotel or on a seasonal basis. The operation of retail gift stores, golf courses and parking garages is also inclusive under Code 9052. This classification applies to all employees including front desk clerks, bellhops, maids, porters, elevator operators, managers, laundry workers, maintenance workers, telephone operators, store clerks, golf course
The maintenance of the hotel includes cleaning of the guest rooms. Other employees such as maintenance workers and porters maintain the hotel facilities and grounds. This classification includes desk clerks, bellhops, and store clerks who operate the gift shops, and managers. Some hotels operate golf courses and parking garages for their guests.

This classification also contemplates the operation of boarding houses, motels, motor courts, tourist court cabins, apartment hotels and dude ranches.

Assignment By Analogy:

Apartment house

Operations To Be Separately Rated:

1. Restaurant Employees – including musicians, players or entertainers. Refer to Code 9058 “Hotel – NOC – Restaurant Employees.”

2. Transport of patrons. Refer to Code 8394 “Bus Company – All Other Employees & Drivers.”

3. Casino gambling operations, without a hotel. Refer to Code 9061 “Clubs – NOC – All Employees & Clerical.”

4. Musicians, players and entertainers when no restaurant or bar activities are conducted. Refer to Code 9157 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – Players, Entertainers or Musicians” or Code 9159 “Theatrical Production – NOC – Players, Entertainers or Musicians.”

Hotel – NOC – Restaurant Employees

Note:

Includes musicians, players or entertainers.

May only be used in conjunction with either Code 9044 “Hotel – Casino Gambling – All Other Employees & Outside Salespersons” or Code 9052 “Hotel – NOC – All Other Employees & Drivers” for restaurant and/or beverage service operations conducted within or adjacent to a hotel or motel.

Description:

Code 9058 applies to employers engaged in operating a restaurant or bar located within or adjacent to a hotel or motel. This classification applies to all employees including waiters, waitresses, cashiers, managers and bartenders preparing food and beverages for patrons. Customers come into the restaurant and order food and beverages from the wait staff. Cooks prepare various foods in the kitchen.

The restaurant or bar must be operated under the management of the hotel or motel in order to qualify for this classification. Restaurants and/or bars not owned or managed by a hotel are not subject to this classification.

Assignment By Analogy:

• Disc jockeys – employed at a hotel restaurant
• Operation of bar or restaurant on or adjacent to hotel premises – dude ranches
• Tavern – restaurant employees
Operations To Be Separately Rated:

1. Transport of patrons. Refer to Code 8394 “Bus Company – All Other Employees & Drivers.”

2. Casino gambling operations, without a hotel. Refer to Code 9061 “Clubs – NOC – All Employees & Clerical.”

3. Restaurants:
   a. Full-service not owned or managed by a hotel. Refer to Code 9071 “Restaurant – Full-Service – Including Entertainers and/or Musicians.”
   b. Fast-food not owned or managed by a hotel. Refer to Code 9072 “Restaurant – Fast Food & Drivers.”

4. Bar or tavern not owned or managed by a hotel. Refer to Code 9074 “Bar, Dance Club, Lounge, Nightclub or Tavern – Including Entertainers and/or Musicians.”

5. Hotel operations. Refer to Code 9052 “Hotel – NOC – All Other Employees & Drivers.”

House Furnishings Installation & Upholstering – NOC – All Operations to Completion

Note:

Description:

Code 9521 applies to employers engaged in the installation of house furnishings at residential or commercial establishments. The employer will install furnishings such as carpet, venetian blinds, window shades, tapestries, cornices, framed mirrors, slip covers and other similar items at the customer’s locations. This classification also includes the installation of curtains or draperies from the floor using step ladders. Upholstering is also contemplated under this classification if the operation is done away from the employer’s shop and is an incidental part to their house furnishing installation business.

Assignment By Analogy:

• Automobile, bus or truck upholstering
• Displays – windows – animated displays, mechanical, store window decorating, party decorators, theatrical scenery

Operations To Be Separately Rated:

1. Drapery installation – from scaffolding and wreaths hanging – exterior street decorating. Refer to Code 9539 “Awning, Tent or Canvas Goods Erection, Removal or Repair – All Operations to Completion & Drivers.”

2. Upholstering. Refer to Code 9522 “Upholstering.”

Household Appliances – Electrical – Installation, Service or Repair & Drivers

Note:

Includes shop or outside employees and incidental parts department employees.
Code 9519 applies to employers engaged in installation, service and repair of electrical household appliances and products such as refrigerators, televisions, microwave ovens, video recorders, electric dryers, vacuum cleaners, CD/DVD players, dishwashers, etc. regardless of size. Installation is conducted by technicians who install the appliances at the customer’s location by setting them in place and making all connections, and providing instructions on the operation of the units.

Repair or service to the merchandise is conducted either in the employer’s shop or a service technician is sent to the customer’s location.

This classification also contemplates the installation of audio or communication units in vehicles when sold by telephone stores and the service and repair of automobile electronic units.

Assignment By Analogy:

Operations To Be Separately Rated:


2. Installation/Service/Repair:
   a. Commercial – type air conditioners. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”
   b. Household washing machines, gas dryers, gas stoves. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”
   c. Office appliances or machines. Refer to Code 5191 “Office Machine Installation, Inspection, Adjustment or Repair.”
   d. Radios, CB, or cellular telephones in automobiles – by auto accessory store. Refer to Code 8046 “Automobile Accessories Store – NOC – Retail & Drivers.”

Ice Cream Mfg. & Route Salespersons, Route Supervisors, Drivers

Note:

Description:

Code 2039 applies to employers engaged in manufacturing ice cream, frozen custard, frozen ices, gelato, sherbet or frozen yogurt in various forms such as bulk, brick, cups, rolls, on sticks, decorated ice cream cakes and other fancy shapes. The basic ingredients consisting of milk, sugar, eggs and gelatin or other stabilizers are mixed, then pasteurized, homogenized and cooled. Fruits, nuts and flavorings can be added to the mixture. The containers are filled with ice cream and allowed to harden. Ice cream pops or cones can be dipped in chocolate, nuts or other coatings. The final ice cream product may be in brick form, cups, rolls, pops on sticks, cones, sandwiches, half gallons, pints, pails or in various shapes.

If the employer manufactures their own ice cream packing supplies such as cartons, containers, or boxes, this operation would be inclusive when for use in their own ice cream manufacturing operation.

The ice cream and other products such as frozen custard, frozen ices, gelato, sherbet, and frozen yogurt are sold to others for resale. The ice cream and other frozen items noted above are packaged, boxed and delivered to the ice cream manufacturer’s customers’ locations with use of freezer trucks or customers may pick up products at the employer’s location.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Manufacturing:
   a. Buttermilk and/or sour cream by use of starters, additives or other artificial means. Refer to Code 2065 “Milk Products Mfg. – NOC.”
   b. Condensed milk, powdered milk, dehydrated milk or cultured buttermilk. Refer to Code 2065 “Milk Products Mfg. – NOC.”
   c. Whipped cream filling in aerosol cans including manufacturing of whipped cream. Refer to Code 2065 “Milk Products Mfg. – NOC.”

2. Milk processors, milk dealers or creamery operations in connection with distribution of fresh milk. Refer to Code 2070 “Milk Depot or Milk Dealer & Route Salespersons, Route Supervisors, Drivers.”

3. Soft serve ice cream made from premixed ingredients. Refer to Codes 8017 “Retail Store – NOC – No Service of Food,” and 8018 “Wholesale Store NOC.”

Ice Mfg.

Note:
Description:

Code 2150 applies to employers engaged in manufacturing ice blocks, ice cubes and crushed ice. Operations may include the tending of the refrigeration compressor system, water treating, and the forming, freezing and pulling of the ice blocks. Additional operations may include scoring, cutting, sawing or crushing of the ice blocks and platform operation for purposes of loading ice.

Operations at ice storage warehouses or ice stations adjacent to the ice manufacturing plant are inclusive under this classification.

Assignment By Analogy:

Ice sculptures

Operations To Be Separately Rated:

1. Manufacturing:
   a. Dry Ice:
      i. Expansion from CO2 – blending or mixing exclusively. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”
      ii. Expansion from CO2 – chemical manufacturing process. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”
      iii. From CO2 by purification, oxidation or compression. Refer to Code 4635 “Oxygen or Hydrogen Mfg. & Drivers.”

Incandescent Lamp Mfg.
Note:

Description:

Code 4112 applies to employers engaged in manufacturing incandescent light bulbs. “Incandescent” refers to a light-producing device that contains a filament. When the filament is heated by an electric current, light is produced. This classification also applies to manufacturing all incandescent light bulbs regardless of the size or wattage of the bulb. Materials that may be used in the manufacturing of incandescent light bulbs include blown glass bulbs or globes, glass tubing, tungsten wire, metal bases, shellac and halogen, xenon, argon and/or krypton gases. The manufacturing of the following products is additionally contemplated by this classification: fluorescent tubes, X-ray tubes and television or cathode-ray tubes.

Includes the repair of cathodes and electrical neon signs when performed in the shop.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   b. Decorative string lights for indoor or outdoor use and fiber optic cable. Refer to Code 3681 “Television, Radio, Telephone or Telecommunication Device Mfg. – NOC.”
   c. Electric lamp:
      i. Assembly and finishing. Refer to Code 3190 “Electric Lighting Fixture, Lantern or Lamp Mfg. – Assembly & Finishing.”
      ii. All other operations. Refer to Code 3191 “Electric Lighting Fixture, Lantern or Lamp Mfg. – All Other Operations.”

Independent Livery Drivers

Note:

Code 7364 shall not to be used on workers’ compensation policies or unit statistical reports by carriers except for the carrier that is insuring the New York Independent Livery Driver Benefit Fund.

Description:

Code 7364 applies to independent livery drivers that are members of and subject to the Independent Livery Driver Benefit Fund (ILDBF).

This Independent Livery Driver Benefit Fund (ILDBF) was signed into legislation on July 26, 2008, by Governor Paterson. The ILDBF provides Workers’ Compensation benefits for serious injuries and crimes committed against livery drivers that are dispatched by qualifying independent livery bases licensed by the Taxi & Limousine Commission in New York City, Nassau County or Westchester County. For information regarding the New Yew Independent Livery Driver Benefit Fund (ILDBF), visit their website at http://nyildbf.org/. For complete details regarding the Independent Livery Driver Benefit Fund, Title 12 New York Codes, Rules and Regulations (NYCRR), Section 309 refer to https://govt.westlaw.com/nyerr/Section309 and the New York State Workers’ Compensation Board website http://www.web.ny.gov/content/main/ILDBF/ILDBF.jsp.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Limousine or livery service – private:
   a. All other employees and drivers. Refer to Code 7377 “Limousine or Livery Service – Private – All Other Employees & Drivers.”

2. Taxicab or Livery Service – public:
   a. All other employees and drivers. Refer to Code 7368 “Taxicab or Livery Service – Public – All Other Employees & Drivers.”

**Ink Mfg. – Printing**

**Note:**

**Description:**

Code 4557 applies to employers engaged in manufacturing ink that is used for printing. Raw materials such as pigments, dyes, resins, solvents, powders, dies, waxes, greases, lubricants, cornstarch, gum varnishes and active agents are purchased from outside suppliers. Depending on the formula the employer is using, other raw materials may be used in this process.

**Assignment By Analogy:**

Commercial printing inks – offset printing inks

**Operations To Be Separately Rated:**

1. Grease or oil mixing or blending. Refer to Code 4712 “Grease or Oil Mixing or Blending.”

2. Manufacturing:
   b. Writing ink. Polishing or buffing compounds – aerosol, liquid or paste. Paste or mucilage. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”

**Inspection of Risks for Insurance or Valuation Purposes – NOC**

**Note:**

**Description:**

Code 8720 applies to employers engaged in the physical inspection of property for insurance, safety and valuation purposes. Employers also provide environmental analysis for water, air and soil. The analyzers go to the prospective property or structure and using hand tools take samples to be analyzed.

This classification also includes inspection of boilers, elevators, furnaces or electrical systems by the insurance company or independent contractors. The nondestructive testing or inspection of pipelines or conduit is also contemplated under this classification.

Insurance adjusters of fire losses and automobile property damage claims and their valuation researchers are also assignable to this classification.
Assignment By Analogy:

- Claim adjusters, appraisers or insurance examiners – field work
- Surveyor
- Testing – air monitoring – air ducts for asbestos fibers not by an asbestos removal contractor
- Welding testing – using nondestructive means

Operations To Be Separately Rated:

1. Destructive testing or testing or inspection involving radiographic or X-ray analysis procedure. Refer to Code 3365 “Welding or Cutting – NOC – All Operations to Completion & Drivers.”


**Instrument Mfg. – NOC**

Note:
Description:

Code 3685 applies to employers engaged in manufacturing professional or scientific instruments designed for use in research or work that is strictly of a professional or scientific nature. The products that are contemplated under this classification are products such as air pressure gauges, steam gauges, speedometers or taximeters (fare meters), thermometers and similar products. Depending upon the product being manufactured the operations may vary which could include machining, heat treating, and stamping. The component parts are usually manufactured by other concerns. Employers will perform a substantial portion of hand assembly, testing and packaging.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Aircraft or nautical instruments radio or radar. Refer to Code 3681 “Television, Radio, Telephone or Telecommunication Device Mfg. – NOC.”
   b. Camera. Refer to Code 4923 “Photographic Supplies Mfg.”

**Insulation Work – NOC – All Operations to Completion & Drivers**

Note:

Applies only when installation or acoustical work is performed as a separate operation not part of, or incidental to, any other construction operation performed by the same contractor at the same job location.

Description:

Code 5479 applies to employers engaged in installing and applying of various types of acoustical or thermal insulation in buildings or within building walls, ceilings, floors, attics, roof rafters and crawl spaces. Insulation is installed to make residential, commercial and industrial structures more energy efficient.
There are various types of insulation materials used such as fiberglass and mineral wool which can be purchased in batts, rolls or loose fills. Other types of insulation include cellulose, plastic foam or resin, rigid plastic panels, fiberboard, cementitious and reflective type foil. The installation process normally involves the use of hand tools such as hammers, staplers, nailers or nail-guns, caulking guns and pneumatic equipment such as blowing machines.

Assignment By Analogy:

- Batting fiberglass installation
- Perlite or vermiculite – in bulk

Operations To Be Separately Rated:

1. Drywall or wallboard installation. Refer to Code 5445 “Wallboard Installation – Within Buildings – All Operations to Completion & Drivers.”

2. Insulating steam pipes or boilers. Refer to Code 5184 “Boiler or Steam Pipe Insulating – All Operations to Completion & Drivers.”

Insurance Companies & Clerical, Salespersons

Note:
Description:

Code 8723 applies to employees of insurance companies including clerical office employees, inside and outside salespersons, and company premium auditors. Insurance companies include carriers or providers, both exclusive and independent agents, brokers, and ratemaking organizations. These businesses may provide coverage for individuals, businesses, or property in exchange for premium. These businesses may also bind coverage, sell policies or place coverage, develop loss costs, process claims, and collect data.

The following list is representative and is not intended to be all inclusive:

Employees common to insurance companies include actuaries, underwriters, customer service representatives, inside and outside salespersons, agents, premium auditors, inside claim adjusters, analysts, and other professional support such as lawyers, computer programmers, computer troubleshooters, accountants, managers, etc.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Inspectors:
   a. Insurance company. Refer to Code 8720 “Inspection of Risks for Insurance or Valuation Purposes – NOC.”
   b. Boiler or elevator. Refer to Code 8731 “Boiler Inspection.”

2. Insurance appraisers, insurance examiners, and claim adjusters who work in the field. Refer to Code 8720 “Inspection of Risks for Insurance or Valuation Purposes – NOC.”

3. Detectives or investigators. Refer to Code 7723 “Detective or Patrol Agency & Drivers.”

4. Title insurance companies:
   a. Clerical operations. Refer to Code 8810 “Clerical Office Employees – NOC.”
   b. Sales conducted in the field. Refer to Code 8742 “Salespersons, Collectors or Messengers – Outside.”
5. Any contracted services, such as real estate appraisals or investigations, shall be subject to the applicable classification codes.

Iron or Steel Erection – Construction of Dwellings – Not Over Two Stories in Height – All Operations to Completion

Note:
Description:

Code 5069 applies to employers engaged in the erection of iron or steel frame dwellings, two stories or less in height, including assembling or fabricating at the job site. The operations involve the raising of the structural members and securing by bolting, welding, or riveting. Specialist contractors engaged in the erection of concrete structural beams or girders that have been cast by others as well as specialist contractors engaged in the connecting of bar joists to the steel framework are also assigned to this classification. This classification also applies to the construction of iron or steel swimming pools.

Welding in connection with operations covered is to be included under this classification when performed by iron or steel erection contractors who set in place the members to be welded.

Assignment By Analogy:

House construction – iron or steel framing – two stories or less

Operations To Be Separately Rated:

1. Excavating for swimming pools. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers.”

2. Iron or steel construction or erection in connection with frame structures:
   a. Three stories or more. Refer to Code 5040 “Iron or Steel Erection – Frame Structures – All Operations to Completion.”
   b. Two stories or less. Refer to Code 5059 “Iron or Steel Erection – Frame Structures – Not Over Two Stories in Height – All Operations to Completion.”

3. The erection of iron or steel elevated monorail system. Refer to Code 5057 “Iron or Steel Erection – NOC – All Operations to Completion.”

4. The placing of reinforcing steel in connection with concrete work. Assign the appropriate concrete construction classification.

5. Welding by contractors who only perform welding. Refer to Code 3365 “Welding or Cutting – NOC – All Operations to Completion & Drivers.”

6. Production shop welding. Assign the appropriate manufacturing classification.

7. Swimming pool construction not iron or steel. Refer to Code 5223 “Swimming Pool Construction – Not Iron or Steel – All Operations to Completion & Drivers.”
Iron or Steel Erection – Frame Structures – All Operations to Completion

Note:

Includes work on balconies, fire escapes, staircases, fireproof shutters.

Description:

Code 5040 applies to employers engaged in the erection of iron or steel frame structures three or more stories in height, including assembling or fabricating at the job site. This classification contemplates the raising of the structural members into place using a crane or boom and securing by bolting, welding or riveting the frame or skeleton of buildings. Specialist contractors engaged in the erection of concrete structural beams or girders, which have been cast by others, also fall within the scope of this classification as well as specialist contractors engaged in the connecting of bar joists to the steel framework.

This classification also applies to specialist contractors engaged in the erection of exterior iron or steel balconies, fire escapes, fireproof shutters and staircases. Staircase erection by specialist contractors is ordinarily undertaken after the structural steel frame is completed but prior to wall erection. The erection of iron or steel bridges or other bridges where the operations involve the erection of structural steel trusses, columns or I-beams and steel decks, elevated railroads, highways or viaducts is also included under this classification.

Welding in connection with the operations covered is to be included under this classification when performed by iron or steel erection contractors who set in place the members to be welded.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Erection:
   a. Iron or steel construction or erection in connection with the construction of dwellings two stories or less. Refer to Code 5069 “Iron or Steel Erection – Construction of Dwellings – Not Over Two Stories in Height – All Operations to Completion.”
   b. Iron or steel erection in connection with non-dwelling frame structures two stories or less. Refer to Code 5059 “Iron or Steel Erection – Frame Structures – Not Over Two Stories in Height – All Operations to Completion.”
   c. The erection of iron or steel elevated monorail systems, non-expanding tanks on or below ground level or tanks erected on building roofs that are not elevated. Refer to Code 5057 “Iron or Steel Erection – NOC – All Operations to Completion.”
   d. The erection of railings or fencing on ground level and up to the first story. Refer to Code 6400 “Fence Erection – Metal – All Operations to Completion.”
   e. The erection of railings on a building exterior above the first story level. Refer to Code 5102 “Door, Door Frame or Sash Erection – Metal or Metal Covered – All Operations to Completion.”
   f. Sheet metal smoke stack erection on the exterior of buildings. Refer to Code 5538 “Sheet Metal Work Erection, Installation or Repair – NOC – Shop or Outside – All Operations to Completion & Drivers.”

2. Welding:
   a. Bridge floor gratings or plates and all other structures except tunnels under air pressure-welding members set in place by others. Refer to Code 3365 “Welding or Cutting – NOC – All Operations to Completion & Drivers.”
   b. Bridges or steel frame structures-welding structural members on cross beams set in place by others. Refer to Code 5040 “Iron or Steel Erection – Frame Structures – All Operations to Completion.”
   c. Production shop welding. Assign the appropriate manufacturing classification.

3. The placing of reinforcing steel in connection with concrete work. Assign the appropriate concrete construction classification.
Iron or Steel Erection – Frame Structures – Not Over Two Stories in Height – All Operations to Completion

Note:

Not available for division of payroll with Code 5040 “Iron or Steel Erection – Frame Structures – All Operations to Completion,” at the same job or location.

Description:

Code 5059 applies to employers engaged in the erection of iron or steel frame structures, other than dwellings, that are two stories or less, including assembling or fabricating at the job site. It includes the raising of the structural members and securing by bolting, welding, or riveting. Specialist contractors engaged in connecting bar joists are also assigned to this classification.

Welding in connection with the operations covered is to be included under this classification when performed by iron or steel erection contractors who set in place the members to be welded.

Assignment By Analogy:

Sheet metal – covered steel frame building construction – structures other than dwellings two stories or less – installation

Operations To Be Separately Rated:

1. Erection:
   a. Or construction of iron or steel in connection with frame structures three stories or more. Refer to Code 5040 “Iron or Steel Erection – Frame Structures – All Operations to Completion.”
   b. Or construction of iron or steel in connection with the construction of dwellings two stories or less. Refer to Code 5069 “Iron or Steel Erection – Construction of Dwellings – Not Over Two Stories in Height – All Operations to Completion.”
   c. Of iron or steel elevated monorail systems. Refer to Code 5057 “Iron or Steel Erection – NOC – All Operations to Completion.”

2. The placing of reinforcing steel in connection with concrete work. Assign the appropriate concrete construction classification.

3. Welding by contractors who only perform welding. Refer to Code 3365 “Welding or Cutting – NOC – All Operations to Completion & Drivers.”

4. Production shop welding. Assign the appropriate manufacturing classification.

Iron or Steel Erection – NOC – All Operations to Completion

Note:

Applies to rigs or derricks made of metal, the construction of foundations or structures and the installation of equipment.
Description:

Code 5057 applies to employers engaged in a variety of installation or erection work not specifically covered by the other specialty iron or steel classes. This classification is confined principally to groundwork where no structural operations are involved. This classification applies to raising supporting beams and trusses on walls of masonry or concrete construction where such beams do not constitute a part of the steel structure.

This classification includes the setting up of iron or steel tanks that rest on the ground. It also includes the erection of cylindrical tanks not resting on steel supporting framework. This classification also applies to iron or steel work in connection with the installation of blast furnaces, railings, coal chutes and the placement of iron or steel fronts as alterations to existing buildings.

Welding operations are considered incidental to the main iron or steel work.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Erection:
   a. Or construction in connection with frame structures three stories or more and the erection of iron or steel bridges and towers, elevated tanks supported on steel frame and expanding tanks for natural gas. Refer to Code 5040 “Iron or Steel Erection – Frame Structures – All Operations to Completion.”
   b. Or construction in connection with the construction of dwellings two stories or less. Refer to Code 5069 “Iron or Steel Erection – Construction of Dwellings – Not Over Two Stories in Height – All Operations to Completion.”
   c. In connection with non-dwelling frame structures two stories or less. Refer to Code 5059 “Iron or Steel Erection – Frame Structures – Not Over Two Stories in Height – All Operations to Completion.”
   d. Structural columns or pillars, wood rigs and derricks. Refer to Code 5403 “Carpentry – NOC – All Operations to Completion.”

Iron or Steel Fabrication – Iron or Steel Works – Shop – Decorative or Artistic & Foundries, Drivers

Note:

Code 3041 and Code 3040 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Ornamental & Drivers” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3041 applies to employers engaged in manufacturing, fabricating or assembling decorative or artistic brass, bronze or iron work, which is ordinarily performed by skilled craftpersons and/or draftpersons with artistic or decorative skills who create designs to meet the individual customer’s specifications. While the words “decorative” or “artistic” may also be analogous to the word “ornamental” in everyday usage, ornamental as used in the metal trades refers to “rough” forms of metal work. The fabrication of ornamental iron or steel products such as iron railings, balconies, fire escapes and staircases are classified to Code 3040 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Ornamental & Drivers.” Artistic or decorated products such as fireplace andirons or screens, wrought iron furniture, candlesticks, door knockers, sun dials, plaques, sculptures and railings that are manufactured, fabricated or assembled from brass, bronze or iron are some of the types of products that are subject to this classification. Such products can be produced by hand forging or hammering.” Also, products may be painted by the employer.
Assignment By Analogy:

Wall facades

Operations To Be Separately Rated:


2. Door knocker installation. Refer to Code 5429 “Cabinet Works Installation – All Operations to Completion.”

3. Iron gate erection – artistic or decorative. Refer to Code 6400 “Fence Erection – Metal – All Operations to Completion.”

4. Manufacturing:
   b. Iron or steel. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
   c. Iron or steel – rolling mill. Refer to Code 3018 “Iron or Steel Mfg. – Rolling Mill & Drivers.”

Iron or Steel Fabrication – Iron or Steel Works – Shop – Ornamental & Drivers

Note:

Code 3040 and Code 3041 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Decorative or Artistic & Foundries, Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3040 applies to employers engaged in operating an ornamental iron or steel works shop engaged in producing a variety of non-structural products fabricating, assembling or manufacturing of rebar, ornamental brass, bronze or iron work, railings, balconies, fire escapes, staircases, iron shutters and other non-structural iron or steel work. The raw materials such as iron or steel rods, bars, tubes, angle stock and plate stock are removed from stock, and then cut by power saw or punch press to specifications. Also, the products are painted and inspected.

Assignment By Analogy:

• Aircraft landing mats – welded strip metal
• Balconies
• Bed – guard rails
• Bleachers and grandstands – metal – portable or stationary
• Buckets – metal – hoisting and lifting type
• Chutes – metal – iron or steel
• Greenhouses – iron
• Hot houses – iron or steel frames
• Hoppers – iron or steel
• Kickplates – iron – for doors
• Lintels – iron
• Railroad signal – poles or stanchions
• Silos – metal – including framing rings
• Stanchions – brass or bronze
Operations To Be Separately Rated:

1. Iron gate erection – artistic or decorative. Refer to Code 6400 “Fence Erection – Metal – All Operations to Completion.”

2. Manufacturing:
   a. Iron or steel. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
   c. Iron or steel works shop – decorative or artistic. Manufacturing, fabricating or assembling of decorative or artistic brass, bronze or iron work. Includes foundries. Refer to Code 3041 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Decorative or Artistic & Foundries, Drivers.”
   d. Iron or steel structural or ornamental. Refer to Code 3030 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Structural & Drivers.”
   e. Iron work – bent steel sections. Refer to Code 3067 “Sheet Metal Work – Shop Only.”

3. Wrought iron furniture installation. Refer to Code 5429 “Cabinet Works Installation – All Operations to Completion.”

Iron or Steel Fabrication – Iron or Steel Works – Shop – Structural & Drivers

Note:
Description:
Code 3030 applies to employers engaged in the fabrication or assembly of structural iron or steel products such as bars, I-beams, channels, angles, tees, plates and other large metal members of structure. These types of products are subsequently used by others in the construction of buildings or bridges. Steel or iron rod and bar stock, as well as square, tube, angle stock and channel stock are cut to length to produce parts. The parts are bent, formed and assembled by welding or bolting to produce a variety of structural iron or steel products.

Assignment By Analogy:
• Bank – vaults – iron or steel – including doors and frames
• Cooling towers – iron or steel frame
• Joists – steel
• Ski tow – cable and tower equipment
• Smokestacks – steel
• Towers – cellular telephone, radio, television or water
• Trestles – structural steel

Operations To Be Separately Rated:


2. Iron or gate erection – artistic or decorative. Refer to Code 6400 “Fence Erection – Metal – All Operations to Completion.”

3. Manufacturing:
   b. Iron or steel. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
c. Iron or steel – rolling mill. Refer to Code 3018 “Iron or Steel Mfg. – Rolling Mill & Drivers.”

Iron or Steel Merchant & Drivers

Note:

Not applicable to junk dealers or iron or steel scrap dealers. Applies to dealers of iron, steel, or non-ferrous metal.

Description:

Code 8106 applies to employers engaged in the retail or wholesale sales of new iron, steel or metal in the form of beams, bars, rods, sheet steel, rounds, channel iron, plates, angles, etc. The sale of copper, brass, aluminum in the form of tubes, sheets, coils, rods and bars is also included.

These products are received and unloaded, usually by overhead crane and stored. Iron, steel and metal products are cut, sheared and formed to specifications given by the customer. This process involves use of power equipment such as hacksaws, shears, drills, binders and cutting torches. In addition, this classification applies to dealers engaged in selling wire and cable.

Assignment By Analogy:

Zinc

Operations To Be Separately Rated:

1. Secondhand dealers:
   a. Scrap metals – ferrous (iron or steel). Refer to Code 8265 “Iron or Steel Scrap Dealer & Drivers.”
   b. Scrap metals – non-ferrous (aluminum, brass, bronze). Refer to Code 8500 “Metal Scrap Dealer & drivers.”

Iron or Steel Mfg. – Rolling Mill & Drivers

Note:

Description:

Code 3018 applies to employers engaged in hot or cold iron steel rolling mill operations with or without puddling furnaces. It includes cold rolling, drawing or doubling processes. A rolling mill is a machine equipped with a set or train of rolls for shaping metal by repeatedly passing it between rolls. This process thins the iron or steel reducing its gauge. Usually the steel or iron is cleaned of scaling or rust before rolling.

Also contemplated under this classification is the embossing of coil and sheet metals. The sheet stock may be used as is or it may be polished by the employer. It also may have a finish applied to it which may be performed by an outside source. When the preliminary work is completed, the sheet metal is hand fed into the embossing machines. These types of machines use an upper and lower die to emboss a particular pattern onto the sheet. The sheet may decrease slightly in width and length. Once through the embossing rollers, the sheet may be sheared.

There are many types of steel such as carbon steel, killed steel, capped steel, or rimmed steel. These terms represent the chemical makeup of the steel.
There are other terms used in the iron or steel rolling process such as annealing, slitting, edge condition, banding or oil dipped.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Aluminum ware from sheets. Refer to Code 3227 “Aluminum Ware Mfg.”
   b. Bolt or nut. Refer to Code 3132 “Bolt or Nut Mfg.”
   d. Hardware, skate or horseshoe. Refer to Code 3146 “Hardware Mfg. – NOC.”
   e. Nail. Refer to Code 3270 “Fastener Mfg. – Metal.”
      Steel. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”


3. Wire drawing operations. Refer to Code 1924 “Wire Drawing or Cable Mfg. – Not Iron or Steel.”

Iron or Steel Mfg. – Steelmaking & Drivers

Note:
Description:
Code 3004 applies to employers engaged in steel making operations by means of electric or open-hearth furnaces, or the Bessemer or crucible processes. Includes blooming mills or forging or rolling mills. Applicable to operations which are highly mechanized. Steelmaking includes the various processes of refining or purifying pig iron through melting it in combination with scrap ferrous metals in various types of furnaces with other chemicals and metallic elements to produce various types of structural steel and steel alloys used by manufacturing industries. The electric furnace is used extensively in the recovery of alloy scrap. In addition to the operation of furnaces, this classification includes the casting of molten metal into molds, the operation of blooming mills, and the forging or rolling of steel into various structural shapes such as I-beams, channel irons, angle iron, plate, sheet, and bar steel. This classification does not contemplate any fabricating or assembling operations.

Assignment By Analogy:

• Iron – Bessemer or Crucible Process – by electric or open-hearth furnaces
• Smelting – Steel – Bessemer or Crucible Process – by electric or open-hearth furnaces

Operations To Be Separately Rated:

1. Manufacturing:
   a. Bolt or nut. Refer 3132 “Bolt or Nut Mfg.”
   c. Decorative or artistic brass, bronze, or iron works. Refer to Code 3041 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Decorative or Artistic & Foundries, Drivers.”
   d. Hardware, skate or horseshoe. Refer to Code 3146 “Hardware Mfg. – NOC.”
   e. Iron or steel rolling mill – no steel. Refer to Code 3018 “Iron or Steel Mfg. – Rolling Mill & Drivers.”
   f. Nail. Refer to Code 3270 “Fastener Mfg. – Metal.”
   g. Non-structural/ornamental brass, bronze, or iron work railings, balconies, fire escapes, staircases, iron
shutters. Refer to Code 3040 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Ornamental & Drivers.”


3. Iron, steel or non-ferrous metals dealers. Not junk dealers or iron or scrap dealers. Refer to Code 8106 “Iron or Steel Merchant & Drivers.”

4. Smelting, refining or sintering of lead. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

5. Structural iron or steel fabricating and assembling. Refer to Code 3030 “Iron or Steel Fabrication – Iron or Steel Works – Shop – Structural & Drivers.”

Iron or Steel Scrap Dealer & Drivers

Note:

Includes demolition operations except demolition of buildings, bridges, steel structures, or vessels.

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 8265 are conducted as a separate and distinct business.

Description:

Code 8265 applies to the operation of collecting, buying, and reselling ferrous scrap metal for sale to others where at least 80% of the total weight is comprised of iron or steel scrap. Scrap iron or steel handled includes any metal alloy primarily composed of iron as well as the varieties of steel, carbon steel or alloys of steel including stainless steel.

Dealers usually buy graded scrap iron or steel from junk dealers and independent concerns engaged in wrecking steel structures. Operations may involve torch cutting for reduction purposes, not for the salvage of parts. The reduced scrap may then be compressed and baled in presses for shipment to blast furnace operations and steel mills for recovery. This classification also applies to operations involving the handling of new and used iron or steel.

Also, included under this classification are metal shredding plants and specialists who travel from yard to yard compressing and baling scrap metal or purchase scrap for resale to independent shredding plants.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Collecting, buying, and selling used:
   a. Iron or steel, and non-ferrous metal exclusively less than 80% of which consists of iron and steel, or materials which include non-ferrous metal scrap but no iron or steel scrap. Refer to Code 8500 “Metal Scrap Dealer & Drivers.”
   b. Paper stock, rags, bottles, bones, plastic, or rubber stock 80% of which consists of paper stock, rags, bottles, bones, plastic or rubber stock. Refer to Code 8264 “Bottle, Rubber, Paper Stock or Rag Dealer – Second-Hand & Drivers.”
   c. Varieties of paper stock, rags, bottles, bones, rubber stock, plastic, or metal and some iron or steel scrap. Refer to Code 8263 “Junk Dealer & Drivers.”

2. Collecting and hauling garbage. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

3. Dismantling motor vehicles and salvaging or junking parts. Refer to Code 3821 “Automobile Dismantling &
Drivers.

4. Selling collected or purchased secondhand materials. Assign the appropriate manufacturing classification.


Irrigation System Construction – All Operations to Completion & Drivers

Note:
Description:

Code 6229 applies to employers engaged in irrigation or drainage system construction. This classification contemplates the digging of main irrigation canals and all laterals extending to the areas to be irrigated and includes the installation of irrigation equipment such as piping. This classification also contemplates all types of commercial agricultural irrigation construction operations. This includes open canal or below ground systems, fixed or movable systems and wheel or impulse systems.

Assignment By Analogy:

• Drain tiles
• WellPoint systems

Operations To Be Separately Rated:

1. Pile driving. Refer to Code 6003 “Pile Driving – NOC – All Operations to Completion & Drivers.”


3. Tunneling:

4. Sewer construction. Refer to Code 6306 “Sewer Construction – All Operations to Completion & Drivers.”

5. Dam construction. Refer to Code 6017 “Dam or Lock Construction – Concrete Work – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers” and Code 6018 “Dam or Lock Construction – Earthmoving or Placing – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers.”

Irrigation Works Operation & Drivers

Note:

Code 0251 and the farm classifications shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.
Description:

Code 0251 applies to employers who operate and maintain irrigation and drainage systems or canals. Operations include the cleaning of ditches and canals, and maintenance of pumps, sluice gates and control mechanisms. Irrigation systems are generally used to supply water for agricultural purposes or to divert water in areas prone to flooding. This classification is also used for the spreading or spraying of oil into ditches for purposes of mosquito control, whether the work is performed by the irrigation works operator or others.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Irrigation system construction. Refer to Code 6229 “Irrigation System Construction – All Operations to Completion & Drivers.”

Jewelry Mfg.

Note:

Description:

Code 3383 applies to employers engaged in manufacturing complete jewelry items such as rings, earrings, necklaces, cuff links and bracelets. A sketch of the design is drawn on paper. A copper or wax model is made. Rubber is wrapped around the model forming a permanent mold. Melted wax is poured into the mold and allowed to cool and harden to the shape of the model. The wax model is removed from the mold, secured to a plate and placed in a flask. The flask is filled with plaster of Paris. Once the plaster of Paris has hardened, the flask is placed in an oven to melt the wax model. The melted wax is poured out and the mold is ready for use.

This classification also applies to manufacturing gold leaf and needles, medical needles (hypodermic only), sewing needles and pen points.

Assignment By Analogy:

• Badges – metal cast and polished
• Beads – stringing by hand – includes pearlizing
• Precious metals – reclaim or prepare for dentists or jewelers – including refining, alloying, rolling or drawing – no stamping or forming

Operations To Be Separately Rated:

1. Manufacturing:
   b. Plastic jewelry from sheets or rods. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”
   d. Watch or clock repairs. Refer to Code 3385 “Clock Mfg.”
Jewelry Store

Note:
Applies to wholesale or retail stores.

Description:
Code 8013 applies to stores principally engaged in selling precious or costume jewelry, such as necklaces, earrings, bracelets, rings, watches, charms, lockets, pendants, brooches and similar ornamental items intended for personal adornment whether made of metals or other materials. All jewelry stores, whether wholesale or retail or a combination of both, are included under this classification.

In addition to jewelry, this classification includes minor and incidental handling of miscellaneous non-jewelry merchandise such as silverware, tableware, clocks, chinaware, glassware, trophies, small electrical appliances, giftware and leather goods.

The repair or engraving of jewelry, when performed by a retail jewelry store for individual customers, is also within the scope of this classification.

Assignment By Analogy:

- Antique jewelry, coins and currency or stamps
- Coins
- Hearing Aids
- Optical stores – including grinding of lenses to fit frames

Operations To Be Separately Rated:

1. Cutting or polishing precious stones, such as diamonds, emeralds, rubies, and sapphires. Refer to Code 3384 “Precious Stone Setting.”

2. Repair work which is principally performed for other dealers:
   a. Repair of jewelry. Refer to Code 3383 “Jewelry Mfg.”
   b. Repair of clocks or watches. Refer to Code 3385 “Clock Mfg.”

Junk Dealer & Drivers

Note:
Applies to a dealer in used, or new and used, building materials.

Applicable only to those employers engaged in collecting or handling a miscellaneous line of secondhand materials such as bottles, rags, paper, rubber, plastic scrap, ferrous and non-ferrous metal scrap as well as ornamentation removed from buildings. Includes salvaging or dismantling of building ornamentalations such as doors, mantles, decorative iron, marble, etc., or machinery. Does not include wrecking or complete demolition of building interiors.

Applies to the removing, sorting, reconditioning and distributing of merchandise in damaged buildings including incidental operations away from such buildings – no wrecking, shoring or other structural operations.

Includes incidental reconditioning or repairing.
Description:

Code 8263 applies to dealers engaged in collecting or handling a miscellaneous line of secondhand materials such as those enumerated above.

Junk dealers contemplated by this classification collect and buy small lots of all types of junk, which they sort and store at their premises until enough volume is on hand for resale to other specialized dealers. The operations vary depending upon the type of junk, i.e., paper stock and rubber that may be shredded or cut and baled. Rags are usually stripped, trimmed, washed, and baled. Bottles are washed, racked, and crated. Metals, both nonferrous and ferrous, in bulk form may be sold as is or they may be compressed and baled in presses for shipping purposes. All these operations at a single location are contemplated within the scope of this classification, even if they are performed in physically separated areas and there is no interchange of labor.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Collecting, buying, and selling used:
   a. Iron or steel scrap 80% of which is comprised of iron or steel scrap. Refer to Code 8265 “Iron or Steel Scrap Dealer & Drivers.”
   b. Iron or steel, and non-ferrous metal exclusively less than 80% of which consists of iron and steel, or materials which include non-ferrous metal scrap but no iron or steel scrap. Refer to Code 8500 “Metal Scrap Dealer & Drivers.”
   c. Paper stock, rags, bottles, bones, plastic, or rubber stock 80% of which consists of paper stock, rags, bottles, bones, plastic or rubber stock. Refer to Code 8264 “Bottle, Rubber, Paper Stock or Rag Dealer – Second-Hand & Drivers.”

2. Collecting and hauling garbage. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

3. Dismantling motor vehicles and salvaging or junking parts. Refer to Code 3821 “Automobile Dismantling & Drivers.”

4. Reducing or incinerating garbage. Refer to Code 7590 “Garbage Works.”


Knit Goods Mfg. - NOC

Note:

Description:

Code 2362 applies to employers engaged in manufacturing knitted piece goods, gloves, mittens and narrow fabric type of trimmings such as those used for collars, cuffs and waistbands. It also includes subsequent manufacturing of various articles of wearing apparel or household furnishings from the knitted piece goods. Examples of such wearing apparel and household furnishings products include dresses, sweaters, neckties, underwear, hosiery, curtains and bedspreads. Also, included under this classification is the manufacturing of elastic: ankle, back, knee, and wrist supports and bandages.

The basic operations of this classification include knitting the yarns, usually by means of either mechanically or
electronically controlled, flat or circular knitting machines or by the warp knit process. In manufacturing wearing apparel or household furnishings from the knitted piece goods, the material is cut to size and pattern by electric cloth cutters, sewn by machine and then trimmed or finished in ribbon, bindings, buttons, zippers or snaps. To produce gloves or mittens, yarns are knit on special automatic machines to basic shapes. Tips of fingers are sewed closed and the product is turned right side out and final shape is given on steam or electrically heated forms. This classification also includes any dyeing, bleaching, washing or steaming of the knitted materials or products prior to or after the manufacturing operations.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Custom clothing. Refer to Code 2503 “Custom Clothing or Tailor Shop – Alterations – No Mass Mfg., Dry Cleaning or Laundering.”
   b. Knitted braid, fringe, chenille or tassel-type trimmings. Refer to Code 2387 “Braid or Fringe Mfg.”
   c. Knitted household furnishings by an employer that does not knit the piece goods material. Refer to Code 2553 “Furnishing Goods Mfg. – NOC – From Textile Fabrics.”
   d. Lace fabrics or trimmings manufacturing. Hand knitting or crocheting of wearing apparel, household furnishings or trimmings. Refer to Code 2388 “Embroidery Mfg.”
   e. Textile fabrics – by spinning and weaving or yarn for hosiery. Refer to Code 2302 “Silk Thread or Yarn Mfg.”

2. Retail outlets operated by knit goods manufacturers for sale of knitted materials or products. Refer to Code 8008 “Clothing or Wearing Apparel Store – Retail.”

Labor Union – All Employees

Note:
Description:

Code 8755 applies to employers engaged in operations of a labor union. This classification includes labor union officials, business agents, organizers and others that are engaged in conducting business relative to union policies, procedures, contracts and other matters inside the office as well as away from the office.

Labor unions ensure that members of the union are conducting business in an appropriate manner. Members of the union are not contemplated under this classification’s interpretation as they are employees of other businesses that are unionized.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Labor Union – clerical office employees. Refer to Code 8810 “Clerical Office Employees – NOC.”

Lacquer or Spirit Varnish Mfg.

Note:
Includes mixing of thinners or solvents, but no nitrocellulose manufacturing.

Description:
Code 4439 applies to employers engaged in manufacturing lacquers or spirit varnishes. An employer will receive color pigments (powder or liquid), solvents or thinners such as (alcohol, methanol, butyl acetate, xylene), resins, and ester gums. The materials are mixed in vats or tanks according to formula and the ingredients are stirred until the resins are completely dispersed. Lacquer and varnishes are made the same way, however, lacquers contain more inflammable materials.

Spirit varnishes are made from resin or a film forming substance in a solvent that harden by evaporation when applied to surfaces. The varnishes must be made at a temperature below the flash point of the solvents used. The resulting mixtures are then filled into tanks or drums, labeled and shipped to the employer’s customers.

Assignment By Analogy:

Shellac

Operations To Be Separately Rated:

1. Oleo-resinous varnish, enamel paint or other types of paint other than calcimine or whitewash. Refer to Code 4558 “Paint Mfg.”

2. Manufacturing:
   a. Thinners or solvents. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers” and Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”
   b. Whitewash/calcimine paint. Refer to Code 5954 “Color Grinding, Blending or Testing.”

Landscape Gardening – All Operations to Completion & Drivers

Note:
Code 0042 and Code 9102 “Park – NOC – All Employees & Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:
Code 0042 applies to employers engaged in planting or care of lawns, gardens, trees, shrubs, flowers, and landscaping or other similar operations at the premises of the customer.

This classification includes grass cutting, weed control, lawn spraying, laying out grounds, tree spraying, or fumigating.

The on-grade construction of walkways, patios, and retaining walls using dry laid segmental blocks and pavers as part of a landscaping project is also included.

When planting at customers’ sites, this classification includes the preparation of the ground (but not preliminary clearing or grading) plus the replacement of rocks for rock gardens and railroad ties to prevent soil erosion, and the placing of
stones, wood chips, and similar materials on the ground after planting.

This classification also includes silviculture operations such as brush clearing, planting of seedlings or transplants, cleaning, weeding or improvement cutting for the purpose of promoting the growth of remaining trees.

Clearing the existing right of way exclusively by a contractor is assignable to this classification.

This classification also applies in connection with street or road construction operations such as sodding, seeding, planting, and similar landscaping work necessary for the beautification of roadsides and includes drivers.

Assignment By Analogy:
- Domestic Service Contractor – outside
- Beach Combing
- Surface dressing, seeding, sodding or planting in connection with dam construction operations
- Tennis Courts – maintaining grass courts

Operations To Be Separately Rated:

1. Clearing or grading of land or excavation and removing tree stumps. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers.”

2. Street or road construction – work such as grading shoulders, setting guard rails, building drainage ditches and all other operations incidental to street or road construction. Refer to Code 5506 “Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers” or Code 5507 “Street or Road Construction – Sub-Surface Work – All Operations to Completion & Drivers.”

3. Growing flowers or plants in greenhouses. Refer to Code 0035 “Florist – Cultivating or Gardening & Drivers.”

4. Tree surgery, pruning, repairing or trimming operations at customers’ premises. Refer to Code 0106 “Tree Pruning, Repairing or Trimming – All Operations to Completion & Drivers.”

5. Building garden walls or walks from brick, concrete blocks or stone. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”

6. Pouring cement for walkways or garden edging. Refer to Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers.”

7. Growing of bushes, trees and shrubs including incidental landscaping operations. Refer to Code 0005 “Nursery Employees & Drivers.”

8. Carpentry – building decks, planters, benches, etc. Refer to Code 5403 “Carpentry – NOC – All Operations to Completion.”

9. Logging or lumbering. Refer to Code 2702 “Logging or Lumbering & Drivers.”

10. Municipalities only – landscaping maintenance along parkways. Refer to Code 9102 “Park – NOC – All Employees & Drivers.”

Lathing – All Operations to Completion & Drivers

Note:
Code 5443 applies to employers engaged in lathing work. Lathing work is performed by specialist contractors that install metal, wood or gypsum lath in strips or other sheet forms to provide a support base for the application of plaster or stucco coatings. This type of work may be done on interior or exterior building surfaces. Lath is attached to studs and joists. This classification also includes using control joints, corner beads and screeds to reinforce and provide structural support for the lath that is installed. Control joints are metal strips put in place to relieve strain around large areas such as ceilings and walls. Corner beads are set in place to provide reinforced corners and are usually installed over gypsum surfaces and screeds are used as separators, which separate plaster from concrete and other surfaces.

Once the lathing material is installed, the plastering contractor can apply the plaster or stucco finish.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Metal lathing used as a reinforcement for concrete shall be assigned to the appropriate concrete construction classification. Refer to Code 5213 “Concrete Construction – NOC – All Operations to Completion” and Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers.”

2. Stucco or plastering work.
   a. Exterior. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”
   b. Interior. Refer to Code 5480 “Plastering – NOC – All Operations to Completion & Drivers.”


Leather Embossing

Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 2640 are conducted as a separate and distinct business.

Description:

Code 2640 applies to employers that specialize in embossing leather. Leather embossing is done by placing cut leather on a rolling press where the movable upper plate containing the embossed plate is pressed under heat and great pressure. This process creates the desired grain of leather. The leather may be buffed and stretched before being placed into the press. Foil may be applied in some cases, which is glued to the leather and then heat sealed to produce a design on the leather.

This classification is applicable to employers who are engaged in embossing leather as a finishing element. It is not intended to be used in connection with manufacturing leather items such as belts, wallets, etc. or when performed by an employer engaged in operations that are subject to Code 2623 “Leather Mfg. – Patent or Enamel.” Any embossing done by such manufacturers is to be included under the classification applicable to the manufacturing operations.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
b. Leather clothing. Refer to Code 2501 “Clothing Mfg.”
c. Leather goods items such as bags (no luggage or pocketbooks), backpacks, knapsacks, industrial belting, belts, wallets or watch bands. Refer to Code 2688 “Leather Goods Mfg. – NOC.”
d. Leather luggage. Refer to Code 2683 “Luggage Mfg.”
e. Leather pocketbook. Refer to Code 2689 “Pocketbook Mfg.”
f. Pocketbook frame. Refer to Code 3146 “Hardware Mfg. – NOC.”
g. Leather shoe or boot. Refer to Code 2660 “Boot or Shoe Mfg. – NOC.”

2. Leather finishing (dressing) operations when no tanning operations are performed are subject to the following classifications:
   a. Coloring or painting. Refer to Code 9501 “Painting – Shop Only & Drivers.”

Leather Goods Mfg. – NOC

Note:
Description:
Code 2688 applies to employers engaged in manufacturing miscellaneous leather and imitation leather products such as wallets, billfolds, tobacco pouches, backpacks, knapsacks, cosmetic bags and belts. This classification also applies to employers engaged in manufacturing shoe parts that are used by others to manufacture complete shoes. Products include leather welting, fiber and leather heels, leather soles, innersoles, tongues, linings, facings, heel lifts, shoe counters, and box toes. Includes counter, heel and sole cutting.

Additionally, contemplated under this classification is manufacturing of footballs, soccer balls volleyballs and basketballs.

Assignment By Analogy:
Leather skiving

Operations To Be Separately Rated:

1. Manufacturing:
   b. Pocketbook or purse. Refer to Code 2689 “Pocketbook Mfg.”

2. Leather splitting or tanning. Refer to Code 2623 “Leather Mfg. – Patent or Enamel.”

Leather Mfg. – Patent or Enamel

Note:
Description:
Code 2623 applies to employers engaged in tanning hides, patent or enamel leather manufacturing, leather splitting, finishing, or dressing, dehairing animal hides, tanning, or wool pulling.

Tanning involves receiving cured or raw hides from which hair is removed by soaking skin in lime and other chemicals
and then scraping with dehairing and wet shaving machines, or beamster machines. The extraneous fat and tissue are removed from the inner side of the skins by machines with rubber rollers and a shaft to which spiral knives are attached. The hides are tumbled in solvent filled drums to remove the fats and oils. The tanned hides are split, dyed and finished.

The clean skins are tanned by soaking them in a solution of either vegetable tanning (from bark or other vegetation), common salt solution or chromate of soda and acid for mineral tanning (also known as chrome tanning). Impregnating with oils, grease or waxes (fat liquoring or stuffing) is also part of the tanning process. This is done after hides have been run through wringers to squeeze out chemicals and hung on racks to dry.

Operations such as boarding, staking, toggling, buffing, abrading and/or splitting are also contemplated under this classification.

If the employer also finishes (dresses) the leather, such finishing operations are inclusive under this classification.

Tanned hides are split into desired thickness, degreased, given a coat of linseed oil and lampblack thinned with naphtha, and again coated with a mixture of linseed oil and pyroxylin. Stock is then backed and rubbed down with pumice. The coating (adding varnish and coloring), baking, and rubbing down may be repeated several times.

There are three methods of pulling wool from pelts. The simplest is “sweating” the pelts until wool is loosened to be pulled by hand or machine. This method may damage the valuable skin. The lime process involves the painting of the flesh side of the pelts with lime. This loosens the wool, but it may cause skin damage and have a negative effect on the dyeing quality of the wool. The depilatory process differs from the lime process in that a solution of sodium sulfate, sulphuric acid, and oyster shells is used instead of lime.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Leather finishing (dressing) operations when no tanning operations are performed are subject to the following classifications:
   b. Skiving. Refer to Code 2688 "Leather Goods Mfg. - NOC."

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**Levee Construction – All Operations toCompletion & Drivers**

**Note:**

**Description:**

Code 6045 applies to employers engaged in construction of levees, usually conducted some distance back from the river’s edge, to prevent the overflow of rivers where the principal operations involve earthmoving or placing, including clearing of land, excavation, filling, grading, etc., involving the use of earthmoving equipment such as draglines, graders, scrapers, bulldozers, dump trucks, etc. In addition, the levee slopes are seeded, and in some cases, are paved in part with asphalt, concrete, soil, cement, etc.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Jetty or breakwater construction:
   a. No caisson, cofferdam or pile driving work. Refer to Code 6005 “Breakwater or Jetty Construction – All Operations to Completion & Drivers.”
   b. Sea wall of concrete piles. Refer to Code 6003 “Pile Driving – NOC – All Operations to Completion &
Drivers.”

Limousine or Livery Service – Private – All Other Employees & Drivers

Note:
Description:

Code 7377 applies to employers engaged in providing private limousine or private livery service using private passenger type vehicles which are rented from a garage at a flat rate (per hour or per day) and which includes a chauffeur in attendance for use on defined trips in connection with occasions such as weddings, funerals, business or social functions, shopping trips, long distance trips and similar purposes.

Not applicable to employers engaged in providing public livery or taxicab service where vehicles are available for immediate hire or cruise to solicit business with fares that are determined by zone, mileage or meter. Such vehicles are radio dispatched from bases such as station, stand, hotel, dock, highway or other public place.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Garage employees that repair limousines and/or funeral cars. Refer to Code 8385 “Bus Company – Garage Employees.”

2. Bus companies. Refer to Code 8394 “Bus Company – All Other Employees & Drivers” and Code 8385 “Bus Company – Garage Employees.”

3. Ambulance companies. Refer to Code 8394 “Bus Company – All Other Employees & Drivers” and Code 8385 “Bus Company – Garage Employees.”

4. Funeral parlor own employees driving hearses, limousines and flower cars. Refer to Code 9620 “Funeral Director & Drivers.”

Linen, Towel, Uniform or Apron Rental and Cleaning Company & Route Salespersons & Drivers

Note:
Description:

Code 2594 applies to employers engaged in renting linens, towels, uniforms, aprons or diapers. This classification also includes the laundering or dry cleaning of items that are rented. In order for this classification to be applied, the employer must launder and/or dry clean the items that they rent to their customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Laundering or dry cleaning:
   a. Retail customers. Refer to Code 2590 “Dry Cleaning or Laundry – Retail & Route Salespersons, Drivers.”
   b. Commercial concerns. Refer to Code 2591 “Dry Cleaning or Laundry – Commercial & Route Salespersons, Drivers.”
2. Tailoring or alterations when performed by a custom clothing or tailor shop regardless if the articles were custom manufactured or not by the same employer. Refer to Code 2503 “Custom Clothing or Tailor Shop – Alterations – No Mass Mfg., Dry Cleaning or Laundering.”

3. Towel, linen, uniform, apron or diaper rental – no laundering. Refer to Code 8032 “Clothing or Wearing Apparel Store – Wholesale.”

Livestock Dealer or Commission Merchant & Outside Salespersons, Drivers

Note:

Code 8288 and 2089 “Packing House – All Operations” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses. No butchering.

Description:

Code 8288 applies to the operation of livestock or cattle dealers which involve purchasing the animals from farmers or ranchers and driving or delivering same to shipping points. It includes holding and feeding the animals when they are held over awaiting shipment. The classification contemplates the loading of the livestock or cattle into railroad cars and the feeding and watering during transit. Commission merchants, who usually act as the intermediary between the dealers and the stockyards or final purchasers, usually maintain offices near the stockyards. Their buyers, who go out and look over stock which they may purchase from the dealers, are contemplated within the scope of this classification, as are employees who inspect stock as it arrives at the stockyard, and employees who show the cattle or stock to prospective customers.

This classification also applies to livestock sales companies involving the exhibition and sale of cattle, sheep, hogs, etc., and sales stables where horses or mules are exhibited and sold.

This classification also applies to stockyards at cattle concentration points, which may be maintained by packing houses, stock associations or private concerns. The operations involve unloading the stock from railroad cars and driving or herding same into pens; the care, feeding and watering of the stock while at the yard and the maintenance of pens, grounds, etc., as well as the reloading of the animals if the stockyard is located at an intermediate point.

This classification also applies to insureds engaged exclusively in operating commercial feedlots where feeding cattle for other individuals or concerns is undertaken. All cattle are delivered to or shipped from the feedlots by the cattle owners or independent contractors. The cattle are unloaded, placed in pens, ear tagged or branded, vaccinated, sprayed, fed and watered. Other incidental operations include cleaning of pens, general maintenance, receipt and storage of grain, silage or other feed ingredients and incidental feed milling of formulated feed used exclusively to feed the cattle at the feedlots.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Breeding:
   a. Livestock. Refer to Code 0006 “Farm – NOC & Drivers.”
   b. Poultry. Refer to Code 0034 “Poultry Farm & Drivers.”

2. Butchering and slaughtering livestock. Refer to Code 2081 “Butchering.”


4. Slaughtering, eviscerating, packing, or freezing:
a. Poultry by a poultry wholesale dealer. Refer to Code 8021 “Fish, Poultry or Meat Dealer – Wholesale.”
b. Poultry by a poultry retail store. Refer to Code 8031 “Fish, Poultry or Meat Store – Retail.”
c. Poultry by a farm. Refer to Code 2089 “Packing House – All Operations.”

5. Stockyard operated by butchers. Refer to Code 2081 “Butchering.”

Logging or Lumbering & Drivers

Note:

Code 2702 and Code 8232 “Building Material Dealer – No Second-Hand Material & Local Managers, Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 2702 applies to employers engaged in logging or lumbering operations. The fallen trees are cut to various lengths. After the trees have been cut, the logs are loaded onto skeleton cars or trucks and transported to a sawmill. This classification includes transporting of logs to the mill, construction, operation, maintenance or extension of logging roads or logging railroads. Also, included under this classification is bark peeling at the job site.

Stump removal is also included when this operation is performed in connection along with other logging or tree removal operations. Timber cutting and removal and incidental brush cutting and removal are also inclusive under this classification.

Assignment By Analogy:

Dam or lock construction - timber cutting and removal

Operations To Be Separately Rated:

1. Tree pruning, repairing or trimming by a tree service maintenance contractor. Refer to Code 0106 “Tree Pruning, Repairing or Trimming – All Operations to Completion & Drivers.”

2. Contractors engaged exclusively in clearing an existing right of way. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers” or Code 6217 “Excavation – NOC – All Operations to Completion & Drivers” depending on the character of the operations.

Luggage Mfg.

Note:

Description:

Code 2683 applies to employers engaged in manufacturing luggage, attaché cases, briefcases, suitcases, golf bags, airplane hand luggage, musical instrument cases and other similar products that are made from canvas, leather, metal, plastic or vinyl.
This classification also applies to manufacturing various types of trunks such as wardrobe, steamer, box or dress, theatrical and sample trunks.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Pocketbook. Refer to Code 2689 “Pocketbook Mfg.”
   b. Pocketbook frame. Refer to Code 3146 “Hardware Mfg. – NOC.”

**Macaroni Mfg.**

Note:

Description:

Code 2002 applies to employers engaged in manufacturing a variety of pasta products whose main ingredients are water and flour. Also contemplated by this classification is manufacturing of noodles in which eggs are added as an ingredient to the mixture in the production. The mixture is formed into dough, kneaded and rolled into sheets. It is then cut to the desired size and shape and dried. This classification includes stuffing pasta to make ravioli, tortellini and manicotti with manual or automated machinery.

Assignment By Analogy:

Operations To Be Separately Rated:

**Machine Shop – NOC**

Note:

Includes employees engaged in sharpening or repairing ice skates, lawn mowers or cutlery.

Description:

Code 3632 applies to employers engaged in manufacturing and repairing miscellaneous machines as well as general job machining of finished products and parts when such machines, operations, products or parts are not specifically described by another classification. Shops engaged in the repair or machining of automobile parts such as engine blocks, brake drums and bumpers, lawn mowers and snow blowers are also included under this classification.

The basic operations consist of the machining of ferrous and non-ferrous metals in various forms, other than sheet metal, including bars, rods, castings and forgings. The machining operations are performed using equipment such as lathes, shapers, milling machines, planers, metal saws, boring mills, drill presses and grinders. In conjunction with the manufacture of machines or other finished products, the operations also include incidental assembly of parts or components by welding, riveting or by hand as well as any incidental finishing by polishing, painting or electroplating.

Assignment By Analogy:

- Explosives or ammunition – project or shell
• Ship building – iron or steel – machine shop – other than maintenance shop

Operations To Be Separately Rated:


2. Precision machined parts manufacturing provided that not less than 50% of all machining operations performed on these parts are held to final tolerances of .001 or closer as verified by the employer’s plans or specifications. Refer to Code 3629 “Precision Machined Parts Mfg. – NOC.”

Machinery Dealer – NOC – Store or Yard & Drivers

Note:

Operations include repair of machinery and parts sales at the employer’s premises.

Description:

Code 8107 applies to employers engaged in selling new or used machinery of the type which is “Not Otherwise Classified (NOC)” in this Manual. This classification contemplates the receipt and storage of machinery, parts and accessories, and store or yard sales and delivery.

This classification includes parts and accessories departments. Individuals employed in these departments who engage in duties such as waiting on customers, handling parts and taking physical inventories are classified to this classification. Also included in this classification is demonstration and service or repair operations at or away from the dealer’s premises.

Assignment By Analogy:

Machinery such as construction, commercial

Operations To Be Separately Rated:

1. Leasing:
   a. Farm machinery with operators. Refer to Code 0050 “Farm Machinery Operation – By Contractor – All Operations to Completion & Drivers.”
   b. Farm machinery without operators. Refer to Code 8116 “Farm Machinery Dealer – All Operations & Drivers.”
   c. Mobile cranes with operators. Refer to Code 9534 “Mobile Crane and Hoisting Service Contractors – NOC – All Operations to Completion & Drivers.”

2. Sales:
   a. Agricultural or Farm Machinery on a retail or wholesale basis. Refer to Code 8116 “Farm Machinery Dealer – All Operations & Drivers.”
   b. Gas or oil well supplies or equipment – used. Refer to Code 8263 “Junk Dealer & Drivers.”
Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers

Note:

Description:

Code 3724 applies to employers engaged in the erection or installation of electrical apparatus, machinery or equipment such as, but not limited to, compressors, motors, or air conditioning systems at the customer’s premises.

Machinery, equipment and electrical apparatus installation usually involves assembling units using hand operated tools and connecting and testing to ensure proper working conditions.

This classification also contemplates the erection of oil stills and the incidental structures or connections which are integral parts of the distillation units such as control pumps and compressor houses.

This classification also includes contractors engaged in disassembling machinery, equipment, or electrical apparatus and transporting, rigging and reassembling at a new site.

Assignment By Analogy:

- Heating, ventilating and air conditioning systems
- Overhead garage doors
- Stage lighting
- Commercial kitchen equipment
- Generators and transmission equipment
- Pneumatic or hydraulic machinery
- Commercial laundry machinery
- Commercial textile or sewing machines

Operations To Be Separately Rated:


2. Erection of poles, stringing of wires, installation of service transformers on poles or on the outside of buildings and making of service connections. Refer to Code 7538 “Electric Light or Power Line Construction – All Operations to Completion & Drivers.”

Machinery or Equipment Repair or Servicing at Customers’ Premises – NOC – All Operations to Completion & Drivers

Note:

Description:

Code 3737 applies to employers engaged in servicing or repairing electrical apparatus, machinery or equipment at their customers’ premises. The service and repair operations consist of tearing down units, replacing worn or broken parts such as gears, shafts, controls, etc., and cleaning, adjusting, oiling and testing when completed. Repairs are usually done with the aid of hand tools or power hand tools.

This classification includes the service or repair at the employer’s customers’ locations of machinery, equipment or electrical apparatus.
Assignment By Analogy:

Machinery/ Equipment:

• Heating, ventilating and air conditioning systems
• Overhead garage doors
• Stage lighting
• Commercial kitchen equipment
• Generators and transmission equipment
• Pneumatic or hydraulic machinery
• Commercial laundry machinery
• Commercial textile or sewing machines

Operations To Be Separately Rated:

1. Erection or installation of machinery or electrical apparatus equipment at the customer’s premises. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”

Magnetic and Optical Recording Media Mfg.

Note:

Applies to audio or visual media manufacturing and recording tape or disc manufacturing.

Description:

Code 4431 applies to employers engaged in manufacturing removable recording or storage media used in audio or visual devices such as phonograph records, cassettes, videotapes, CDs, DVDs, and other recording media.

Manufacturing phonograph records involves raw materials such as polymer, shellac, or vinyl which are ground and mixed, melted, and worked into a plastic consistency on hot rolls. The resultant strips and sheets are then placed into heated record presses and compressed to form the records. After the records have hardened and cooled, they are inspected, tested, labeled and packaged for shipment to the employer’s customers.

Cassettes and videotapes are manufactured through a process of polymerization in a clean-room environment. The tape is coated with a ferromagnetic material and then wound in a protective plastic shell. CDs and DVDs are manufactured from a polycarbonate material using an injection mold and vacuum evaporation process.

Manufacturing or assembling audio or visual recording equipment such as tape recorders, video camcorders and projectors whether household or commercial type are assigned to Code 4923 “Photographic Supplies Mfg.”

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
Mailing or Addressing Co.

Note:

Shall not be assigned to an employer in operations described by another classification unless the operations subject to Code 8800 are conducted as a separate and distinct business.

Description:

Code 8800 applies to employers that prepare mailing lists and arrange in addressing and mailing material with respect to such lists. Such businesses have employees who accumulate names and assign them to specific mailing lists in addition to addressing and mailing material such as but not limited to, newspapers, magazines, letters and circulars. The incidental printing of the material to be mailed is included.

This classification includes letter service shops and employers that receive outgoing mail from their customers and sort it by zip code. Once sorted, the mail is delivered by the employer to the post office. These operations may have large computer data centers where the mailing list is manipulated to eliminate duplicate records, append change of address information, standardize the address to meet postal requirements, add information to aid in delivery (bar code or zip + 4), and finally sort the records in postal sequence. Once manipulated, the mailing list may also be used to print personalized letters and envelopes on high-speed laser printers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Printing of material for others that does not require any mailing or addressing, or the addressing or mailing is the minor operation. Refer to Code 4299 “Printing.”

2. Messenger Service Companies:
   a. Delivering mail, parcels or packages by vehicle (parcels or packages must be less than 100 lbs.). Refer to Code 7231 “Messenger Service Companies – Delivering Mail, Parcels or Packages – All Employees & Drivers.”
   b. Delivering envelopes, parcels, or packages by foot or bicycle. Refer to Code 8742 “Salespersons, Collectors or Messengers – Outside.”

Marble or Stone Setting – Inside – All Operations to Completion

Note:

Applies to interior construction work only.

Description:

Code 5348 applies to employers engaged in installation of tiles made from stone, mosaic, terrazzo or ceramic onto interior walls and floors. The employer first levels the floor with a base of sand and cement and the tiles are then set in
cement. After the tile is secured on the floor, grout is applied and then cleaned by hand.

The lining of brewery tanks with asphaltum (black asphalt paint) is contemplated within the scope of this classification. Troweled flooring such as oxychloride cements, asphaltic compositions, neoprene’s, epoxies, and acrylics are also contemplated by this classification.

Some employers may also install marble, granite or limestone fireplace mantels inside residences or commercial locations.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Fireproof tile construction, installation of stone or brick floors. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”

Marina & Drivers – Coverage Under State Act Only

Note:

Applicable to waterfront operations including the operation of boat docks, storage facilities, repair shops or marine railways. Also applicable to the sale or repair of boats and engines, including the sale of parts or accessories, dockside snack bars, and all dockside employees.

Description:

Code 6836 applies to employers engaged in providing waterfront facilities for recreational boats of various sizes, from small inboard and outboard motorboats to seagoing yachts.

Marinas usually have some boat handling equipment but leave the heavy handling work to the repair and storage yards. The amount of equipment that they install or provide may sometimes depend upon the proximity of other yards capable of hauling out boats of all types and sizes. However, they usually have a boom hoist, jib crane or other small boat hoisting rig for launching and recovery. A marina provides any of a variety of services for boats and boat owners such as in-season wet and dry berthing, winter storage, limited repair facilities and maintenance, launching for transients, marine supplies stores, fuel and fueling equipment, dockside electricity, fresh water, restrooms and showers, clubhouse or administration buildings, and automobile parking space.

Certain marina customers may moor their vessels in water some distance from the marina. The marina may transport these customers to their vessels using watercraft. These operations may be assigned to Code 6826F “Marina & Drivers – Coverage Under U.S. Act.” However, caution should be exercised in assigning these transportation operations to these marina classifications since coverage for these operations may fall under Admiralty Law jurisdiction.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Boat building:


Marina & Drivers – Coverage Under U.S. Act

Note:
Applicable to waterfront operations including the operation of boat docks, storage facilities, repair shops or marine railways. Also applicable to the sale or repair of boats and engines, including the sale of parts or accessories, dockside snack bars, and all dockside employees.

Description:
Code 6826F applies to employers engaged in providing waterfront facilities for recreational boats of various sizes, from small inboard and outboard motorboats to seagoing yachts.

Marinas usually have some boat handling equipment but leave the heavy handling work to the repair and storage yards. The amount of equipment that they install or provide may sometimes depend upon the proximity of other yards capable of hauling out boats of all types and sizes. However, they usually have a boom hoist, jib crane or other small boat hoisting rig for launching and recovery. A marina provides any of a variety of services for boats and boat owners such as in-season wet and dry berthing, winter storage, limited repair facilities and maintenance, launching for transients, marine supplies stores, fuel and fueling equipment, dockside electricity, fresh water, restrooms and showers, clubhouse or administration buildings, and automobile parking space.

Certain marina customers may moor their vessels in water some distance from the marina. The marina may transport these customers to their vessels using watercraft. These operations may be assigned to this classification. However, caution should be exercised in assigning these transportation operations to these marina classifications since coverage for these operations may fall under Admiralty Law jurisdiction.

Assignment By Analogy:

Operations To Be Separately Rated:


Masonry – NOC – All Operations to Completion

Note:
Description:

Code 5022 applies to employers engaged in masonry work for residential, commercial and industrial construction. The employers may use materials such as brick, stone (natural and artificial), marble, cinder block, slate, gravel, aggregate sand, lime, cement and glass block. The operation process may consist of bricklaying, stone setting, marble setting and other stonework.

This classification applies to specialist contractors engaged in fireplace construction, chimney construction for one or two-story residences, installation of interior partitions of hollow fireproof tiles, installation of gypsum blocks or bricks, exterior building caulking, boiler brickwork, masonry repair and relining of blast furnaces, masonry or tile silo erection, sawing of concrete block walls and waterproofing of building exteriors by use of trowels.

Tuck pointing or brick pointing of residential chimneys or building exterior walls is included under this classification. Tuck pointing is the repair of brickwork such as the sealing of cracks with mortar and cement. The employer may also replace damaged bricks or reset existing loose brick.

Assignment By Analogy:
Grout – exterior surfaces

Operations To Be Separately Rated:

1. Tuck pointing or brick pointing of commercial or industrial chimneys. Refer to Code 5000 “Chimney Construction – Not Metal – All Operations to Completion.”

2. Construction of floors, driveways, yards or sidewalks. Refer to Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers.”

3. Construction of concrete bridges or culverts. Refer to Code 5222 “Concrete Construction in Connection with Bridges or Culverts – All Operations to Completion.”

Meat Products Mfg. – NOC

Note:

Code 2095 and Code 2089 “Packing House – All Operations” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses. No butchering or handling of livestock.

Description:

Code 2095 applies to employers engaged in manufacturing meat products. Dressed meats, sausage casings and spices are received from others. Meats are cleaned and processed by cooking, smoking, pickling or curing, packaged and stored. Meats or sausages may be cooked in large vats, packed in cans, bottles or jars and sealed.

Assignment By Analogy:
Smoked meat products – sliced or whole

Operations To Be Separately Rated:

1. Curing, pickling or smoking seafood – not vessels. Refer to Code 2101 “Fish Curing.”

2. Sausage casing dealers who receive casings already cleaned and only flush them with water for testing purposes, then measure, sort, salt, and repack them for shipment. Refer to Code 8018 “Wholesale Store – NOC.”

3. Slaughtering livestock with further processing of meats and distribution as performed by a packing house. Refer to Code 2089 “Packing House – All Operations.”

4. Slaughtering only – no processing of meats. Refer to Code 2081 “Butchering.”

Messenger Service Companies – Delivering Mail, Parcels or Packages – All Employees & Drivers

Note:

Applies to employers engaged in such local delivery of envelopes and packages by vehicle and/or bicycle. Parcels or packages must be limited to 100 pounds or less.

Description:

Code 7231 applies to employers engaged in delivery of envelopes and packages by vehicle and/or bicycle when none of the packages exceed 100 pounds in weight. Envelopes can be individually delivered to each addressee, bundled in sacks, pouches or open plastic mail carrying baskets.

The operations consist of picking up items at the customer’s location for immediate delivery to the recipient as well as picking up at the customer’s or other sites and sorting by destination for delivery along local routes.

Most packages or parcels delivered by employers subject to this classification weigh 5 pounds or less, seldom reach 20 pounds and only rarely approach the 100 pound limit.

This classification is not to be used in any case where the employers own the items being delivered.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Foot delivery of envelopes, parcels or packages. Refer to Code 8742 “Salespersons, Collectors or Messengers – Outside.”

2. Delivery of merchandise exclusively for retail stores to their customers’ homes, regardless of the weight of individual packages. Refer to Code 7197 “Trucking – Parcels or Packages – Home Delivery From Retail Stores & Drivers.”

3. Messengers who deliver owned goods. Refer to Code 7380 “Drivers, Chauffeurs and Their Helpers.”
Metal Scrap Dealer & Drivers

Note:
Includes the collection and reduction of non-ferrous scrap metals. Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 8500 are conducted as a separate and distinct business.

Description:
Code 8500 applies to employers engaged in operations of collecting and reducing non-ferrous metal scrap. Non-ferrous is defined as brass and copper scrap. The employer will pick up non-ferrous metal scrap at the customer’s location or the customer may bring the non-ferrous metal scrap to the employer’s location. Businesses as such may also collect and reduce iron or steel scraps (ferrous metals) provided the iron or steel scrap comprises less than 80% of the total weight of all materials handled. At the employer’s site, items consisting of non-ferrous scrap metal are sorted, weighed and sold to metal recyclers.

Assignment By Analogy:
Aluminum, bronze, red or white lead scrap, refining, smelting and reclaiming or recycling brass or copper

Operations To Be Separately Rated:
1. Collecting and hauling garbage. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”
2. Collecting, buying, and selling used:
   a. Iron or steel scrap. Refer to Code 8265 “Iron or Steel Scrap Dealer & Drivers.”
   b. Paper stock, rags, bottles, bones, plastic, or rubber stock 80% of which consists of paper stock, rags, bottles, bones or rubber stock. Refer to Code 8264 “Bottle, Rubber, Paper Stock or Rag Dealer – Second-Hand & Drivers.”
   c. Variety of paper stock, rags, bottles, bones, rubber stock, plastic, or metal and some iron or steel scrap. Refer to Code 8263 “Junk Dealer & Drivers.”

Metal Stamped Products Mfg. – NOC

Note:
Applicable to mass produced stamped metal articles using hand-fed or semi-automatic punch presses.

Description:
Code 3400 applies to employers engaged in manufacturing metal stamped products or parts which are usually produced on hand-fed punch presses, and include metal brackets, unfinished trays and dishes, electrical and electronic fittings, levers, parts for toys, lamp and lighting fixture parts, as well as other industrial and consumer products. This classification applies whether some punch presses are operated by the employer interchangeably as either hand-fed or automatic feed.

Sheet metal stock in varying sizes is cut to size and stamped to shape using hand-fed punch presses to produce the stampings. Also included are secondary or incidental machining operations which include blanking, bending, piercing, notching, deburring, tumbling, tapping, sanding, and buffing.
Machining of tools and dies used principally in the production of stampings by the same employer is included under the scope of this classification.

Assignment By Analogy:

• Explosives – stamping of primer caps
• Motion picture film reels – metal – stamped

Operations To Be Separately Rated:

1. Metal spinning’s and stamping – if spinning represents the major portion of the production process. Switch plates, outlet plates and ceiling plates manufacturing – brass. Refer to Code 3315 “Brass or Copper Goods Mfg.”


3. Manufacturing of tools and dies as a separate enterprise by a metal stamping employer is separately assigned to the appropriate tool manufacturing classification code if most of the tools and dies are sold to others and are not used in the manufacture of the metal stampings. Assign the appropriate tool manufacturing classification.

Meter Readers – Utility Company

Note:
Description:

Code 7542 applies to employers engaged in meter reading operations for utility companies. Meter readers normally work outside and drive from location to location in order to read customers’ utility meters. Some utility companies now have their employees utilizing scanners to read the meters instead of physically reading the figures from the meters. The figures obtained from the reading report the amount of gas, water or electricity a customer has used. The customers will then be appropriately billed for the usage. Meter readers are not exposed to any other operative hazards of the utility company and do not engage in repairing or installing utility meters.

Assignment By Analogy:

Operations To Be Separately Rated:


Mica Goods Mfg. & Mica Preparing

Note:
Description:

Code 1853 applies to employers engaged in manufacturing products made from mica. Mica is a silicate mineral such as
muscovite, the most common type of mica in the mica group which readily separates into thin, pliable leaves due to its crystalline structure. This classification includes preparing mica which involves separating the mica leaves from chunks of mica ore. In addition, this classification includes forming these leaves into sheets. This classification also includes cutting mica sheets to size or into various shapes. This material is most commonly used as insulation as it is heat resistant, primarily by industrial concerns such as but not limited to the electrical industry.

This classification is also applicable to cutting shapes from purchased mica sheets or leaves that have been split by others.

Assignment By Analogy:

Isinglass (muscovite) – mica in the form of thin sheets that are transparent for use such as in windows for stove doors of the coal or wood burning type.

Operations To Be Separately Rated:

1. Grinding and pulverizing mica. Refer to Code 1741 “Flint or Spar Grinding & Drivers.”

2. Manufacturing other types of insulating material such as rock wool or fiberglass. Refer to Code 1701 “Cement Mfg.”

3. Mining:
   a. Surface mining. Refer to Code 1624 “Quarry – NOC & Drivers.”
   b. Underground – with shafts, tunnels or drifts. Refer to Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers.”

Milk Depot or Milk Dealer & Route Salespersons, Route Supervisors, Drivers

Note:
Description:

Code 2070 applies to employers engaged in processing raw milk received from outside sources. Pasteurization to produce milk and cream and the further processing to produce buttermilk, cottage cheese, solid cheeses, and butter fall within the scope of this classification. This classification contemplates the bottling, packaging, storage, and distribution of these products. Employers engaged solely in manufacturing cheese or butter are assigned to this classification, as well as employers that operate milk depots or act solely as milk dealers.

Employers that collect, sort, recondition, and redistribute milk bottles also fall under this classification. Bottles are picked up at creameries, milk dealers, etc. At the employer’s exchange they are put on conveyor belts, run through washing machines, and placed onto another conveyor belt for sorting. Defective bottles are removed, and sorted bottles are placed in containers for delivery.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Baby formula (liquid or powdered), cultured buttermilk, condensed milk, evaporated milk, powdered milk, malted milk, sour cream, buttermilk (by use of starters, additives or artificial means), whipped cream (filling in aerosol cans), or yogurt. Refer to Code 2065 “Milk Products Mfg. – NOC.”
   b. Baby formula soy type (liquid or powdered), butter substitute, liquid soy, margarine, powdered soy,
pudding, cheese grinding, and packaging. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”

c. Ice cream or frozen yogurt. Refer to Code 2039 “Ice Cream Mfg. & Route Salespersons, Route Supervisors, Drivers.”

2. Dairy farm operations. Refer to Code 0006 “Farm – NOC & Drivers.”


Milk Products Mfg. – NOC

Note:
Description:

Code 2065 applies to employers engaged in manufacturing various milk products such as condensed milk, evaporated milk, dried milk, dehydrated milk, malted milk, milk powder, and other similar milk products. The main process involved is the evaporating of water from the raw milk in tanks by means of heat and the canning or packaging of the product. Manufacturing containers, such as bottles, boxes, cans, cartons, or packing cases by the employer for use in the operations are inclusive under this classification.

Assignment By Analogy:

• Whipped cream in aerosol cans
• Yogurt – not frozen dessert

Operations To Be Separately Rated:

1. Butter, cheese, cottage cheese, pot cheese, natural buttermilk, or natural sour cream manufacturing. Refer to Code 2070 “Milk Depot or Milk Dealer & Route Salespersons, Route Supervisors, Drivers.”

2. Ice cream manufacturing. Refer to Code 2039 “Ice Cream Mfg. & Route Salespersons, Route Supervisors, Drivers.”

3. Milk processors, milk dealers or creamery operations in connection with distribution of fresh milk. Refer to Code 2070 “Milk Depot or Milk Dealer & Route Salespersons, Route Supervisors Drivers.”

Mining – NOC – With Shafts, Tunnels or Drifts & Drivers

Note:
Includes the construction, repair or maintenance of all buildings, structures or equipment and the installation of machinery.

Code 1170 and Code 1624 “Quarry – NOC & Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:
Code 1170 applies to employers engaged in the underground mining of ores or minerals. Underground areas are accessed by tunnels, shafts, or drifts. The materials are reached by sinking shafts and by driving rifts or cross-cuts through them. The ore or mineral rock is first loosened by drilling and blasting with explosives, then loaded into mine cars and hauled outside or to a shaft where it is hoisted to the surface. The material may be processed or partially processed at the mine site before it is transported to the customer or to another site for processing.

Equipment used includes timber, wire rope and miscellaneous steel for bracing tunnels, etc., track and mine cars, rock drills, ventilation equipment, air and water pipes, air compressors, wiring and electrical switches for lighting and blasting equipment.

Assignment By Analogy:

- Borax
- Fluorite
- Gold – in drifts, shafts or tunnels
- Graphite – natural
- Gypsum
- Lead – natural
- Manganese
- Mica
- Molybdenum
- Nickel
- Silica
- Talc – 5 percent or less free silica

Operations To Be Separately Rated:

1. Manufacturing:
   a. Brick, tile or earthenware and brick, clay or refractory products. Refer to Code 4024 “Brick Mfg. – NOC – Fire or Enameled & Drivers.”
   c. Pottery. Refer to Code 4053 “Pottery Mfg. – China or Tableware,” Code 4061 “Pottery Mfg. – Earthenware – Glazed or Porcelain – Hand Molded or Cast” or Code 4062 “Pottery Mfg. – Porcelain Ware – Mechanical Press Forming.”
   d. Rock wool. Refer to Code 1701 “Cement Mfg.”
   e. Terra cotta. Refer to Code 4053 “Pottery Mfg. – China or Tableware.”

2. Producing or refining salt, borax or potash. Refer to Code 4568 “Salt, Borax or Potash Producing or Refining & Drivers.”

3. Flint or silica grinding. Refer to Code 1741 “Flint or Spar Grinding & Drivers.”


5. Quarrying. Refer to Code 1624 “Quarry – NOC & Drivers.”

6. Stone cutting or polishing. Refer to Code 1809 “Stone Cutting or Polishing – Marble or Limestone & Drivers” or Code 1810 “Stone Cutting or Polishing – NOC & Drivers.”

7. Surface mining at the same or separate location of shaft, tunnel, and drift mining. Refer to Code 1624 “Quarry – NOC & Drivers.”

Mirror Mfg.

Note:

Codes 4131 and 4130 “Glass Merchant” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses. Separately rate the manufacturing of glass, frames, backs or handles.

Description:

Code 4131 applies to employers engaged in manufacturing mirrors that range from pocket size to wall panels of varied types. Glass, plating solutions, polishing, cleaning and protective materials and frames, backs, handles and other accessories are received from others. Mirrors are generally produced by the chemical deposition of metal on glass. For commercial and many scientific purposes, silver is the metal most commonly used. The glass is cut to size, ground, smoothed and in some cases, edges may be beveled. Hole drilling, chemical etching, drying, buffing and polishing are also performed. Reflecting surfaces are generally produced by pouring or spraying the appropriate metallic solution over the prepared glass. Heavier coats are obtained by successive applications of the plating solution.

This classification contemplates assembling incidental to the production of framed mirrors, trays, mirror-edged picture frames and other novelties. The operations are predominately hand assembling. The reconditioning of old mirrors is also assigned to this classification.

Assignment By Analogy:

Manufacturing of mirrored glass from purchased glass sheets – no manufacturing of glass, frames, backs – repair in shop

Operations To Be Separately Rated:

1. Glass merchants – selling purchased plate glass or mirror glass retail or wholesale. Refer to Code 4130 “Glass Merchant.”

2. Dental or surgical mirrored instruments – from purchased mirror – includes making frames and assembling. Refer to Code 3685 “Instrument Mfg. – NOC.”

3. Manufacturing:
   a. Blown glass – not sheet window glass:
      i. By automatic process. Refer to Code 4114 “Glassware Mfg. – NOC.”
      ii. Not by automatic blowing process. Refer to Code 4111 “Glass Mfg. – No Automatic Blowing Machines.”

4. Colored, frosted or tinted glass, plate glass, insulated thermopane glass, automobile or truck windshields or window glass, polished plate glass. Refer to Code 4101 “Glass Mfg. – NOC & Drivers.”

5. Stained or leaded glass. Refer to Code 4133 “Cathedral or Art Glass Window Mfg.”

Mobile Crane and Hoisting Service Contractors – NOC – All Operations to Completion & Drivers

Note:
This classification is not applicable to an employer engaged in the actual construction at the same job or location.

Description:

Code 9534 applies to specialty contractors exclusively engaged in leasing cranes to others with operators. The crane operators will operate the cranes at customers’ job sites to hoist machinery and equipment into existing buildings or on construction or erection projects. Mobile cranes are also used to load or unload trucks or freight cars.

Hoisting of machinery, equipment or materials by specialty rigging service contractors using block and tackle, booms and cranes with rollers placed under items to facilitate moving them into position is also subject to this classification.

Concrete Pumping Exclusively by a Specialty Contractor

This classification also applies to concrete pumping exclusively by a service contractor. Ready mixed concrete is purchased from suppliers and pumped into the service contractor’s concrete pumping truck. These types of trucks have controls so that the concrete can be pumped to where it is specified by the employer’s customers at their job sites. Utilizing the remote controls, the concrete pump operator will steer the concrete pump nozzle to the direction and placement where the ready mixed concrete is required to be dispersed with the amount of concrete specified by their customer.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Employers engaged in actual construction or erection at the same job or location. Assign the appropriate construction or erection classification.

2. Scaffold erection, repair or removal as an incidental part of the contractor’s construction or erection work. Assign the appropriate classification to which such construction or erection work applies.

3. Scaffolds, hod hoists or construction elevators installation, repair or removal by specialist contractors. Refer to Code 9526 “Scaffolds, Hod Hoists or Construction Elevators – Built-Up From the Ground – Installation, Repair or Removal – All Operations to Completion & Drivers.”


Motion Picture – Development of Negatives, Printing and All Subsequent Operations

Note:

Description:

Code 4360 applies to employers engaged in developing negatives, printing and subsequent operations of motion picture film and/or animated film. Employers receive motion picture footage, develop the negatives and then edit by cutting and splicing. Editing includes cutting to meet time constraints, unwanted segments, color corrections and sound enhancements such as audio being dubbed electronically onto the video tapes.

The industry has adapted to performing computerized editing which is also contemplated by this classification. In this case motion picture film is received on discs and edited directly on computer terminals. Editing of video tapes that are received from others is also an inclusion under this classification.
This classification applies to the process of transferring motion picture film to video tape known as video tape conversion. It also includes motion picture film transfers to DVD.

Once the above operations are completed, film, discs and/or video tapes are packaged and ready for shipment or customer pick up.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Motion picture:
   a. Film exchanges. Refer to Code 4362 “Film Exchange – Motion Picture & Clerical.”
   b. In studios or outside – all operations up to the development of negatives and drivers. Refer to Code 9610 “Motion Picture Production – In Studios or Outside – All Operations up to the Development of Negatives & Drivers.”

Motion Picture Production – In Studios or Outside – All Operations up to the Development of Negatives & Drivers

Note:
The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

Description:
Code 9610 applies to employers engaged in operations of a motion picture production. This classification includes all operations of the production up to the development of the negatives and contemplates producing films, videos and television commercials. Videos are made for the entertainment industry and for consulting, educational, and instructional purposes.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Development of negatives, print and edit operations. Refer to Code 4360 “Motion Picture – Development of Negatives, Printing and All Subsequent Operations.”

Municipal, Township, County or State Employee – NOC

Note:
Separately rate workers, mechanics or others engaged in manual labor or supervisors of construction work.

Description:
Code 9410 applies to municipalities that usually conduct a variety of operations which may be subject to separate
classification code assignments. The types of employees that are covered under this classification include outside Board of Health workers and employees engaged in inspection work, for example, inspectors of buildings, electrical inspectors, tax assessors and those employees engaged in laboratory work.

This classification does not include any individuals engaged in manual labor associated with construction, repair or maintenance for the municipality. This classification also does not apply to most persons working in courts, homes for the aged, hospitals, jails, libraries, parks, schools, and other agencies providing services for the municipality. Clerical employees in municipal offices are assigned to Code 8810 “Clerical Office Employees – NOC.”

Assignment By Analogy:

Operations To Be Separately Rated:

**Musical Instrument Mfg. – NOC – Metal**

Note:

Includes stringing, repairing and servicing of metal musical instruments.

Description:

Code 3686 applies to employers engaged in manufacturing metal musical instruments such as trumpets, horns, saxophones, trombones and cornets. Metals are cut to size and designed, bent, stamped, brazed, deburred, and polished to finish. The instruments are then packed and readied for shipment to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Piano tuning in shop or outside. Refer to Code 5191 “Office Machine Installation, Inspection, Adjustment or Repair.”


**Musical Instrument Mfg. – NOC – Wood**

Note:

Code 2923 and Code 2883 “Furniture Mfg. – NOC – Wood” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 2923 applies to employers engaged in manufacturing wooden musical instruments such as violins, guitars, cellos, harmonicas, drums, bass drums, clarinets and other similar wooden instruments. Cases manufacturing and the tanning of skins used in the manufacturing of wooden drums, tambourines and banjos are considered incidental to the operations assigned to this classification and therefore included.
Manufacturing pianos, player pianos and organs are also included under this classification. This classification includes fabrication of metal frames, sounding boards, keyboards, wire and string graduation.

Assignment By Analogy:

Bird and animal callers (whistlers) – wooden

Operations To Be Separately Rated:

1. Manufacturing:
   a. Cases used for transporting musical instruments. Refer to Code 2683 “Luggage Mfg.”
   d. Piano case or organ case only – wood. Refer to Code 2883 “Furniture Mfg. – NOC – Wood.”

Net Mfg.

Note:
Not applicable to wire nets.

Description:
Code 2380 applies to employers engaged in manufacturing nets including rope nets and slings for fishing or cargo made from synthetic or cotton thread. This classification also applies to manufacturing elastic or non-elastic webbing (other than jute) made from cotton, polypropylene and fiberglass threads.

Assignment By Analogy:

Sports and sporting goods nets – tennis, racquetball, volleyball

Operations To Be Separately Rated:

1. Manufacturing:
   a. Braids, fringes, chenille or tassel type trimmings. Fishing line manufacturing braided or twisted cord. Refer to Code 2387 “Braid or Fringe Mfg.”
   b. Cord, rope, or twine from cotton, linen, silk or wool including synthetic. Jute nets or jute webbing manufacturing. Nylon fishing line manufacturing. Refer to Code 2302 “Silk Thread or Yarn Mfg.”
   c. Hair net. Refer to Code 2534 "Feather or Flower Mfg. - Artificial."
   e. Wire net or wire rope – no wire drawing. Refer to Code 3257 “Wire Goods Mfg. – NOC.”

2. Wire drawing iron or steel. Includes wire rope or cable manufacturing. Refer to Code 3241 “Wire Drawing –
Iron or Steel.”

**News Agent or Distributor of Magazines or Other Periodicals – Not Retail Dealer & Outside Salespersons, Drivers**

Note:
Description:

Code 8745 applies to employers principally engaged in the wholesale distribution of periodicals, magazines and newspapers to retail newsstands, stores, and similar businesses. Operations include counting, sorting, and bundling newspapers, magazines or periodicals purchased from publishers which are then counted, sorted, bundled and distributed to their customers, usually by truck.

This classification also applies to magazine publishers who do not print their magazines but do distribute their magazines to newsstands. These publishers may subcontract the printing operations. The printed material is then bundled by the publishers and delivered to newsstands.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Delivering:
   a. Advertising circulars to residences. Refer to Code 8742 “Salesperson, Collectors or Messengers – Outside.”
   b. Magazines, newspapers and periodicals for publishers. Refer to Code 7219 “Trucking – NOC – All Employees & Drivers.”
   c. Magazines to residences. Refer to 7380 “Drivers, Chauffeurs and Their Helpers – NOC – Commercial.”

2. Selling magazines and newspapers – retail. Refer to Code 8072 “Book Store – Retail.”

**Newspaper Carriers – Including Use of Bicycles**

Note:

The actual earnings of the newspaper carriers, excluding the value of tips, shall be used as payroll for the purpose of determining the premium under this classification.

Description:

Code 4312 applies to newspaper carriers who are employed by publishers or dealers and who are engaged in selling and delivering newspapers by bicycle or foot to customers at their homes or business places.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Newspaper publishing. Refer to Code 4304 “Newspaper Publishing.”
Newspaper Publishing

Note:
Description:

Code 4304 applies to employers engaged in publishing daily or periodic newspapers.

The basic operations that are subject to this classification are platemaking and printing of the newspaper. Photoengraving is also inclusive when performed by a newspaper publisher. Rolls of paper are fed through printing presses. Printed sheets are then cut, folded, trimmed, counted, bundled and stacked. Some newspaper publishers may have the actual newspaper printed by an outside printer. For newspaper publishers not engaged in printing the actual newspaper, all other employees, other than those that are separately rated, are subject to this classification. The newspapers are then delivered to newspaper agents for sale to the public.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Artists or designers engaged exclusively in creative work or original design, proofreaders, editors or clerical office employees. Refer to Code 8810 “Clerical Office Employees – NOC.”

2. Commercial printing, newspaper printing or Penny saver printing – not by a newspaper publisher. Refer to Code 4299 “Printing.”

3. Newspaper and magazine agents. Refer to Code 8745 “News Agent or Distributor of Magazines or Other Periodicals – Not Retail Dealer & Outside Salespersons, Drivers.”


5. Quick printing – when not performed by a newspaper publishing company. Refer to Code 8012 “Quick Printing.”

6. Reporters, advertising or circulation solicitors. Penny saver door to door distribution. Refer to Code 8742 “Salespersons, Collectors or Messengers – Outside.”

Nursery Employees & Drivers

Note:

Includes incidental landscape gardening.

Description:

Code 0005 applies to employers primarily engaged in growing nursery stock such as bushes, trees, shrubs, sod and bulbs, in fields or in greenhouses. Operations consist of planting, fertilizing, watering, trimming, potting, repotting plants, and transplanting at the nursery location.

Harvesting of seeds, digging peat moss and hummus by hand, delivery and planting at the customer’s location(s) of products sold, are inclusive under this classification.
Assignment By Analogy:

- Beetle control – ground work
- Christmas trees – planting, cultivating and harvesting
- Earthworms – breeding and harvesting
- Fish – farm, breeding, hatchery
- Turtles – breeding or raising

Operations To Be Separately Rated:

1. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

2. Tree stump removal, clearing the right of way or grading of land or excavation. Refer to Code 6217 “Excavation – NOC – All Operations to Completion & Drivers.”

3. Tree surgery or pruning operations at customers’ premises. Refer to Code 0106 “Tree Pruning, Repairing or Trimming – All Operations to Completion & Drivers.”

4. Building retaining walls, decks, walkways, patios, planters and benches. Assign the appropriate contracting classification.

5. Garden centers or retail stores. Assign the appropriate store classification.

Office Machine Installation, Inspection, Adjustment or Repair

Note:

Includes shop operations.

Description:

Code 5191 applies to employers engaged in installation, inspection, adjustment and/or repair of office machines such as computers, computer accessories, copy machines, microfilm equipment, postage machines, typewriters, etc. The installation consists of setting up machines at the customer’s location. The employer will connect any components and accessories to the machine and then connect the machine to a power source. This classification includes the running of low voltage wire from the equipment to the power source.

The employer will, by contract or per job basis, inspect, adjust and/or repair any office machines at the customer’s location or employer’s shop. The employer will analyze any problem with the office equipment, replace damaged parts and reassemble the equipment. On a contract basis, the employer may conduct routine maintenance and cleaning of the customer’s office machines.

The repair and tuning of pianos are also assigned to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Installation and repair of high voltage and alarm systems. Refer to Code 5192 “Electrical Wiring – Within

**Office, Computing or Recording Machine Mfg. – NOC**

**Note:**
**Description:**

Code 3574 applies to employers engaged in manufacturing calculators, adding machines, computers, typewriters, recording machines or other types of office machines.

The manufacturing process usually involves a great deal of intricate hand assembly. The assembly work includes soldering, wiring, drilling and securing with nuts and bolts. This classification also includes stamping castings, plastic moldings, machining and manufacturing other component parts in connection to the employer’s operations.

The manufactured products are inspected and tested for quality assurance purposes before being packed and shipped to the employer’s customers.

**Assignment By Analogy:**

- Automatic teller machines (ATM)
- Jukeboxes – computer peripheral
- Meters
  - Electric meters – measuring usage – repairing and testing in shop
  - Gas meters – including repair in shop
- Parking meters
- Postage meters
- Slot machines – casino type – not vending type
- Stamp vending machines – postage machines
- Video arcade game machines
- Voting machines
- Wagering machines

**Operations To Be Separately Rated:**

1. Office machines or computer devices installation, inspection, service, adjustment or repair including shop operations. Voting machines erection, storage, dismantling, repairing and maintenance. Refer to Code 5191 “Office Machine Installation, Inspection, Adjustment or Repair.”

2. Tape recorder manufacturing. Refer to Code 3681 “Television, Radio, Telephone or Telecommunication Device Mfg. – NOC.”

**Oil or Gas Burner Installation, Service or Repair Shop – All Operations to Completion & Drivers**

**Note:**
Code 5193 shall not be assigned at the same job or location to which Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers” applies.

Description:

Code 5193 applies to employers engaged in oil or gas burner installation, service or repair. The oil or gas burners are normally set up in fire boxes within residential homes. The controls are installed and connected to the burners and electrical power supply. Fuel tanks are then set up and connected to the burners. After installation, the burners are ignited, tested and adjusted.

The service and repair of oil and gas burners involves troubleshooting the problem and removing and replacing defective parts using hand tools. Parts such as burner heads, nozzles, gaskets, starters and filters are commonly replaced. These units may also be cleaned, and motors and fans oiled. Once the repairs and/or service is complete, the units are tested for proper working condition.

Assignment By Analogy:

Appliances – ranges, stove or wall ovens – gas burner assemblies, oil heating and/or Bunsen burners

Operations To Be Separately Rated:

1. Plumbing operations. Refer to Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.”

Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers

Note:

Not available for division of payroll with Code 5213 “Concrete Construction – NOC – All Operations to Completion” which is applicable to oil or gas well acidizing or cementing at the same job or location.

Description:

Code 6235 applies to employers engaged in drilling or redrilling oil or gas wells, and includes erection or dismantling of drilling rigs, formation fracturing, cementing and installation of casing when such operations are performed by employees of the drilling company. Cleaning or swabbing of a new well that has not yet been completed is included under this classification whether performed by employees of the driller or by a specialist contractor.

Oil or gas well holes are usually drilled using either a cable or rotary-type rig. The cable rig involves dropping a pointed bit that is attached to a cable repeatedly into a hole until the hole reaches the desired depth. The rotary rig involves drilling a hole by applying pressure to a drilling stem that has a rotating bit attached to it. The latter method is used for both vertical drilling, and for directional and horizontal drilling. Directional drilling is the process of drilling a curved well, in order to reach a target that is not directly beneath the drill site. Horizontal drilling can make a 90 degree turn in only a few feet to reach less accessible reservoirs.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Drilling – Not Otherwise Classified (NOC). Refer to Code 6204 “Drilling – NOC – All Operations to Completion & Drivers.”

2. Oil or gas well:
   a. Acidizing or cementing – not at the same job or location that is subject to Code 6235. Refer to Code 5213 “Concrete Construction – NOC – All Operations to Completion.”
   b. Perforating or oil or gas well shooting. Refer to Code 5508 “Excavation – Rock – All Operations to Completion & Drivers.”

Optical Goods Mfg. – NOC

Note:
Description:
Code 4150 applies to employers engaged in manufacturing optical goods and ground lenses. This classification includes specialists who perform precision grinding of lenses or the grinding of blank or rough lenses to curvature and size for retailers, i.e., optometrists and opticians. This classification also includes the complete process of assembling the lenses into frames to obtain eyeglasses, opera glasses, field glasses and industrial goggles. Glass and plastic blanks, emery, polishing rouge, steel, silver and gold wire rod or tube, sheet plastic, and metal are received from others. The glass or plastic blanks are heated; put in molds; formed; annealed; set in grinding machines; ground down to size, gauge, and thickness; centered; polished; and edges are trimmed and beveled. The lenses are then buffed, washed, and inspected. Some lenses are shipped to customers, while others are mounted in the product being made. The products may be manufactured by employers falling within the scope of this classification, or they may be assembled from component parts received from others.

Assignment By Analogy:
• Telescopes
• Watches or watch parts – crystals – glass and plastic

Operations To Be Separately Rated:


Ore Milling & Drivers

Note:
Code 1452 “Ore Milling & Drivers,” Code 1430 “Smelting, Sintering or Refining Lead & Drivers,” and Code 1438 shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:
Code 1452 applies to employers engaged in processing raw ores that are received from mines. Processing includes crushing, concentration or amalgamation. Ores are fed into crushers and then ball mills which reduce the ore to a powder. The powder producing an ore is screened and may first be treated with caustic materials or acids. The powder then goes through a flotation process where it is mixed with water slurry which passes over gravity separators
causing lighter rock to wash away and the heavier ores to sink. The ore slurry is then treated with various chemicals that separate different ores from others. Most metal ores, when mined, contain other metals that can be separated in this manner.

Segregated ore slurries are heated to remove excess water. The slurry may then be pressed into pellets or just dried in rotary kilns. This is known as the concentration process.

Different ore concentrates may be mixed together (amalgamates) prior to shipment to customers.

The manufacturing of natural graphite, i.e., the extraction of graphite from graphite rock, is also included under this classification. This process involves crushing, milling, pulverizing, screening, floatation and lastly drying.

The milling of ores to recover some nonmetallic minerals which do not require amalgamation or floatation also falls within this classification.

This classification also includes employers that are engaged in phosphate works. Phosphate rock or phosphate pebbles are received from others. The process starts with running the phosphate rocks or pebbles through a washer which removes mud and sand. The rocks and pebbles are then crushed, ground, screened and washed. The material is then dried in dryers and is either bagged or shipped in bulk to the employer’s customers which are usually wet-mixing fertilizer plants.

This classification contemplates the treatment of ground phosphate pebbles or rock with sulphuric, phosphoric or nitric acids. These acids may be received from others or manufactured by the employer provided that the acids are used solely in production of their own product. Decomposing ground phosphate with acids produces a product, i.e., acid phosphate or super phosphate. This type of product when prepared is typically shipped to dry-mixing plants for use in the preparation of complete fertilizers.

Assignment By Analogy:

- Cinder manufacturing
- Milling or grinding of magnesium metal
- Mortar colors – from iron ore – crush, dry, grind and sift
- Quartz milling

Operations To Be Separately Rated:

1. Manufacturing:
   c. Solder:
      i. In paste and flux form. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”
      ii. In bars that are melted and poured. Refer to Code 3085 “Foundry – Non-Ferrous.”

2. Blast furnace operations involving smelting, sintering or refining metals other than lead or iron. Refer to Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers.”

3. Reclaiming lead in the process of smelting, sintering or refining metals in any form or quantity. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

4. Smelting by an electric process (no blast furnace) to produce carborundum, artificial carbon or graphite (using coke and other ingredients), or other electric furnance products. Refer to Code 1439 "smelting - Electric Process."

5. Steel making in electric or open-hearth furnaces and the Bessemer or crucible process. Refer to Code 3004
Oxygen or Hydrogen Mfg. & Drivers

Note:
Includes tank charging.

Description:
Code 4635 applies to employers engaged in recovery of oxygen and hydrogen from air or water. This classification also includes manufacturing dry ice. Carbonic acid is the weak acidic water solution of carbon dioxide and is used in soft drinks and carbonated beverages to provide the fizz and sparkle.

This classification also includes tank charging/filling. Gases such as oxygen, nitrogen, acetylene, argon and nitrous oxide may be purchased from outside suppliers in bulk and stored in tanks. Empty tanks are received from customers where they are tested for leaks, blown out for remaining excess gas, refilled and delivered to the customer. Some employers purchase oxygen and nitrogen in a liquified form and store it in bulk containers. The liquid is then vaporized in a vaporizing machine into gas and filled into cylinders.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Carbonic – dry ice manufacturing – expansion from CO2 or helium manufacturing:
   a. Blending or Mixing – exclusively. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”
   b. Chemical process. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”

Oyster Processing

Note:
Code 2114 and Code 2111 “Cannery – NOC” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:
Code 2114 applies to employers engaged in processing oysters or clams. This classification applies to shore or dock work only. The oysters or clams may be picked up from docks or received at employer’s processing plants on shore. The operations involve grading, washing, shucking and packing including use of knives.

Assignment By Analogy:

Seafood – cull, sort, shuck, grade, pack – shore or dock work
Operations To Be Separately Rated:

1. Canning of clams when conducted as a separate and distinct business. Refer to Code 2111 “Cannery – NOC.”

2. Clam processing including chopping and mixing with other ingredients. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”

Packing House – All Operations

Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 2089 are conducted as a separate and distinct business.

Description:

Code 2089 applies to employers engaged in the preparation of fresh meat and meat products including the handling and slaughtering of livestock. This classification contemplates pen maintenance. The dressing, boning and chilling of beef, pork, sheep and calves and the processing of some cuts into meat products fall under this classification. Some of these processed products are cured hams, smoked tongues and bacon (including bacon slicing), pickled or preserved beef and pork cuts, frankfurters, bologna, etc. Additional operations covered under this classification are rendering, lard refining, butter substitutes manufacturing, washing of casings, sausage manufacturing, salting of hides, cooking of offal, processing of the viscera and fertilizer manufacturing. Some of the prepared meats are packed in cans, bottles or jars, sealed, and cooked in vats.

The following clarifies the distinctions between Code 2081 “Butchering” and Code 2089 for classification purposes. Although both classifications contemplate butchering or slaughtering and the handling of livestock, the packing house classification, This classification, is applied to those employers whose operations involve meat processing beyond the point of cutting, boning and dressing for distribution to customers such as wholesalers, retailers, restaurants and hotels. To qualify for this classification, the risk’s principal operations must be that of processing meat. Processing meat includes but is not limited to processes such as smoking or curing hams, bacon manufacturing, pickling or otherwise preserving beef or pork cuts and, in many cases, the packaging of meat products in the form that they will be subsequently sold to the consumer. Employers that do not process meat as described above but only engage in sausage manufacturing and butchering operations that involve cutting of steaks, chops, roasts and incidental grinding of meat are assigned to Code 2081.

Assignment By Analogy:

Meat packers – including butchering and handling of livestock

Operations To Be Separately Rated:

1. Meat products manufacturing such as smoked bacon or ham, frankfurters, bologna, and sausage. Refer to Code 2095 “Meat Products Mfg. – NOC.”

2. Slaughtering only – no processing of meats. Refer to Code 2081 “Butchering.”

3. Slaughtering of poultry by wholesale or retail dealers. Refer to Code 8021 “Fish, Poultry or Meat Dealer – Wholesale,” or Code 8031 “Fish, Poultry or Meat Store – Retail.”
Paint Mfg.

Note:
Description:

Code 4558 applies to employers engaged in manufacturing paint such as water-based paint, oil paint, enamel paint, casein paint (used by artists) and other paints except for calcimine and whitewash paint. This classification includes manufacturing stains and resin-based varnishes but not lacquer or spirit varnishes. Raw materials that are used in this process such as pigments, drying oils, binders, resins, solvents and thinners (water or organic liquid such as turpentine).

This classification also applies to employers engaged in manufacturing oleo-resinous varnishes.

Assignment By Analogy:

• Caulking materials – putty type
• Clay – for floral pots and arrangements
• Modeling clay
• Timber or wood preservatives – paints or stains

Operations To Be Separately Rated:


2. Manufacturing:
   a. Pigment, paint remover or solvent. Rust removing compounds. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers” or Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”

Painting – Metal Structures – Over Two Stories in Height – All Operations to Completion & Drivers

Note:
Includes shop operations.

Description:

Code 5037 applies to employers painting metal structures exceeding two stories in height. For commercial structures, a “story” is defined as being 15 feet in height. Employers remove the old paint and/or rust (if necessary) by means of abrasive blasting. Some employers prepare and completely enclose the structure or bridge to capture any contaminated waste such as lead and rust.

The painting of metal skeleton framework of buildings exceeding two stories, steel smokestacks, metal towers for power lines, radio and television stations, aircraft beacon towers and observation towers is also contemplated by this classification.

Additionally, this classification applies to painting metal bridges of any size. The metal structure of the bridge is sandblasted to remove any old paint and rust. The employer then applies a primer and a coat of paint is then applied to the structure. This classification applies whether the procedure is conducted from a scaffold or on the roadway of the bridge. The installation of scaffolding or platforms is inclusive under this classification only if in conjunction with the metal structure or bridge painting operation.
Assignment By Analogy:

- Fireproofing – spray material onto structural steel during construction
- Painting steel smokestacks, chimneys – other

Operations To Be Separately Rated:

1. Painting of metal storage tanks, fire escapes, staircases, balconies, shutters, window frames or sash. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”

Painting – Ship Hulls – Coverage Under State Act Only

Note:
Refer to Rule XI – U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:
Code 6884 applies to employers engaged in cleaning, scaling and painting ships and ship hulls. The operations contemplated include cleaning and scaling by means of sandblasting, water blasting and hand-chipping. Also included within the scope of this classification is the general cleaning, scaling and painting of deck superstructures, lifeboats, decks, smokestacks, cargo holds, water tanks, fuel tanks, etc. This classification applies to operations performed in dry docks or while the vessel is in the water.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Ship painting by specialty contractor. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”


Painting – Ship Hulls – Coverage Under U.S. Act

Note:
Refer to Rule XI – U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:
Code 6874F applies to employers engaged in cleaning, scaling and painting of ships or ship hulls. The operations contemplated include cleaning and scaling by means of sandblasting, water blasting and hand-chipping. Also included within the scope of this classification is the general cleaning, scaling and painting of deck superstructures, lifeboats, decks, smokestacks, cargo holds, water tanks, fuel tanks, etc. This classification applies to operations performed in dry docks or while the vessel is in the water.
Assignment By Analogy:

Operations To Be Separately Rated:

1. Ship painting by specialty contractor. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”


Painting – Shop Only & Drivers

Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 9501 are conducted as separate and distinct businesses.

Code 9501, Code 9549 "Advertising Co.– All Operations to Completion & Drivers," Code 9552 "Sign Erection or Repair – Away From Shop – Not Outdoor Advertising Companies – All Operations to Completion & Drivers," Code 5474 "Painting or Decorating – NOC – All Operations to Completion & Drivers," or Code 5491 "Wallpaper Hanging – All Operations to Completion & Drivers” shall not be assigned to the same job or location.

Description:

Code 9501 applies to employers providing painting service to manufacturers, businesses and consumers done in shop. Employers are commissioned to paint goods manufactured or owned by others. Usually these items such as sinks, furniture, bathtubs, refrigerators, etc. are made of wood, metal, leather or plastic. The employer prepares the items by cleaning, degreasing, sanding or wire brushing to remove any unwanted materials such as old paint, dust and grease. The employer paints them by hand brushing, rolling, spraying or dipping method. The items are then either cured in an oven or dried through ventilation.

This classification also contemplates sign painting or lettering in the interior of the customer’s premises. The sign painting or lettering is done by hand on doors, store windows, interior walls and other surfaces.

Assignment By Analogy:

Tinting in shop liquid tint

Operations To Be Separately Rated:

1. Painting:
   a. Automobile. Refer to Code 9505 “Automobile, Bus, Truck or Trailer Body Mfg. – Painting.”
   b. Structures and buildings – interior and exterior. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”

Painting or Decorating – NOC – All Operations to Completion & Drivers
Note:

Includes incidental shop operations.

Description:

Code 5474 applies to employers engaged in general painting operations. This classification includes interior and exterior painting of commercial and residential structures made of wood, stone or concrete, metal storage tanks, fire escapes, staircases, balconies, shutters, window frames or sash. It is common for painting contractors to utilize ladders, scaffolds or platforms depending on the height of the work area.

This classification includes waterproofing by means of brush or hand pressured caulking gun.

Assignment By Analogy:

• Bath tub re-glazing
• Wood preserving – poles, railroads ties

Operations To Be Separately Rated:

1. Bridge painting and painting of metal structures over two stories in height. Refer to Code 5037 “Painting – Metal Structures – Over Two Stories in Height – All Operations to Completion & Drivers.”


3. Wallpaper hanging. Refer to Code 5491 “Wallpaper Hanging – All Operations to Completion & Drivers.”

Paper Coating

Note:

Not building, roofing paper or felt preparation.

Code 4250 and Code 4244 “Corrugated or Fiberboard Container Mfg.” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4250 applies to employers engaged in paper coating, corrugating, laminating, creping, oiling, paraffining, parchmentizing or waxing.

Coatings of various kinds and colors are mixed in mixers or agitators and then run into troughs or coating machines. Rolls of paper are coated as they pass over rolls revolving through this mixture. Some products are printed with advertising material before the coating. Paper is dried on rolls or stacks, some are polished or embossed, finished by calendaring, slitting to width and rewinding or sheeting to size, then labeled and packed.

Paper is corrugated by being slowly passed over a steam or gas heated uniformly ridged metal drum, then revolved around a roll covered with silicate of soda which is deposited on the tips of the corrugation. It is then moved along until it meets a paper liner, both travel, under pressure, over heated plates where they are combined and dried. If double facing is desired, the single faced paper travels back again to the silicate roll and a second liner is applied by the same
process. It is then trimmed on a slitter and then wound into rolls or cut into sheets, tied and packed.

The process of laminating paper involves paste that is mixed or agitated. Laminated paper is produced by feeding a paste or glue between layers of paper, pressing them together, drying and finishing by winding into rolls or sheeting to size, or else cutting, slitting or die cutting to size and shape, wrapping and tying into bundles.

Assignment By Analogy:

Pipe Covering – sheet asbestos

Operations To Be Separately Rated:

1. Manufacturing:
   a. Corrugated or fiberboard container. Refer to Code 4244 “Corrugated or Fiberboard Container Mfg.”

2. Roofing or building paper or felt preparation. Refer to Code 1463 “Asphalt Works & Drivers.”

Paper Goods Mfg. – NOC

Note:
Description:

Code 4279 applies to employers engaged in manufacturing paper products such as paper towels, napkins, tablecloths, doilies, advertising displays, milk bottle caps, dishes or plates, cups, tubular containers, mailing tubes, roll cores, drinking straws, tissue paper, facial tissues, toilet tissue, wrapping (not gift type) and sheet paper. Raw materials such as rolls or sheets of tissue, crepe, wrapping manila or white paper, cardboard, paperboard, paper cores, paste, glue, wax and paraffin are used to manufacture paper goods.

Paper as the basic raw material is converted into a variety of products. This classification consists of many different operations. The typical operations that are involved in the manufacturing of paper products applicable to this classification consist of cutting and slitting of paper, perforating, embossing or pressing, rewinding into smaller rolls and tightening them, sheeting, folding, some waxing, gluing or pasting, forming, printing, labeling, inspecting, counting, banding, wrapping and packing.

Assignment By Analogy:

Operations To Be Separately Rated:


Paper Mfg.

Note:

Includes card, bristol, paper, straw, fiber or leather board.
Description:

Code 4239 applies to employers engaged in manufacturing paper. This classification includes pulp manufacturing from waste paper or rags.

Assignment By Analogy:

- Cigarette paper – no manufacturing of pulp from wood chips
- Hardboard
- Paper-recycling-- reclaiming

Operations To Be Separately Rated:

1. Manufacturing:
   a. Paper goods. Tissue paper products and facial, gift wrap or toilet paper and re-slitting, rewinding or other converting performed subsequent to the paper making operations. Refer to Code 4279 “Paper Goods Mfg. – NOC.”
   b. Pulp by chemical process. Refer to Code 4207 “Pulp Mfg. – Chemical Process.”
   c. Pulp from ground wood. Refer to Code 4263 “Fiber Goods Mfg.”

Park – NOC – All Employees & Drivers

Note:

Code 0042 “Landscape Gardening – All Operations to Completion & Drivers” and Code 9102 shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 9102 applies to employers engaged in the cleaning and maintenance of public or private park grounds. This classification applies to all employees who are engaged in the operation of public parks which may be owned or operated by government agencies or civic organizations. The employee’s duties include maintaining park grounds, trees, shrubs and flowers and performing services such as mowing lawns, raking leaves and applying fertilizer as well as some trimming of shrubs, trees, flowers. The care, custody and maintenance of buildings within parks such as administrative buildings, rest houses, pavilions, stables and equipment storage buildings are also contemplated under this classification.

The custody and maintenance of baseball diamonds, swimming pools, tennis courts and playground equipment (swings, slides, bars, etc.) located on the park grounds is also subject to this classification. The employees remove any refuse from the playing grounds and prepare the grounds for community and sport organization games.

The operation of public zoos and park zoos is contemplated under this classification.

Souvenir stands, food concessions and gift shops are also operated for customers. Some zoos even have picnic areas available. Other employees such as animal handlers, directors, security clerks, maintenance workers, grounds keepers, etc. are also contemplated by this classification.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Maintenance of residential gardens involving lawn mowing, spraying, feeding, weeding, and pruning of shrubbery or trees. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”

Paste, Ink (Writing) or Mucilage Mfg.

Note:
Description:

Code 4597 applies to employers engaged in manufacturing polishes such as shoe polish, furniture polish, automobile polish, harness polish, metal polish, paste, writing ink, mucilage and dressing.

The process by which writing ink is made consists of using ingredients such as vegetable or mineral oils, solvents, alcohol, resins, hydrochloric and acetic acids, aniline dyes, pigments and wetting agents and dryers that are purchased from others. The ingredients are measured, blended and milled to produce the required smoothness of the ink being produced. Fluid inks may be placed in tanks and diluted. Other inks are pumped into drums, cans or tubes.

Paste or mucilage is made from powder or granule arabic gum or dextrins received from others. Preservatives and plastic or glass containers and caps are also received from others. These materials are mixed and cooked in a steam-jacketed mixer. The mixture is pumped to a filling area where containers are filled, labeled and capped for shipment to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:


2. Grease or oil mixing or blending. Refer to Code 4712 “Grease or Oil Mixing or Blending.”

Pattern Making - NOC

Note:
Description:

Code 2790 applies to employers engaged in pattern making, such as industrial patterns, shoe lasts or forms (a block or form shaped like a human foot), and tobacco pipes. This classification does not apply to employers performing pattern manufacturing operations when the pattern is used by the same employer to manufacture a product.

For pattern making, tobacco pipe manufacturing, prototype manufacturing and architectural scale model making, wood and plastic is cut to size, shaped, machined and assembled by nailing or gluing parts together. It is then sanded, painted or varnished to finish.

In making metal patterns, metal stock is laid out, cut to size and shaped by milling, drilling and grinding. Some metal patterns may be assembled onto wood patterns.

Assignment By Analogy:

• Carving wood by hand or machine – no other manufacturing operations
• Engraving – wood
Operations To Be Separately Rated:

1. Manufacturing:
   b. Metal jigs, fixtures or dies. Refer to Code 4113 “Tool Mfg. – NOC – Not Drop or Machine Forged.”

2. Incidental foundry operations performed by a pattern manufacturer shall be assigned to the appropriate foundry classification. Foundry operations:
   a. Ferrous iron or steel castings. Refer to Code 3081 “Foundry – NOC – Ferrous.”

3. Machining of castings if performed as a separate operation. Refer to Code 3632 “Machine Shop – NOC.”

**Pharmaceutical or Surgical Goods Mfg. – NOC**

Note:
Description:
Code 4693 applies to employers engaged in manufacturing pharmaceutical or surgical goods, other than the manufacturing of drugs, medicines or other preparations such as cosmetics, toothpaste, etc. This classification contemplates manufacturing pharmaceutical goods such as orthopedic braces, prosthetic devices, trusses, adhesive bandages, etc. These products can be made from various materials such as wood, metal, rubber, cotton, glass and leather. The manufacturing process entails machining, and/or hand assembly work which may differ depending on the type of pharmaceutical or surgical product being manufactured.

The classification includes fitting of abdominal surgical belts, abdominal, arch, back, knee or wrist supports, and trusses. Additionally, this classification includes repair in shop of abdominal supports, arch supports, artificial limbs, surgical belts, orthopedic braces such as leg braces, orthopedic appliances, pharmaceutical or surgical goods and prosthetic devices or trusses.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Drug, medicine or pharmaceutical preparation:
   b. No manufacturing of ingredients. Refer to Code 4611 “Drug, Medicine or Pharmaceutical Preparation – No Mfg. of Ingredients.”

2. Chemical manufacturing. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”

3. Chemical blending or mixing. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”

4. Dental laboratory. Refer to Code 4692 “Dental Laboratory.”

**Photocopy Shops – All Employees & Clerical, Outside Salespersons, Drivers**
Note:

Shall not be assigned to any risk also engaged in offset printing, lithographic reproduction or any other type of printing at the same location.

Description:

Code 8016 applies to the operation of providing photocopy services. These operations involve reproducing copies of original documents received from customers. The materials will be copied on large laser or toney style photocopy machines, then the resultant productions may be collated or bound before being prepared for pick up by, or delivery to, the customer. This classification also includes counter sales.

Assignment By Analogy:

• Duplicating services
• Photostat production

Operations To Be Separately Rated:

1. Printing:
   a. On glass or plastic containers or utilizing offset printers capable of accommodating paper in excess of 18 X 23 inches and embossing on glass or plastic containers. Refer to Code 4299 “Printing.”
   b. Performed as an incidental facet of other business operations. Assign the appropriate governing classification.
   c. Utilizing offset printers capable of accommodating paper equal to or less than 18 X 23 inches. Refer to Code 8012 “Quick Printing.”

Photoengraving

Note:

Description:

Code 4351 applies to employers engaged in photoengraving. Photoengraving involves the process of reproducing graphic material by transferring the graphic image photographically to a plate or other surface in etched relief for printing. This classification contemplates photographing the image and the development of negatives used in the photoengraving process.

The process begins by placing the negative over a sensitized metal plate. The plate is then exposed to an arc light, which causes the image to be transferred to it and developed. Acid-resisting substances are applied to that portion of the plate’s surface containing the image. The plate is then immersed in an acid solution and coated by brush with the acid eating away all nonacid-resisting material. The plate is then refined by means of a rotating machine to remove excess metal and a beveling machine to bevel the plate. The plate is then mounted on a wood or metal base to keep it even with the other type. An engraver will usually clean the plate and perform any fine finishing which may require occasional hand engraving of additional designs.

Assignment By Analogy:

Operations To Be Separately Rated:

Photographer – All Employees & Drivers

Note:

Includes incidental retail store and photo processing employees. Regarding aerial photography, the payroll of all members of the flying crew and aircraft ground employees shall be assigned to the appropriate aircraft flying and ground classification.

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 4361 are conducted as a separate and distinct business.

Description:

Code 4361 applies to employers engaged in photography, videography and microfilming; film developing, finishing and printing; photo finishing and development; restoring and retouching photographs; photo color separations and other similar operations. The employer, using various types of cameras, will take photographs including portrait type. They are also contacted by customers to take photographs or video of their special events such as weddings or other occasions. In many cases, the used film is developed at the employer’s premises or it may be sent out to others for processing.

Photo development establishments that develop pictures, including one-hour photoshops, are also included under the scope of this classification. Customers drop off their exposed rolls of film, negatives or memory cards and are given an approximate time to return to pick up their photos. Some film developing establishments may pick up exposed film from drop-off facilities such as those located in retail stores. Film is tagged, developed and then printed into pictures. The pictures are then inspected and packed into envelopes for return to the customers. The incidental sale of film, picture frames and photo albums are inclusive under this classification when these types of establishments sell these items as an accommodation to their customers.

Manufacturing printing plates such as embossing, linotype and offset thin gauge aluminum is inclusive under this classification.

Assignment By Analogy:

• Advertising – cartoons – photography
• Aerial photography – ground laboratory employees
• Dials for clocks and watches – print by photo process
• Silk screen stencil manufacturing – by specialist firm
• Typography

Operations To Be Separately Rated:

1. Photostat production shops. Refer to Code 8016 “Photocopy Shops – All Employees & Clerical, Outside Salespersons, Drivers.”


3. Quick printing – by means of offset type duplicators on paper sizes less than 18 x 23 inches. Refer to Code 8012 “Quick Printing.”
Photographic Supplies Mfg.

Note:
Includes tapes or disks.

Description:
Code 4923 applies to employers engaged in manufacturing and assembling photographic supplies and photographic equipment. This classification applies to manufacturing photographic equipment such as cameras (excluding aerial type), motion picture cameras, projectors, or slide projectors, film printing or developing machines, copy machines, microfilming equipment, document imaging or scanning machines, video cameras, recorders and camcorders. Manufacturing photographic supplies such as coated photographic film or photographic paper, blueprint paper (from purchased paper), motion picture film, are also contemplated by this classification.

Assignment By Analogy:
• Audio or visual equipment – photographic
• Photography screens
• Recording tape or disk

Operations To Be Separately Rated:
1. Pyroxylin or pyroxylin plastic manufacturing and film development chemicals manufacturing. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers” or Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”

2. Motion Picture:
   a. Film transfer to video tape or DVD or television commercials film editing. Refer to Code 4360 “Motion Picture – Development of Negatives, Printing and All Subsequent Operations.”
   b. Film distributors or exchanges – including rental. Refer to Code 4362 “Film Exchange – Motion Picture & Clerical.”
   c. Production. Refer to Code 9610 “Motion Picture Production – In Studios or Outside – All Operations up to the Development of Negatives & Drivers.”

Physician & Clerical

Note:
Does not apply where inpatient overnight care is provided.

Description:
Code 8832 applies to employers that are medical providers that operate in a typical doctor’s office environment. This classification contemplates physicians, dentists, other employees providing medical services, domestics or other maintenance personnel engaged exclusively in cleaning or maintaining the portion of an employer’s premises used for professional purposes and clerical office employees.
This classification contemplates clerical operations, whether performed in the physician’s office or elsewhere, such as in a centralized location separate and apart from the areas where professional services are performed. Employees of a physician’s office that is in a hospital, who are employed by the physician and not employed by the hospital, are assigned to this classification. Maintenance employees exclusively cleaning or maintaining the employer’s professional office are also subject to this classification.

This classification also contemplates the operation of testing laboratories that conduct tests on specimens collected and submitted by patients or physicians. After analysis, the test results are given to the patients or physicians. This classification also applies to clinics providing treatment for patients with mental, emotional and/or substance abuse problems. These outpatient clinics offer various therapies and counseling as well as medical attention.

Employers conducting house visits are incidental to this classification providing the employer also maintains a medical office to see patients.

Assignment By Analogy:

- Acupuncturists
- Blood banks and donor centers
- Clinics – outpatient
- Podiatrists
- Psychologists or psychiatrists

Operations To Be Separately Rated:

1. Overnight patient care facilities. Refer to Code 8833 “Hospital – Professional Employees” and Code 9040 “Hospital – All Other Employees.”

Pile Driving – NOC – All Operations to Completion & Drivers

Note:

Includes timber wharf building.

Description:

Code 6003 applies to employers engaged in operations of pile driving. Piles are long, heavy pillars made of timber, metal, pipe or concrete. Piles are driven into earth to support all types of structures including bridges and buildings. The pile foundation balances the weight of the underlying rock or soil surfaces. The piles are used for various construction projects where foundations are required to be deep such as buildings, tunnels, bridges, wharves, docks, etc.

Assignment By Analogy:

Breakwater or Jetty Construction – sea walls of concrete piles

Operations To Be Separately Rated:

1. Breakwater or jetty construction – no caisson, cofferdam or pile driving work, dike or revetment – construction, or dock building – no pile driving. Refer to Code 6005 “Breakwater or Jetty Construction – All Operations to Completion & Drivers.”
Pillow, Quilt or Cushion Mfg.

Note:
No mattress or box spring manufacturing

Description:
Code 2571 applies to employers engaged in manufacturing pillows, quilts, cushions, comforters, quilted moving pads, sleeping bags and other similar items. These products are filled with fillers such as cotton, polyester, down, batting, foam or feathers. Cloth or fabrics are cut to size and sewn to form casings with an opening left for stuffing the filler material. Fillers are inserted into casings. Accessories such as zippers or buttons may be added. Products are inspected, packed and shipped.

Assignment By Analogy:
• Bolsters
• Elevator protective pad
• Seat pads

Operations To Be Separately Rated:
1. Manufacturing:
   b. Mattress or box spring. Refer to Code 2570 “Box Spring or Mattress Mfg.”

2. Upholstering including caskets, coffins and furniture. Refer to Code 9522 “Upholstering.”

Pipe or Tube Mfg. – Iron or Steel & Drivers

Note:
Description:
Code 3028 applies to employers engaged in manufacturing iron or steel pipes or tubes. It includes the manufacturing of both seamed and seamless pipes and tubing by means of a hot or cold drawing process or roll forming and welding processes. Manufacturing flexible steel tubing is also included under this classification.

Also contemplated by this classification is manufacturing cast iron pipes using centrifugal force. While various processes are utilized, the only difference is in the type of molds used in the centrifugal casting machines. To perform this process, scrap and pig iron are melted in furnaces. All centrifugal cast pipe must be cast in high speed revolving molds. The pipes are then ground, heat treated, pressure tested and coated.

Assignment By Analogy:
• Gas pipe – iron or steel – not cast
• Metals – ferrous (iron or steel)
• Steam – mains or pipelines – iron or steel

Operations To Be Separately Rated:

1. Manufacturing:
   a. Iron or steel making. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
   b. Lead pipe or tube. Refer to Code 3027 “Rolling Mill – NOC & Drivers.”
   c. Pipe or tube made from non-ferrous metals. Refer to Code 3022 “Pipe or Tube Mfg. – NOC & Drivers.”
      Plastic pipe – extruded. Refer to Code 4459 “Plastics Mfg. – Sheets, Rods, or Tubes.”
   d. Plumbers’ pipe, pipe fittings and supplies. Includes threading and cutting of plumbers’ type pipe. Refer to Code 3188 “Plumbers’ Supplies Mfg. – NOC.”
   e. Sewer lines, soil lines or water main pipe – iron or steel. Refer to Code 3081 “Foundry – NOC – Ferrous.”
      Wooden tobacco pipe. Refer to Code 2790 “Pattern Making – NOC.”

2. Pipe bending or cutting by a specialty contractor. Threading and cutting pipe – not plumbers’ type pipe by a specialty contractor. Refer to Code 3111 “Blacksmith.”

Pipe or Tube Mfg. – NOC & Drivers

Note:
Description:
Code 3022 applies to employers engaged in manufacturing non-ferrous metal pipes or tubes. The common non-ferrous metals that are used in this manufacturing process are aluminum, brass or copper. The non-ferrous metals are reduced to a molten state by means of an electric or gas-fired melting furnace. The resulting metal billets are then rolled and/or spun in rolling machines for which a pipe or tube is drawn. The tubing may run through a furnace for annealing purposes. After the material is heated to a pliable condition, it may be sent through an extruding machine that uses dies to produce various forms of pipes or tubes.

Assignment By Analogy:
Conduits – steel – rigid

Operations To Be Separately Rated:

1. Manufacturing:
   a. Brass or copper goods. Refer to Code 3315 “Brass or Copper Goods Mfg.”
   b. Iron or steel pipe or tube. Refer to Code 3028 “Pipe or Tube Mfg. – Iron or Steel & Drivers.”
   c. Lead pipe or tube. Refer to Code 3027 “Rolling Mill – NOC & Drivers.”
   e. Plumbers’ pipe, pipe fittings and supplies. Includes threading and cutting of plumbers’ type pipe. Refer to Code 3188 “Plumbers’ Supplies Mfg. – NOC.”
   f. Sewer lines, soil lines or water main pipe – iron or steel. Refer to Code 3081 “Foundry – NOC – Ferrous.”
   g. Wooden tobacco pipe. Refer to Code 2790 “Pattern Making – NOC.”
2. Pipe bending or cutting by a specialty contractor. Threading and cutting pipe – not plumbers’ type pipe by a specialty contractor. Refer to Code 3111 “Blacksmith.”

Planing or Molding Mill

Note:
Applicable to employers whose principal product is dressed lumber, flooring or unassembled millwork.

Code 2731, Code 2802 “Carpentry – Shop Only & Drivers” or Code 2737 “Door, Sash or Assembled Millwork Mfg. & Drivers” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Code 2802 “Carpentry – Shop Only & Drivers” is not available for division of payroll with Code 2731 or Code 2737 “Door, Sash or Assembled Millwork Mfg. & Drivers.”

Description:
Code 2731 applies to employers engaged in manufacturing cut-to-size dressed lumber, flooring, moldings, trim, columns, dowel and dowel pins, as well as unassembled millwork products which are used by other manufacturers to assemble wooden windows, doors, frames for windows and doors, screens and stairs.

The basic operations of this classification include the kiln drying and dressing of rough lumber by planing and sawing the stock to various widths and lengths to form dressed lumber or flooring. This lumber stock may be further machined by the employer into moldings or trim or unassembled millwork parts. If unassembled millwork parts are manufactured for window and door products, they are machined by cutting, shaping, routing, rabbeting, jointing and boring. This classification includes any incidental finishing of these manufactured products such as painting, staining or varnishing.

Assignment By Analogy:
• Dowels or dowel pins manufacturing
• Dressed lumber manufacturing – cut to size
• Sawmill – planing to finished dimensions

Operations To Be Separately Rated:

1. All yard, storage and delivery operations are assigned to the applicable dealer classification depending upon the type of products that are principally handled in the yard. Refer to Code 8232 “Building Material Dealer – No Second-Hand Material & Local Managers, Drivers” and Code 8235 “Door, Sash or Finished Millwork Dealer & Drivers.”


3. Manufacturing:
   a. Assembled millwork, including windows, doors, frames, and screens. Refer to Code 2737 “Door, Sash or Assembled Millwork Mfg. & Drivers.” If an employer is engaged in the manufacture of both assembled and unassembled millwork, either Code 2731 “Planing or Molding Mill” or Code 2737 “Door, Sash or Assembled Millwork Mfg. & Drivers” may be assigned depending on the principal products being manufactured by the employer.

**Plaster Statuary or Ornament Mfg.**

Note:
Description:

Code 4038 applies to employers engaged in manufacturing plaster statuary or ornaments. This classification applies to the manufacturing of products by molding or casting. Raw materials may include plaster of paris, aggregates and decorative finishes. Materials are mixed with water, molded and set to form. The products are removed from molds, cured and finished by decorating.

This classification also applies to manufacturing dress forms from papier-mâché or plaster. Production may include a considerable amount of hand finishing.

Examples of products contemplated by this classification include but are not limited to figurines, mannequins, masks, ornaments, sculptures, plaques and lamp or lighting fixture bases or parts.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Bricks – fire or enameled bricks. Refer to Code 4024 “Brick Mfg. – NOC – Fire or Enameled & Drivers.”
   b. Concrete products. Refer to Code 4034 “Concrete Products Mfg. & Drivers.”
   c. Pottery – china or tableware. Refer to Code 4053 “Pottery Mfg. – China or Tableware.”
   d. Pottery – earthenware – glazed or porcelain – hand molded or cast. Refer to Code 4061 “Pottery Mfg. – Earthenware – Glazed or Porcelain – Hand Molded or Cast.”

**Plastering – NOC – All Operations to Completion & Drivers**

Note:
Description:

Code 5480 applies to employers engaged in interior plastering work. The operation involves mixing plaster with water by hand and applying the mixture to walls and/or partitions by means of a hand trowel. A plastering contractor may also perform minor finishing work on previously installed drywall such as filling in small holes and taping.

This classification also applies to interior waterproofing operations performed using a hand trowel. Most waterproofing work is done in residential structures, usually basements, or where water is most susceptible to leak. Before the waterproofing is done, the leaks and cracks are chipped out to an appropriate size for filling so that plastic cement will adhere properly. This chipping process is done by hand or using an electric chisel gun. The surface is then cleaned and primed. The plastic cement mixture is mixed to proper consistency and the cracks and leaks are filled using a hand trowel.
Assignment By Analogy:

Stucco work – inside

Operations To Be Separately Rated:

1. Waterproofing – application by trowel and stucco installation – outside work. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”

2. Wallpaper hanging. Refer to Code 5491 “Wallpaper Hanging – All Operations to Completion & Drivers.”

Plastics Mfg. – Fabricated Products – NOC

Note:
Description:

Code 4452 applies to employers engaged in manufacturing products made of plastic using plastic raw materials in the form of sheets, rods or tubes by machining, bending, buffing or polishing. Also, applies to the manufacturing of horn goods from bone, ivory or animal horn materials by machining, bending, buffing or polishing. Includes the manufacturing of plastic goods by a dipping process.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Chemicals – including nitration of cellulose and pyroxylin:
   a. Blending or mixing exclusively. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”
   b. Chemical manufacturing processes. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”

2. Manufacturing:
   a. Plastic artificial flowers. Refer to Code 2534 “Feather or Flower Mfg. – Artificial.”
   b. Plastic bags such as those commonly used to package consumer goods. Refer to Code 4273 “Bag Mfg. – Paper or Plastic.”
   c. Plastic buttons. Refer to Code 4479 “Button Mfg. – NOC.”
   d. Plastic sheets, rods or tubes. Plastic products manufacturing by the extrusion process. Refer to Code 4459 “Plastics Mfg. – Sheets, Rods, or Tubes.”
   e. Plastics – molded products produced by the compression or injection molding processes, or by laminating under heat and pressure. Refer to Code 4475 “Plastics Mfg. – Molded Products – NOC.” Assembling and subsequent finishing only of molded plastic products and Code 4476 “Plastics Mfg. – Molded Products – NOC – Assembling and Subsequent Finishing Only.”

Plastics Mfg. – Molded Products – NOC
Code 4475 applies to employers engaged in manufacturing plastic parts or products produced by the compression and injection molding process or by laminating under heat and pressure. This classification is also applicable to the manufacturing of molded products involving materials other than plastics such as silicones, ferrites and metallic oxides. Some products may not require assembly and finishing subject to Code 4476 “Plastics Mfg. – Molded Products – NOC – Assembling and Subsequent Finishing Only” and are virtually complete after the molding process. In such cases, only this classification is applicable.

The operations assigned to this classification consist of feeding raw materials in the form of powders, pellets, granules, resins, recycled plastic scraps and dyes onto the hopper of a compression or injection molding machine. The molded parts are then automatically formed by dies in the machine, cooled and either ejected or removed by hand. Products which do not also require assembling or finishing may be trimmed, deburred, smoothed, tapped or drilled. These operations are not considered as “assembling and subsequent finishing operations,” and therefore, are assigned to this classification.

This classification also applies to manufacturing plastic products made by a laminating process. This involves molding sheets of plastic to shape under heat and pressure in presses.

Assignment By Analogy:

• Automobile, aviation, boat or ship models – hobby type – plastic – compression or injection molded
• Bakeware, cookware, dishware – flexible – from silicone
• Card tables – plastic – compression or injection molded
• Dice – plastic – compression or injection molded
• Film reels – motion picture – plastic – compression or injection molded
• Garbage or trash cans or receptacles – waste baskets – plastic
• Hair accessories – barrettes, clips, combs, curlers, rollers, etc. – plastic – compression or injection molded
• Ice cream scoopers – plastic – compression or injection molded

Operations To Be Separately Rated:


Plastics Mfg. – Molded Products – NOC – Assembling and Subsequent Finishing Only

Note:

Description:

Code 4476 applies to employers engaged in assembling and subsequent finishing only of manufactured plastic parts or products produced by the compression and injection molding process or by laminating under heat and pressure. Some products may not require assembly and finishing and are virtually complete after the molding process. In such cases, only Code 4475 “Plastics Mfg. – Molded Products – NOC” is applicable.

This classification is also applicable to an employer that purchases molded plastic parts from a manufacturer and only assembles and finishes them to form completed products.

The operations assigned to this classification involve hand or machine assembling of molded plastic parts or products by
stapling, eyeleting or riveting, gluing and snap or force fitting, and also, any finishing operations which may be performed subsequent to the assembly such as painting or decorating.

Assignment By Analogy:

• Automobile, aviation boat or ship models – hobby type – plastic
• Card tables
• Christmas tree decorations and ornaments – plastic
• Dice – plastic
• Film reels – motion picture – plastic
• Garbage or trash cans or receptacles – waste baskets – plastic
• Hair accessories – barrettes, clips, combs, curlers, rollers, etc. – plastic
• Ice cream scoopers – plastic

Operations To Be Separately Rated:

1. Manufacturing:
   a. Plastic bags such as those commonly used to package consumer goods. Refer to Code 4273 “Bag Mfg. – Paper or Plastic.”
   b. Plastic buttons. Refer to Code 4479 “Button Mfg. – NOC.”
   d. Plastic sheets, rods or tubes. Plastic products by the extrusion process. Refer to Code 4459 “Plastics Mfg. – Sheets, Rods, or Tubes.”
   e. Plastic – molded products produced by the compression of injection molding processes, or by laminating under heat and pressure. Refer to Code 4475 “Plastics Mfg. – Molded Products – NOC.”

Plastics Mfg. – Sheets, Rods, or Tubes

Note:

Includes the mixing or grinding of molding materials.

Description:

Code 4459 applies to employers engaged in manufacturing plastic sheets, rods and tubes as well as other plastic products using the extrusion process. This classification also applies to manufacturing molding materials produced in powder, pellet or granular form.

Raw materials such as liquid and powdered resins and stabilizers are converted into the various forms by mixing with dyes, then heated and extruded through dies in continuous lengths. The material is air or water cooled, cut to desired length, and ground or chopped into powder, pellet or granular form to be used in the manufacturing of molded plastic products.

Assignment By Analogy:

• Converting all types of plastic raw materials into sheets, rods, tubes or molding materials
• Recycling – reclaiming – plastic
• Scrap plastic reclaiming
Operations To Be Separately Rated:


Plumbers’ Supplies Dealer & Drivers

Note:

No manufacturing. Applies to wholesale or retail dealers of gas, steam or hot water equipment. Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 8111 are conducted as a separate and distinct business.

Description:

Code 8111 applies to dealers principally engaged in selling retail or wholesale plumbing supplies. Merchandise such as pipes, nipples, elbows, hot water heating systems are sold. These establishments may sell a minor amount of pipe fittings and hardware items. Merchandise is received, stored and sold over the counter to the public.

Assignment By Analogy:

- Air coolers heat exchange
- Drinking fountains – outdoor – porcelain
- Faucets – sold at plumbing supply – bathroom, shower heads
- Fire hydrants
- Heat exchangers
- Oil tanks – household and industrial
- Preheaters to heat oil for boilers
- Radiators – heating – cast iron
- Solar energy heat circulators, solar panels
- Water – softening and conditioning equipment

Operations To Be Separately Rated:

1. Dealers engaged in the wholesale selling of faucets, valves, fittings, accessories and tools only – no handling of pipe, tubs, sinks, radiators, tanks, boilers or other fixtures. Refer to Code 7999 “Hardware Store – Wholesale.”

2. The threading or cutting of plumbers’ type pipe or the manufacturing of expansion joints, couplings, unions, elbows, tees, lock nuts, plugs and flanges and other similar plumbing fittings. Refer to Code 3188 “Plumbers’ Supplies Mfg. – NOC.”

Plumbers’ Supplies Mfg. – NOC
Note: Not applicable to any employer whose operations are substantially described by another classification.

Description:

Code 3188 applies to employers engaged in manufacturing a variety of products used by the plumbing trade. Some of the products manufactured are expansion joints, couplings and fittings elbows, flanges, faucets, heat exchangers and similar plumbing items used in home or commercial plumbing operations. The processes involve various operations depending on the item being manufactured. This classification also includes the manufacturing of heat exchangers.

Assignment By Analogy:

Pipe threading and cutting – plumbing pipe

Operations To Be Separately Rated:

1. Manufacturing:
   c. Valve – ball and plumbing types, sprinkler heads and water meter. Refer to Code 3634 “Valve Mfg.”
   d. Pipe or tube. Refer to Code 3028 “Pipe or Tube Mfg. – Iron or Steel & Drivers.”

2. Sale of principally plumbing supplies to others for resale, use in their own business operations or to private individuals. Refer to Code 8111 “Plumbers’ Supplies Dealer & Drivers.”

Plumbing – NOC – All Operations to Completion & Drivers

Note: Applicable to gas, steam, hot water or other types of fitting. Includes house connections and shop operations.

Plumbing – NOC – All Operations to Completion & Drivers

Note: Applicable to gas, steam, hot water or other types of fitting. Includes house connections and shop operations.

Description:

Code 5183 applies to employers engaged in general plumbing operations which include the installation, fitting, repair and maintenance of various kinds of piping systems in buildings for water, gas and drainage. This classification contemplates various operations such as installing sinks, bathtubs and toilets, pipe fitting, unclogging drains, replacing fixtures, fixing leaks, etc. Mostly all plumbing work consists of installation at a customer’s premises. However, this classification does include shop operations such as pipe cutting, shaping and welding. Operations may include outside shop repairs and in-shop preparations.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Installation:
   a. Automatic sprinkler. Refer to Code 5188 “Automatic Sprinkler Installation – All Operations to
Completion & Drivers.”
b. Freight carrier systems. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”

Pocketbook Mfg.

Note:
Description:

Code 2689 applies to employers engaged in manufacturing pocketbooks, purses, and handbags made from leather, imitation leather, plastic or textile fabric. The employer may be engaged in custom fabrication or mass producing which is also inclusive under this classification. The types of pocketbooks that are manufactured include all different styles such as shoulder bags, handbags, satchels, crossbody bags, clutches, evening clutches, tote bags, messenger bags, hobo, drawstring and other styles.

Leather is usually skived or split for proper thickness. The bag or pouch may be attached to frames such as metal, wood, or the bag may be frameless. The leather or cloth is cut to pattern by hand or on automatic cutting machines and the lining is also cut to pattern. The pouches and pockets are fabricated and sewn onto the outside of the separate pieces. The side and bottom are then sewn, and the lining is attached to the inside of the bag. Finishing operations may include folding, cementing, gluing, punching, sewing, riveting, or heat sealing of vinyl products.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Luggage, suitcases, briefcases, attaché cases – leather, metal plastic or vinyl. Refer to Code 2683 “Luggage Mfg.”
   b. Pocketbook frame. Refer to Code 3146 “Hardware Mfg. – NOC.”

Police Officers & Drivers

Note:

Payroll of sheriffs or deputy sheriffs, whether active or inactive, shall be included, subject to a minimum payroll of $100 per annum per person. An additional premium of $1.00 per day shall be collected for each employee engaged in strike duty either as a strike breaker or as a strike guard. This additional premium shall be collected in every event in addition to the earned premium and/or the minimum premium as otherwise determined by this or other classifications on the policy.

Description:

Code 7720 applies to the police department employees of municipalities, townships, counties or states. This classification applies to all employees of a police department such as police officers, probation officers, traffic controllers, correction officers, marshals, sheriffs and deputy sheriffs employed by municipalities, townships, counties and the state.

Flagging services also applies to this classification. Construction companies hire this type of service to perform traffic directing when they are engaged in the construction of roads, highways, bridges, etc. Flaggers stand near or before the construction site to direct traffic.
Assignment By Analogy:

Operations To Be Separately Rated:

1. Detective or patrol agency incl. drivers. Refer to Code 7723 “Detective or Patrol Agency & Drivers.”

Pottery Mfg. – China or Tableware

Note:

Code 4061 “Pottery Mfg. – Earthenware – Glazed or Porcelain – Hand Molded or Cast” and Code 4062 “Pottery Mfg. – Porcelain Ware – Mechanical Press Forming,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4053 applies to employers engaged in manufacturing china or tableware pottery including but not limited to plates, cups, saucers, pitchers, and bowls which are decorated, unglazed or glazed. This classification includes the making of molds, which is usually made with plaster of Paris.

This classification also applies to manufacturing architectural terra cotta for decorative purposes such as tile. Materials such as clay, sawdust, sand, straw, and coal are used to make this product. Clay can be mixed with water and any of the other above-mentioned materials depending on the desired type of terra cotta tile. This mixture is then ground, wet or dry, and screened. The clay is then tempered and molded into shape by means of automated equipment.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   
   a. Earthenware by hand molding or casting. Porcelain bakeware, cookware and dishware – hand molded or cast. Refer to code 4061 “Pottery Mfg. – Earthenware – Glazed or Porcelain – Hand Molded or Cast.”
   
   b. Porcelain ware by mechanical press formed. Refer to Code 4062 “Pottery Mfg. – Porcelain Ware – Mechanical Press Forming.”

2. Hand decorating or painting china, chinaware or tableware. Not by a china, chinaware or tableware manufacturer. Refer to Code 4352 “Engraving.”


Pottery Mfg. – Earthenware – Glazed or Porcelain – Hand Molded or Cast

Note:

Code 4061 and Code 4062 “Pottery Mfg. – Porcelain Ware – Mechanical Press Forming,” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.
Description:

Code 4061 applies to employers engaged in manufacturing porcelain or glazed earthenware pottery. The process can be either hand molded or cast. Plaster of Paris may be used to fabricate the mold. Clay is poured into the mold or may be molded by hand, dried, sanded, fired, decorated and glazed by spraying or dipping.

Assignment By Analogy:

• Ceramic figurines & decorative objects – hand molded or cast
• Porcelain utensils, sinks, bathtubs, or vases

Operations To Be Separately Rated:

1. Manufacturing:
   a. Ceramic products such as bakeware, cookware or dishware – mechanically press formed. Refer to Code 4062 “Pottery Mfg. – Porcelain Ware – Mechanical Press Forming.”
   b. China or tableware. Refer to Code 4053 “Pottery Mfg. – China or Tableware.”
   c. Clay and drain tile. Earthenware or tile Not Otherwise Classified (NOC). Refer to Code 4024 “Brick Mfg. – NOC – Fire or Enameled & Drivers.”
   d. Concrete products manufacturing such as concrete blocks, bricks, poles, piles, beams, sewer pipe, tile, or similar products. Refer to Code 4034 “Concrete Products Mfg. & Drivers.”
   e. Plaster statuary or ornament. Refer to Code 4038 “Plaster Statutory or Ornament Mfg.”

Pottery Mfg. – Porcelain Ware – Mechanical Press Forming

Note:

Code 4062 and Code 4061 “Pottery Mfg. – Earthenware – Glazed or Porcelain – Hand Molded or Cast” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4062 applies to employers engaged in manufacturing porcelain ware pottery by means of mechanical press forming. Material such as flint, talc, clay, feldspar, silica sand, chrome oxide, potash and calcium carbonate are received from others and mixed together with water in a batch mixer. The material is then placed into a hammer mill, poured into a hopper, fed into mechanical clay forming machines which press stock mechanically by hand or power and then placed in fire kilns to create a glossy finish. Products such as ceramic tiles, porcelain electrical products such as spark plugs and insulators are produced using this method.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. China or tableware. Refer to Code 4053 “Pottery Mfg. – China or Tableware.”
   b. Clay and drain tile. Refer to Code 4024 “Brick Mfg. – NOC – Fire or Enameled & Drivers.”
   c. Concrete products such as concrete blocks, bricks, poles, piles, beams, sewer pipe, tile, or similar products. Refer to Code 4034 “Concrete Products Mfg. & Drivers.”
   d. Plaster statuary or ornament. Refer to Code 4038 “Plaster Statutory or Ornament Mfg.”
e. Pottery – hand molded or cast. Refer to Code 4061 “Pottery Mfg. – Earthenware – Glazed or Porcelain – Hand Molded or Cast.”

Poultry Farm & Drivers

Note:
Description:

Code 0034 applies to employers engaged in operating a farm where the employer’s books of accounts show that the sale of poultry and eggs constitute at least 80% of the total sales of all products of the farm sold during the policy period. Operations consist of breeding and raising birds such as chickens, turkeys, geese, pheasants, ducks, and pigeons. Eggs produced by the birds are hatched for reproduction purposes and/or sold. This classification includes debeaking, caponizing and vaccinating the employer’s own birds. This classification also includes growing crops for use as feed on the employer’s poultry farm.

A farm exclusively engaged in producing fruit, poultry, vegetables and/or berries that has no other commercial product and does not qualify for the application of any other farm classification, shall be assigned to the highest rated farm classification which describes any part of the operations.

Assignment By Analogy:

• Apiaries
• Breeders of tropical or exotic birds

Operations To Be Separately Rated:

1. Farms:
   a. Fruit. Refer to Code 0007 “Fruit Farm & Drivers.”
   b. Vegetable, berry, or grape. Refer to Code 0031 “Vegetable, Berry or Grape Farm & Drivers.”
   c. Not otherwise classified (NOC). Refer to Code 0006 “Farm – NOC & Drivers.”
   d. Operated in connection with camps, resort or seasonal hotels, hospitals, asylums, estates and schools are not assigned to a farm classification if all of the farmed products are used exclusively by such institutions. If any of the farm products are sold commercially, the farm payroll will be assigned to the appropriate farm classification.

2. Poultry processing by poultry farms that includes slaughtering, eviscerating, packing or freezing. Refer to Code 2089 “Packing House – All Operations.”

3. Sales:
   b. Poultry – retail. Refer to Code 8031 “Fish, Poultry or Meat Store – Retail.”
   c. Purchased eggs including incidental sorting, candling, grading, and packing in cartons and crates on a wholesale basis. Refer to Code 8018 “Wholesale Store – NOC.”

4. Employers that exclusively incubate and ship day-old chicks (no farm operations). Refer to Code 8018 "Wholesale Store - NOC."

5. Milk processing and delivery. Refer to Code 2070 “Milk Depot or Milk Dealer & Route Salespersons, Route Supervisors, Drivers.”

**Precious Stone Setting**

Note:

Description:

Code 3384 applies to employers engaged in manufacturing custom jewelry. Jewelry is exclusively designed as one of a kind pieces such as rings, pendants, bracelets etc. for individual clients. Mountings may be created from photos or sketches. No mass production is done. This classification also applies to employers that are engaged in precious stone setting and diamond cutting or polishing.

Assignment By Analogy:

Cutting or polishing precious stones such as diamonds, emeralds, rubies and sapphires.

Operations To Be Separately Rated:


**Precision Machined Parts Mfg. – NOC**

Note:

Applies to manufacturers of parts for arms, aircraft or similar apparatus.

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 3629 are conducted as a separate and distinct business.

Description:

Code 3629 applies to employers engaged in manufacturing precision machined parts. Since many employers engaged in the manufacturing of precision machined parts also perform general job machining operations, more than 50% of the parts machined must be held to final tolerance of .001 or closer to qualify for this classification.

Raw materials handled may consist of iron, stainless steel, steel, aluminum, bronze, brass, copper, titanium or nickel in the form of bars, rods, plates, rounds, tubes, blocks, castings, forgings, angles or rings. In production, using manual semi-automatically controlled machines, the materials are cut to size, milled, turned, ground, drilled, and tapped in accordance with the blueprint specifications provided by the customer.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Precision machined parts manufacturing where less than 50% of all machining operations are held to final tolerances of .001 or closer. Refer to Code 2632 “Machine Shop – NOC.”
Printing

Note:
Includes incidental assembling, stapling or binding of circulars, pamphlets or catalogues.

Description:
Code 4299 applies to employers engaged in commercial printing for others. Printing operations may include hand typesetting, linotypes, transferring of photocopy to metal plates, press operations, perforating, folding, incidental cutting, collating etc. An employer will receive artwork from their customer and make a negative which is then washed and stripped and made into pre-sensitized aluminum plate which is exposed to light with the image being burned onto the plate. Some employers may contract out the platemaking and only perform the printing. Platemaking is an inclusive part of this operation.

This classification also applies to manufacturing rubber stamp, silk screen printing by machine and the manufacturing of playing cards. The printing of the playing cards is also inclusive under this classification. Lithographing sheet metal is also inclusive under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Photocopying services only. Not applicable to an employer engaged in offset printing, lithographic reproduction or any other type of printing at the same location. Refer to Code 8016 “Photocopy Shops – All Employees & Clerical, Outside Salespersons, Drivers.”

2. Quick printing services only (using offset type duplicators on paper sizes less than 18” x 23”). Refer to Code 8012 “Quick Printing.”


Printing or Bookbinding Machinery Mfg.

Note:
Description:
Code 3548 applies to employers engaged in manufacturing various types of machinery such as bookbinding machines, printing presses, collating machines, punchers, stitching machines, cutters and other equipment. The raw materials consist of steel bar stock, sheet metal frames, iron and aluminum castings, mechanical components, electric motors, chains and chain sprockets which are purchased from others. Parts are then machined by milling, drilling, tapping and turning. Additional parts and/or electrical components, electric motors, etc. are then added on with the use of small hand tools. The parts are then assembled by welding and bolting together to form the machines, which are then painted and dried before shipment. Lastly, the machines are inspected and tested for proper functioning prior to shipping them to customers.

Assignment By Analogy:

Cigar or cigarette making machines
Operations To Be Separately Rated:

1. Computer or word processing equipment manufacturing. Refer to Code 3574 “Office, Computing or Recording Machine Mfg. – NOC.”

Public Library or Museum – Professional Employees – Includes Attendants & Ushers

Note:
Description:

Code 8838 applies to the operation of a public library or museum. Professional employees of libraries and museums include librarians, librarians’ assistants, curators, curator assistants, tour directors, lecturers and art restorers.

Assignment By Analogy:

- Aquariums
- Art Museum
- Planetarium

Operations To Be Separately Rated:

1. All other employees employed by public libraries and museums such as maintenance and cafeteria personnel including drivers. Refer to Code 9101 “School or College – All Other Employees & Drivers.”

Pulp Mfg. – Chemical Process

Note:
Description:

Code 4207 applies to employers engaged in manufacturing pulp by means of chemical process. The raw materials used in this process are debarked logs, wood chips, rags, textile mill waste, wastepaper and hardwood may be used as well. Chemicals may vary depending on the specific method the employer will undertake and are received from others. The equipment used includes barkers, chippers, electrical and mechanical drives for saws, rotary digesters, steam boilers and pumps for handling liquors and conveyors for handling the wood chips.

The process begins with removing the barks from the logs by passing the logs through knife barker or barker drums. Once the logs are debarked, they are placed on a conveyor and sent to rotating disk chippers. As the log passes through the rotating disk chippers it leaves small chips. Chips are placed in digesters and filled to a specific level and the chemicals are added. The combined ingredients of wood chips and chemicals are heated for several hours by indirect heaters or steam. When cooking of the mixture has been completed, the pulp is separated from the liquor. The waste liquor is drained from the pulp. The pulp is then washed, screened, thickened to the proper consistency by removal of the proper amount of wash water, and then bleached to the desired color. The manufactured pulp is sold to paper manufacturers.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Logging or lumbering. Refer to Code 2702 “Logging or Lumbering & Drivers.”

2. Pulp manufacturing:
   b. From wastepaper or rags – by paper manufacturer. Refer to Code 4239 “Paper Mfg.”

Pump Mfg.

Note:

Description:

Code 3612 applies to employers engaged in manufacturing pumps, engines, refrigeration units and other similar items.

The basic raw materials that are used in the manufacturing may consist of rough castings, tubing, pipe made of various metals or plastic and electrical components that are received from others. The castings are machined as well as other parts with the use of lathes, millers, planes, drill presses, grinding equipment, planers, saws and shapers, shears and screw machines. They are then assembled, buffed, sandblasted, welded and, in some cases, painted. The manufactured items are inspected, packed and shipped to the employer’s customers.

Assignment By Analogy:

• Air brake
• Air brushing compressors
• Air cylinders
• Compressors – air or gas
• Dehydrating machinery
• Motors – inboard – outboard – boats – building or repairing

Operations To Be Separately Rated:


2. Refrigerator or freezer – household or commercial metal housing manufacturing or assembling into complete units. Refer to Code 3076 “Fireproof Equipment Mfg.”

Quarry – NOC & Drivers

Note:

Code 1624 and Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 1624 applies to employers engaged in quarrying several types of materials such as cement rock, argillaceous limestone, ballast rock, agricultural limestone, bluestone, limestone, sandstone, silica, and granite. This classification includes crushing, washing, screening, grading, and storing of stone by quarry operator, whether performed at the quarry or at a separate location.
This classification includes the operation of crushers, construction, repair or maintenance of all buildings, structures or equipment; and installation of machinery.

In quarry operations for limestone, sandstone, bluestone and granite, the face of the rock is drilled to allow for placement of blasting charges, detonating charges and for the removal of loosened rock with power shovels, payloaders or front-end loaders. Slate is usually removed by hand cutting rather than blasting, but occasionally blasting may be required. Loosened stone is cut by pneumatic drills, hydraulic cutters, stone saws, guillotine cutters or hand tools (mallets and wedges or hand picks). Stone can also be crushed, washed, screened and graded. The cutting of stone is inclusive when performed at the quarry site.

Assignment By Analogy:

- Coal – surface mining
- Emery – mining

Operations To Be Separately Rated:

1. Stone cutting performed away from the quarry site. Refer to Code 1809 “Stone Cutting or Polishing – Marble or Limestone & Drivers” or Code 1810 “Stone Cutting or Polishing – NOC & Drivers.”

2. Digging sand or gravel for others. Refer to Code 4000 “Sand or Gravel Digging & Drivers.”

3. Mining gold in drifts, shafts or tunnels; underground or clay; fluorite, natural graphite, gypsum, natural lead, manganese, mica, molybdenum, nickel, ore (not coal), phosphate, salt, silica, or talc. Refer to Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers.”

Quick Printing

Note:

Code 8012 applies to risks that provide reproductions by means of offset type duplicators on paper sizes less than 18 X 23 inches. Finishing operations include, but are not limited to, automatic and manual platemaking, assembling, stapling and binding of materials.

Description:

Code 8012 applies to employers engaged in operations which consist of printing for others. The employer will receive artwork or text from clients and a photo is taken. The negatives are produced, washed and stripped onto goldenrod sheets. The goldenrod sheets are pre-sensitized aluminum plates that are exposed to light with the image being burned onto the plate. Some employers may contract out the plate making and only perform printing. However, plate making is inclusive under this operation. After the plate is made, the employer will produce copies on their presses.

Collating, hole punching, cutting and wire stitching are also inclusive operations under this classification. Although hole punching, cutting and wire stitching are inclusive, the employer may only do these operations to the products they are printing.

Assignment By Analogy:

- Addressing, letter or mailing service companies
- Offset printing
Operations To Be Separately Rated:

1. Blueprint duplicating. Refer to Code 4361 "Photographer – All Employees & Drivers."

2. Photocopy service, no plate making. Refer to Code 8016 "Photocopy Shops – All Employees & Clerical, Outside Salespersons, Drivers."

3. Printing for an employer’s own business and not being sold to others. Assign the governing classification.

4. Printing on paper larger than 18 X 23 inches. Refer to Code 4299 “Printing.”

Racing Stables & Drivers

Note:

The entire remuneration of all employees shall be included in computing premium subject, however, to the maximum average weekly wage per employee as shown in the Part Three Loss Cost – “Miscellaneous Values Pages” of this Manual as “Maximum Remuneration.”

Description:

Code 8280 applies to the operations of a horse racing stable. This classification includes trainers and jockeys. The horses being trained may be owned by the employer but are usually owned by others. Operations consist of training, feeding, grooming and general care of the horses. The training of racehorses, polo ponies, or horses that are used for exhibition purposes are included.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Horse boarding and livery stables. Horseback riding livery. Refer to Code 7201 “Boarding or Livery Stable – Not Sales Stable & Drivers.”

2. Horse breeders. Refer to Code 0006 “Farm – NOC & Drivers.”

3. Manufacturing:
   a. Horse bridles, harnesses, saddles or tacks – including repair in shop. Refer to Code 4902 “Sporting Goods Mfg. – NOC.”
   b. Horse drawn carriages and horse trailers. Refer to Code 3808 “Automobile Mfg. or Assembly.”
   c. Horse racing wagering machines. Refer to Code 3574 “Office, Computing or Recording Machine Mfg. – NOC.”
   d. Horseshoes. Refer to Code 3146 “Hardware Mfg. – NOC.”


5. Horse shoeing. Refer to Code 3111 “Blacksmith.”

6. Horse shows box office and other employees. Refer to Code 9016 “Amusement Park or Exhibition Operation & Drivers.” Horse show stablemen. Refer to Code 7201 “Boarding or Livery Stable – Not Sales Stable & Drivers.”
7. Horse racetracks:
   a. Box office employees at the entrance, starters or their assistants, and track maintenance employees. Refer to Code 9016 “Amusement Park or Exhibition Operation & Drivers.”
   b. Judges, officials, stewards. Refer to Code 8720 “Inspection of Risks or Insurance or Valuation Purposes – NOC.”
   c. Pari-mutuel clerks – in the office or booth – not at the entrance. Refer to Code 8810 “Clerical Office Employees – NOC.”

8. Horse trailer salespersons. Refer to Code 8748 “Automobile Salespersons.”

9. Horse trailer rentals – no drivers:
   a. Including repair. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”
   b. No repair. Refer to Code 8392 “Automobile Parking Lot & Drivers.”


11. Transporting horses – by trucking services. Refer to Code 7219 “Trucking – NOC – All Employees & Drivers.”

Radio or Television Broadcasting Station – All Employees & Clerical, Outside Salespersons, Drivers

Note:

Includes players, entertainers or musicians. The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee. Refer to “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

Description:

Code 7610 applies to employers engaged in operating a radio or television broadcasting stations. This classification includes both inside and field employees as well as clerical office workers and drivers. Control and lighting operators, cameras and boom microphone personnel, engineers, technicians, scriptwriters, announcers, players, entertainers and musicians whether working solely within the radio or television studio or at locations away from the studio also are contemplated within the scope of this classification. Outside engineers visually inspect field transmitters and make connections for “pick-up” at golf courses, ballparks, auditoriums, etc. These engineers may at times service existing towers involving tower climbing, although telephone company employees are generally responsible for the facilities up to the area to be served so that the radio or television station employees need only place their equipment. The work performed by control or monitoring crews during performances in auditoriums or elsewhere outside of the studio involves variable exposure depending upon the location of the “special feature” which is to be picked up, and their work is practically the same as performed by studio control or monitoring crews.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Exchange operations of a telecommunication company such as cellular telephones and cable or direct television companies. Refer to Code 8901 “Telephone or Telegraph Co. – Office or Exchange Employees & Clerical.”

2. Videotaping – by independent production companies. Refer to Code 9610 “Motion Picture Production – In Studios or Outside – All Operations up to the Development of Negatives & Drivers” and Code 4360 “Motion Picture – Development of Negatives, Printing and All Subsequent Operations.”
**Railroad – All Employees & Drivers**

Note:

Description:

Code 7133 applies to employers engaged in operation of railroads, including subways. This classification applies to railroads that travel to and from given destinations. This classification includes the testing of high-speed railroad instruments, the operation of a test train and operating equipment, and maintenance of the entire testing facility when done by the manufacturer of the product being tested in a state where the manufacturing operations are not conducted or where the manufacturing operations are self-insured.

Assignment By Analogy:

• Freight terminals – operated at railroad by railroad employees
• Street railroads

Operations To Be Separately Rated:

1. Freight handlers – load or unload railroad cars:
   a. At airports, railroad yards or warehouses. Refer to Code 7367 “Freight Handlers – NOC.”
   b. On piers or in terminals or areas adjoining piers. Refer to Code 7366F “Freight Handlers – On Piers or in Terminals or Areas Adjoining Piers.”
   c. Separately rate drivers engaged in trucking associated with (a) or (b) above as Code 7219 “Trucking – NOC – All Employees & Drivers.”

2. Employees connected with the operation or maintenance of bus lines. Refer to Code 8394 “Bus Company – All Other Employees & Drivers” or Code 8385 “Bus Company – Garage Employees.”

**Railroad Construction – All Operations to Completion & Drivers**

Note:

Separately rate bridge building, tunneling, laying or re-laying of tracks or construction of elevated railroads.

For procedure in connection with “Federal Employers Liability Act” and Voluntary Coverage, refer to Rule XII Section (B)(2) of this Manual.

Description:

Code 6701 applies to employers engaged in railroad construction. Includes clearing the right-of-way and preparing of the roadbed. This classification includes all operations to completion, bridge building, tunneling, laying or re-laying of tracks, and construction of elevated railroads.

Assignment By Analogy:

Operations To Be Separately Rated:


3. Railroad:
   c. Operation; railroad freight terminals – operated by railroad employees. Refer to Code 7133 “Railroad – All Employees & Drivers.”

4. Tunneling:

Railroad Construction – Laying or Re-laying Tracks – No Work on Elevated Railroads – All Operations to Completion & Drivers

Note:
Description:
Code 7855 applies to employers engaged in the laying of rock, ballast on the grade, the laying of ties, and the laying of track. This classification applies to such operations on new roads, and also to the re-laying of track or ties for old roads. There is no classification distinction for work on main lines, side tracks, or spurs to industrial properties. Includes such work as the installation of crossover frogs and switches, the erection of switch stands and switch mechanism, erection of cattle guards, the placing of grade crossing planking, and similar operations directly incidental to the laying or relaying of tracks.

This classification is also applicable to the maintenance of the right-of-way or tracks and contemplates such operations as the placing of additional ballast on the right-of-way and the replacing of worn ties and rails. It covers the type of work which is normally undertaken by a section crew of a railroad in those cases where the railroad prefers to have contractors perform its maintenance work rather than to employ direct labor. Some types of maintenance extend to such operations as the cutting of weeds from the right-of-way, the repairing of fences along the right-of-way, the digging of small drainage ditches, and the filling in of small washouts caused by heavy rains. This classification is also applicable to the removal of railroad ties.

Assignment By Analogy:

Operations To Be Separately Rated:

Rattan, Willow or Twisted Fiber Products Mfg.

Note:

Includes upholstery.
Description:

Code 2913 applies to employers engaged in manufacturing products such as furniture, baskets, and hampers. The products are made from fibrous and plant plants such as palm or willow. These materials are soaked in water to make them pliable before weaving the rattan, willow or twisted fiber into a product. The employer may purchase the furniture frames from outside sources. The furniture frames provide a foundation for the subsequent hand weaving or winding of the rattan, willow or twisted fiber around such frames to produce the final furniture product.

This classification also includes upholstering operations and repair in the shop of products that are subject to this classification.

Assignment By Analogy:

Cord or twine – paper

Operations To Be Separately Rated:

1. Furniture made of wood assembling and finishing using prefabricated parts purchased from others. Furniture repair or conditioning from prefabricated parts requiring little or no woodworking machine operations. Refer to Code 2881 “Furniture Assembly – Wood – From Manufactured Parts.”


Religious House of Worship – Professional Employees

Note:

Description:

Code 8840 applies to professional employees of a religious house of worship such as duly ordained, commissioned or licensed priests, ministers, or rabbis. These employees are non-subject employees. Refer to Rule VII (A)(2)(ii) for definition of “Non-Subject Employees.” Clergy and their assistants are responsible for performing pastoral functions. Choir members will perform during daily worshipping services, weddings, funerals and similar functions.

Assignment By Analogy:

Operations To Be Separately Rated:


2. Religious house of worship – all other employees (non-professional) such as kitchen, maintenance employees and drivers. Refer to Code 9101 “School or College – All Other Employees & Drivers.”

Rendering Works – NOC & Drivers
Note:

No garbage reduction.

Code 4665 and Code 4583 “Fertilizer Mfg. & Drivers” or Code 2089 “Packing House – All Operations” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 4665 applies to employers engaged in operating rendering works. Rendering plants process animal by-products to produce grease, tallow and fish oils. Animal carcasses are received from slaughterhouses and farms, fish scraps are received from fish markets, and offal and viscera are received from packing houses.

The rendering process begins with removing hides, which in turn, are usually sold to tanneries or hide dealers. The animal carcasses are cut to size and placed in rendering tanks with offal.

The end products are used by various industries.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Fertilizer when conducted as a separate and distinct business. Refer to Code 4583 “Fertilizer Mfg. & Drivers.”
   b. Soap. Refer to Code 4720 “Soap or Synthetic Detergent Mfg.”

2. Garbage reduction or incineration. Refer to Code 7590 “Garbage Works.”

Restaurant – Fast Food & Drivers

Note:

Description:

Code 9072 applies to employers engaged in operating a fast food type restaurant or similar type of food establishments in which more than 50% of the sales is derived from the service of food consumed on or away from the premises.

These establishments do not employ wait staff; however, they will on an occasional or accommodation basis provide wait service. Patrons generally order or select items and pay before eating. Food and drink may be consumed on premises, taken out, or delivered to the customer’s locations.

Assignment By Analogy:

- Cybercafes or internet cafes
- Doughnut shops
- Meals on wheels programs
- Food trucks-vendors

Operations To Be Separately Rated:
1. Bar, dance club, nightclub or tavern operations where the gross receipts of alcoholic beverages exceed 50% of the total gross receipts. Refer to Code 9074 “Bar, Dance Club, Lounge, Nightclub or Tavern – Including Entertainers and/or Musicians.”

2. Restaurant, bar, dance, club, lounge, nightclub or tavern operated by hotels or motels. Refer to Code 9058 “Hotel – NOC – Restaurant Employees.”

3. Full service restaurant. Refer to Code 9071 “Restaurant – Full-Service – Including Entertainers and/or Musicians.”


5. Doughnut or cruller manufacturing, not at retail shops. Refer to Code 2003 “Bakery & Route Salespersons, Route Supervisors, Drivers.”

6. Sale of doughnuts or crullers with no manufacturing or food service. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”

**Restaurant – Full-Service – Including Entertainers and/or Musicians**

Note:

The entire remuneration of all entertainers shall be included in computing premium subject however, to the maximum average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

Description:

Code 9071 applies to employers engaged in operating as a full-service restaurant, buffet-type establishment, banquet hall, café, diner or similar type of food service establishments in which more than 50% of the sales is derived from the service of food consumed on the premises.

These establishments offer table, counter and/or booth service and employ wait staff. They primarily serve meals to patrons for immediate consumption on premises and may offer take-out service. Food and beverages are ordered from a menu. The customer will place their order, then the prepared food is served to the customer by wait staff who will continue to assist the customer throughout the course of the meal.

Catering service is also contemplated under this classification. Food is prepared, transported, set-out and/or served by the employer.

Entertainers and/or musicians are inclusive under this classification.

Assignment By Analogy:

**Operations To Be Separately Rated:**

1. Bar, dance club, nightclub or tavern operations where the gross receipts are principally alcoholic beverages. Refer to Code 9074 “Bar, Dance Club, Lounge, Nightclub or Tavern – Including Entertainers and/or Musicians.”


3. Restaurant, bar, dance club, lounge, nightclub or tavern operated by hotels or motels. Refer to Code 9058 “Hotel – NOC – Restaurant Employees.”
Retail stores principally selling merchandise Not Otherwise Classified (NOC) in this Manual with service of food. Refer to Code 8043 “Retail Store – NOC – Including Service of Food – Not Restaurants.”

Retail Store – NOC – Including Service of Food – Not Restaurants

Note:
Description:

Code 8043 applies to employers operating retail stores principally engaged in sales of merchandise that is not described by a specialty retail store classification. These employers will also serve and prepare food items other than ice cream or soft drinks. This classification can only apply when the sale of prepared items does not exceed 50% of the gross receipts.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Restaurants – Any location at which more than 50% of the sales is derived from the service of food consumed on or away from the premises. Refer to Code 9071 “Restaurants – Full Service – Including Entertainers and/or Musicians” or Code 9072 “Restaurant – Fast Food & Drivers.”

2. Retail stores principally selling merchandise Not Otherwise Classified (NOC) in this Manual without service of food. Refer to Code 8017 “Retail Store – NOC – No Service of Food.”


Retail Store – NOC – No Service of Food

Note:
Description:

Code 8017 applies to employers operating retail stores principally engaged in selling merchandise that is not described by a specialty retail store classification. Specialty stands or stores serving ice cream and soft drinks, frozen custard or yogurt are also included in this classification.

Assignment By Analogy:

• Demonstrators in retail stores owned by others
• Dry cleaning or laundry collection or distribution stores where no dry cleaning or laundering is performed at the same location
• Concessions, providing merchandise or services, Not Otherwise Classified (NOC) in this Manual
• Amusement centers-arcade, games of chance and Skee Ball and similar games
• Rating service companies - businesses that are engaged in providing shoppers to check the attentiveness, personality and honesty of sales personnel in stores that are owned and operated by others

Operations To Be Separately Rated:
1. Internet or mail order sales of merchandise to individuals. Assign the appropriate wholesale store classification.

2. Retail stores principally selling merchandise Not Otherwise Classified (NOC) in this Manual with service of food. Refer to Code 8043 “Retail Store – NOC – Including Service of Food – Not Restaurants.”

Rolling Mill – NOC & Drivers

Note:

Description:

Code 3027 applies to employers engaged in the production of plate stock, sheet stock, coil stock or strip stock. Brass, copper and/or other soft metals such as aluminum are charged in a standard melting furnace and poured into an iron mold. The resulting hot cake is rolled on various types of rolling mills depending on the product involved. The plate, sheet, coil and strip stock may be flattened by roll flatteners and then annealed. Includes cutting or shearing to size and coiling of the coil stock prior to shipping or delivery to the employer’s customers’ locations.

This classification also applies to manufacturing tin foil. Ingots or metal are melted in melting pots. The liquid is then poured into molds, allowed to cool and harden into sheets. The sheets are put through rolling mills where the continuous rolling serves to reduce the thickness of the sheets which ultimately produces the foil. The foil is then slit to desired width and packed for shipment or delivery to the employer’s customers’ locations.

Assignment By Analogy:

- Aluminum – foil – household
- Lead works – includes sheet, pipe or shot – no smelting
- Metal cladding
- Metal – lead – no smelting
- Pipe or tube mfg. – lead – no smelting
- X-ray – protective equipment – partitions

Operations To Be Separately Rated:

1. Blast furnace operations involving smelting, sintering or refining metals other than lead or iron. Refer to Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers.”

2. Foundry operation:

3. Manufacturing:
   b. Decorative foil ribbon. Refer to Code 4251 “Stationery Mfg.”
   c. Pipe or tube made from non-ferrous metals. Refer to Code 3022 “Pipe or Tube Mfg. – NOC & Drivers.”
   d. Steelmaking. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
   e. Wire drawing. Refer to Code 1924 “Wire Drawing or Cable Mfg. – Not Iron or Steel,” or Code 3241 “Wire Drawing – Iron or Steel.”

4. Iron or steel rolling. Refer to Code 3018 “Iron or Steel Mfg. – Rolling Mill & Drivers.”

5. Smelting by an electric process (no blast furnace) to produce carborundum, artificial carbon or artificial graphite.
(using coke and other ingredients), or other electric furnace products. Refer to Code 1439 “Smelting – Electric Process.”

6. Smelting, sintering or refining lead. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

Roofing – Built-Up – All Operations to Completion & Drivers

Note:

Applies to roofing requiring the use of felt or paper and pitch or other plastic material, with or without a finished surface of gravel or slag.

Description:

Code 5547 applies to employers engaged in all roofing operations on flat roofs or roofs sloped less than 10 degrees, using materials such as felt, gravel, paper, slag, tar, or polyurethane foams. This classification applies to the installation of new roofs or the repair of old roofing. Water proofing operations when performed on roofs is also included under this classification.

A procedure covered by this classification is the application of a single-ply roofing.

Assignment By Analogy:

Dam construction roofing of permanent buildings or structures

Operations To Be Separately Rated:

1. Installation:
   a. Precast floor and/or roof slabs. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”
   b. Laying sheet metal – flat roofs. Refer to Code 5538 “Sheet Metal Work Erection, Installation or Repair – NOC – Shop or Outside – All Operations to Completion & Drivers.”


3. Roofing work in connection with roofs sloped at 10 degrees or more. Refer to Code 5545 “Roofing – NOC – All Operations to Completion & Drivers.”

Roofing – NOC – All Operations to Completion & Drivers

Note:

Description:

Code 5545 applies to employers engaged in roofing work, re-roofing and roof repairing and/or waterproofing on roofs sloped 10 degrees or more. This operation is conducted by either a roofing contractor or a general carpentry contractor. Materials used vary in the roofing procedure such as asphalt shingles, metals, slates, tiles, precast slabs or
felt papers. The employer’s employees remove old or broken shingles and install new ones in their place. Loose shingles are fastened by nails and waterproof solution is added. Waterproofing is conducted on roofs, roof insulation and decks made of composition planks and tile. The installation of a new roof and the repair of old roofs is also contemplated by this classification.

In addition to the roof workers, this classification also applies to the employees working on the ground preparing the roofing materials, hoisting the materials, operating any machinery or acting as watchmen. This classification also includes the cleaning of chimneys or furnaces from the roof.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Cleaning furnaces and chimneys from inside buildings. Refer to Code 9030 “Building Service Contractor.”

2. Gypsum pouring on flat roof. Refer to Code 5213 “Concrete Construction – NOC – All Operations to Completion.”


Route Salespersons and Route Supervisors

Note:

Code 8751 is subject to the Standard Exception Manual Rule IV – Classifications of this Manual. This classification is not available for division of payroll.

Description:

Code 8751 applies to route salespersons who engage in the solicitation and sale of employers’ product via routes in vehicles. This classification includes route supervisors and incidental garage employees.

Assignment By Analogy:

Route distribution of advertising materials and samples.

Operations To Be Separately Rated:

1. Executive Officers. Refer to Code 8809 “Executive Officers – NOC – Not Foremen, Workers or Salespersons.”

2. Delivery of employers’ merchandise that has been sold on the premises of the employer. Refer to Code 7380 “Drivers, Chauffeurs and Their Helpers – NOC – Commercial.”
Rubber Goods Mfg. – NOC

Note:
Description:

Code 4410 is applicable to employers engaged in manufacturing synthetic or natural rubber goods by hand or machine process. Fabrication may include washing, cracking, mixing and rolling of crude rubber. Vulcanization may occur for the curing of some rubber goods.

This classification applies to manufacturing rubber goods such as but not limited to balls for sports, diving suits, bands, belts for machinery, rafts, floor tile, carpet pads or mats, hoses, combs, gloves and boots or grips or sleeves for mop or broom handles.

Urethane or Styrofoam that is cut or slit into other goods such as packaging products is also assigned to this classification. However, the fabrication of foam into block or slab form with no further processing is separately rated to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”

This classification also applies to rubber reclaiming when the process involves grinding and pulverizing rubber scrap, compounding with other rubber materials such as crude rubber, and sacking, and shipping to other manufacturers. Rubber dealers that shred or cut used rubber for sale and do not compound with other rubber materials are separately rated to Code 8264 “Bottle, Rubber, Paper Stock or Rag Dealer – Second-Hand & Drivers.”

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   b. Gasket – metal – other than plumbing type. Refer to Code 3129 “Buckle or Button Mfg. – Metal.”
   c. Rubber boots or shoes. Refer to Code 2660 “Boot or Shoe Mfg. – NOC.”
   d. Rubber coated fabrics. Refer to Code 4493 “Fabric Coating or Impregnating – NOC.”
   e. Rubber garments and raincoats. Refer to Code 2501 “Clothing Mfg.”
   f. Rubber stamps – including date or receipt type. Refer to Code 4299 “Printing.”
   g. Rubber tires. Refer to Code 4420 “Rubber Tire Mfg.”

2. Rubber products that are manufactured from liquid rubber by dipping process. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”

Rubber Tire Mfg.

Note:
Description:

Code 4420 applies to employers engaged in manufacturing rubber tires. Tire manufacturing plants operate separate departments each committed to building a particular tire component. Once all the tire components are made, they are sent to the tire builders who build carcasses from the inside out.

Assignment By Analogy:

Operations To Be Separately Rated:
1. Tire installation on vehicles. Tire recapping, retreading, vulcanizing or booting. Refer to Code 8391 “Automobile Sales or Service Agency – All Operations & Drivers.”


Salespersons, Collectors or Messengers – Outside

Note:
Code 8742 is subject to the Standard Exception Manual Rule IV – Classifications of this Manual. This classification is not available for division of payroll.

Description:
Code 8742 applies to salespersons, collectors or messengers performing duties away from the employer’s premises. This classification does not include salespersons, who as a regular part of their duties, handle or display actual merchandise sold by the employer.

Assignment By Analogy:
- Reporters, advertising or circulation solicitors
- Interior designers
- Medical or dental lab messengers
- Messenger service companies delivering envelopes, parcels or packages on foot
- Recruiters

Operations To Be Separately Rated:

1. Employees who deliver merchandise by vehicle. Refer to Code 8751 “Route Salespersons and Route Supervisors” or Code 7380 “Drivers, Chauffeurs and Their Helpers – NOC – Commercial.”

2. Inside salespersons who handle or display merchandise sold by an employer. Assign the appropriate store or dealer classification.

3. Salespersons selling exclusively from product displays, samples, sample boards, books or catalogs at employer’s display showroom or salesroom. Refer to Code 8747 “Showroom Salespersons.”

Salt, Borax or Potash Producing or Refining & Drivers

Note:
Includes driving of wells and pumping.

Description:
Code 4568 applies to employers engaged in the production or refining of borax, potash or salt. The raw materials such as salt ores, amines, caustic soda and soda ash are received from others. Raw brines also may be received from others.
or the brines may be pumped from salt wells or lakes by the employer. This classification includes the driving of wells
and the pumping of the raw brines. Raw brines are partially evaporated and salt ores are dissolved in water to produce
a brine of the desired concentration for processing.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Mining – underground mining of ores or minerals. Refer to Code 1170 “Mining – NOC – With Shafts, Tunnels
or Drifts & Drivers.”

Sample Card Mfg.

Note:
Description:

Code 4298 applies to employers engaged in manufacturing sample cards or sample display books that contain sample
textile fabrics or other materials. Sample cards or sample display books are used by businesses to illustrate in sample
form, the type of textile fabric, vinyl, leather, etc., styles and colors that their products are available in. The employer
will show their customers the types and styles of swatches that they manufacture. The employer’s clients will select
the type and style of the swatch. The fabric or other materials are cut into small squares and attached to the swatch
cards. Some swatches will require die cutting of the card stock. Fabrics and other types of materials are attached to
the swatch cards using glue, staples or stitching. The completed sample cards or display books are inspected prior to
being shipped to the employer’s customers.

Assignment By Analogy:

- Ink color charts
- Mounting picture frames – cardboard – photo

Operations To Be Separately Rated:

Sand or Gravel Digging & Drivers

Note:

Includes construction, repair or maintenance of all buildings, structures or equipment, and the installation of machinery.
No canal, sewer or cellar excavation or underground mining.

Description:

Code 4000 applies to employers engaged in digging sand, clay, gravel and shale. In some cases, the clay is loaded onto
small cars and hauled to manufacturing plants or shipped. Sand and gravel involve digging or dredging operations.
Sand or gravel is excavated with hand shovels or with mechanical apparatus such as power shovels, drag lines, clam
shell diggers or cranes or obtained from navigable or non-navigable waters by means of hydraulic dredges, clam shell
dredges, etc. Water is pumped into the soil to loosen the sand or gravel which is then pumped through pipes to
hoppers. The sand or gravel is conveyed from the bank, pit or dredge to hoppers by means of trucks, belt conveyers,
narrow gauge railroads or pipelines. At the hoppers, sand or gravel is washed to remove any foreign element, graded
and sorted by means of revolving screens, stored in bins, hoppers or piles, or dumped or chuted to delivery
conveyances. Sand and gravel in its natural state usually requires only screening with the larger stones being rejected.
However, when the rejected material is run through a crusher and then rescreened, the crushing operation is incidental
provided that the principal business of the employer is sand or gravel digging.

This interpretation is intended to distinguish crushing operations by sand and gravel dealers from rock crushing
operations that take place in connection with quarrying operations. Also included under the scope of this classification
is the preliminary stripping operations which consist of the clearing of brush (not trees), some pulling of stumps, removal
of top soil or occasional blasting. Note that this classification applies only when the excavation is performed to obtain
sand or gravel for reprocessing (such as washing and screening) and used elsewhere other than at the point of deposit
from dredging operations.

Assignment By Analogy:

Operations To Be Separately Rated:

Managers, Drivers.”

2. Dredging lakes, drainage canals or channels as an aid to navigation, or dredging for purpose of filling. Refer to
Code 7335 “Dredging – All Types – Program II – State Act” and Code 7337 “Dredging – All Types – Program
II – USL Act.”

3. Rock crushing by quarries – other than for cement rock or limestone. Refer to Code 1624 “Quarry – NOC &
Drivers.”


5. Underground mining – not coal. Refer to Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts &
Drivers.”

Saw Mfg.

Note:

Does not include machine equipment or actuating mechanical equipment.

Description:

Code 3118 applies to employers engaged in manufacturing and sharpening all types of saws, both hand and power, but
not the machine equipment incidental to or necessary to drive the saws. Saw blades covered under this classification
are ripsaws, circular saw blades, band saw blades, drag saws and handsaws such as cross-rip saws, buck saws,
keyhole saws, compass, miter and meat saws. In addition to the actual manufacturing of the tempered steel cutting
blade of saws, this classification also includes the incidental manufacturing of head mountings for cylinder saws, bit
shanks and mandrels for power-driven saws and wood handles and coping frames for many varieties of handsaws.

This classification also applies to manufacturing files as used by trade persons, mechanics and others who do filing
work. Heavy gauge strip steel or steel bars are used to manufacture files.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Sharpening:
a. Clippers (hand type or manicure), cutlery, knives, scissors, shears or pruning shears, manual hedge trimmers or other cutting tools. Tool sharpening service. Refer to Code 3122 “Cutlery Mfg. – NOC.”

Saw Mill

Note:
Applies to the manufacturing of heads, hoops or staves.

Description:
Code 2710 applies to employers engaged in the operation of a saw mill which consists of receiving rough logs, removing the bark and sawing the logs into desired lengths to produce rough lumber by use of circular carriage or band saws. It applies to both stationary or portable saw mills. This classification includes “Green Chain” operations. These operations involve employees engaged in grading, removing and sorting lumber at the conveyor called the “Green Chain” as it comes from the saws or sawmill, and storage of the green lumber in the yard.

Assignment By Analogy:
- Bark mills
- Shingles manufacturing – wood from logs

Operations To Be Separately Rated:
1. Barrels, cooperage, drums or kegs assembly only. Refer to Code 2759 “Box or Box Shook Mfg.”
2. Logging or lumbering. Refer to Code 2702 “Logging or Lumbering & Drivers.”

Scaffolds – Sidewalk Bridges – Not Over One Story in Height – Installation, Repair or Removal – All Operations to Completion & Drivers

Note:
Not applicable to contractors who erect, repair or remove sidewalk bridges as an incidental part of their construction work.

Description:
Code 9527 applies to employers engaged in erecting sidewalk bridges for general contractors. The employer delivers the necessary materials such as pipes, wood planks or aluminum sheets. Pipes are assembled with bolts and pins to
create the framework of the sidewalk bridge. The wood planks or aluminum sheets are placed and secured to the framework to form the bridge walkway over pedestrian sidewalk traffic. The height of the sidewalk bridges cannot be higher than one story in height. The employer conducts safety checks to ensure compliance with state safety codes. The employer dismantles the scaffolding when the construction operation is finished, and it is delivered back to the employer’s yard for storage and repair, if necessary. This classification is also applicable to interior or exterior erection.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Installation:
   b. Scaffolds, hod hoists, and construction elevators. Refer to Code 9526 “Scaffolds, Hod Hoists or Construction Elevators – Built-Up From the Ground – Installation, Repair or Removal – All Operations to Completion & Drivers.”
   c. Suspended or swing scaffolding. Refer to Code 9534 “Mobile Crane and Hoisting Service Contractors – NOC – All Operations to Completion & Drivers.”

Scaffolds, Hod Hoists or Construction Elevators – Built-Up From the Ground – Installation, Repair or Removal – All Operations to Completion & Drivers

Note:
Not applicable to contractors who erect, repair or remove scaffolds, hod hoists or construction elevators as an incidental part of their construction work.

Description:
Code 9526 applies to employers engaged in erecting stationary or mobile building scaffolds from the ground for general contractors, window cleaning contractors and various other contractors. Scaffolding is delivered by the employer to the job location.

After the setup the scaffolding is checked for safety and stability. On occasion, during the construction period, the employer conducts inspections and maintenance of the scaffolding, if needed. The employer dismantles the scaffolding when the construction operation is finished, and it is delivered back to the employer’s yard for storage and repair, if necessary. This classification is applicable to interior or exterior erection. The installation of hod hoists and construction elevators is also contemplated under this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Contractors who install scaffolding as an incidental part of their construction operation are not subject to this classification. Assign the appropriate construction classification.

2. Installation:
   b. Sidewalk bridge scaffolds less than one story in height. Refer to code 9527 “Scaffolds – Sidewalk Bridges – Not Over One Story in Height – Installation, Repair or Removal – All Operations to Completion & Drivers.”
   c. Suspended or swing scaffolding. Refer to Code 9534 “Mobile Crane and Hoisting Service Contractors –
School or College – All Other Employees & Drivers

Note:
Description:

Code 9101 applies to non-professional employees of academic, trade or vocational institutions of learning. This classification also includes employees engaged in the care, custody and maintenance of college or school buildings, grounds and equipment. This would include dormitories, mess halls and recreational facilities maintained and operated by these institutions. Security personnel are also included under this classification. These employee’s duties generally include but are not limited to, the patrolling and monitoring of both exterior and interior school areas and the manning of school security check-in points where students may be physically or electronically searched for weapons or other contraband.

Also contemplated under this classification are non-professional employees of day nurseries, seminaries, military schools, veterinary schools, hospital or clinics on a school campus, which are operated by the school for the purposes of training medical students, and driver training schools.

Additionally, this classification is applied to all non-professional employees of religious organizations and public libraries and museums which are operated by a municipality, village, town, county, city or state. These employee’s duties are for the care, custody and maintenance of buildings, grounds and equipment.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Professional employees of schools. Refer to Code 8868 “School or College – Professional Employees & Clerical.”

School or College – Professional Employees & Clerical

Note:
Description:

Code 8868 applies to professional employees of colleges, schools, academic, trade or vocational institutions of learning. This classification includes professors, administrators, teachers, guidance counselors, social workers, therapists, nurses, athletic coaches and clerical employees. Any employees that assist these professional employees by performing similar or related duties to those in which these professionals engage are additionally assigned to this classification.

Assignment By Analogy:

• After school program teachers employed by a school
• Auto driving & classroom instructors, schools & clerical
• Barber or beauty school teachers, bartender, boarding, boating school, clerical and teachers

Operations To Be Separately Rated:
1. Day Care Centers, Child Day Care Centers and Pre-Schools. Refer to Code 8869 “Day Care Centers – Children – Professional Employees & Clerical, Salespersons” and Code 9059 “Day Care Centers – Children – All Other Employees & Drivers.”

2. Non-Professional Employees of Colleges or Schools. Refer to Code 9101 “School or College – All Other Employees & Drivers.”

Seed Merchant

Note:
Includes operation of seed sorting machinery.

Description:
Code 8102 applies to employers that principally perform the handling and merchandising of seeds. These seed merchants receive harvested grass, alfalfa or other field crop seeds, vegetable seeds, or flower seeds in bulk from growers. The merchandising is usually handled on a wholesale basis, but some seed merchants sell at retail and conduct store activities on the premises where they display racks of seed packets and have sacks of seeds available for sale along with other incidental articles used by residential gardeners. These store operations are included within the scope of this classification provided these employers process the seeds.

This classification is also applied to employers that perform bean sorting or handling. This classification contemplates the receipt of peanuts in bulk from growers and the machine cleaning, grading, visual inspection, and machine sacking of the shelled peanuts which are then stored prior to shipment to peanut vendors. Some of these employers will perform shelling operations, usually by machine.

Assignment By Analogy:
• Grain elevator operation – concrete and steel
• Specialist contractor engaged in soil and crop inspection

Operations To Be Separately Rated:


3. Growing:
   a. Bean sprouts. Refer to Code 0035 “Florist – Cultivating or Gardening & Drivers.”
   b. Grain feed. Refer to Code 0006 “Farm – NOC & Drivers.”
   c. Peanuts. Refer to Code 0031 “Vegetable, Berry or Grape Farm & Drivers.”

4. Manufacturing of baked beans, peanut butter or peanut oil. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”

Sewage Disposal Plant Operation & Drivers
Note:

Description:

Code 7580 applies to employers engaged in all operations of a sewage disposal plant that can be operated by a municipal board or commission or a private company. The plant can dispose of sewage by a number of methods, the most common of which are plain sedimentation, chemical coagulation, biological processes and various combinations of these three. These processes kill bacteria and speed up decomposition so that raw sewage is not dumped into waterways or incinerated. The extension of pipelines is contemplated by this classification as well as repair and maintenance on same.

Assignment By Analogy:

Soil oxidation – no digging

Operations To Be Separately Rated:

1. Garbage collection. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

2. Garbage works. Refer to Code 7590 “Garbage Works.”

Sewer Construction – All Operations to Completion & Drivers

Note:

Includes tunneling at street crossings when not performed under air pressure.

Separately rate permanent surface restoration.

Description:

Code 6306 applies to employers engaged in sewer construction operations. It applies to the installation of force main-type sewage work, the installation of storm sewer lines including the outfall, construction of drain concrete boxes, catch basins, manholes, laying of pipe and similar operations for storm sewer systems. This classification also applies to all types of storm and sanitary sewer construction projects, regardless of the size of pipe and the depth below the ground surface, including all related operations, such as mechanical or hand tool trench digging, boring, hauling and laying of pipe (even large dimension pipe), making connections, masonry and concrete work, fence construction work, filling or backfilling, tunneling at street crossings etc.

Assignment By Analogy:

- Concrete contractors – culverts – sewer construction
- Concrete – pipe – sewer
- Culverts – sheet metal – cutting, shaping hand brakes and assembling by soldering with little or no power press work or corrugating, welding or riveting
- Culverts – power press blanking, punching, drawing and corrugating and assembling by welding or riveting
- Municipalities – sewer – pressure including connections
- Sewer or soil lines – clay, concrete, iron or steel
- Sewer construction – including tunneling only at street crossings – not under air pressure including connections
Operations To Be Separately Rated:

1. Tunneling:

Sewing Machine Mfg.

Note:

Description:

Code 3561 applies to employers engaged in manufacturing commercial or household sewing machines. These machines are manufactured by cutting aluminum and steel sheets to size and design, milling, drilling, turning, grinding, boring and tapping to finish. Parts are then assembled by hand and with the use of welders, motors and control mechanisms are connected. The completed sewing machines are inspected for quality assurance.

This classification also applies to repairing and rebuilding sewing machines, cutters and parts in the shop. Shop repairs consist of disassembling the sewing machines, replacing worn or defective parts such as screws, needles, steel plates, etc., cleaning, oiling and reassembling units. Hand tools are usually used to perform repair operations.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Electric motors for commercial sewing machines. Includes repairing or rebuilding in shop. Refer to Code 3643 “Electric Power or Transmission Equipment Mfg.”
   b. Electric motors for household sewing machines. Refer to Code 3179 “Electrical Apparatus Mfg. – NOC.”
   c. Sewing machine attachments only. Refer to Code 3113 “Tool Mfg. – NOC – Not Drop or Machine Forged.”

Shaft Sinking – All Operations to Completion

Note:

Cofferdam work – Includes pile driving, excavation and masonry or concrete work up to completion of the substructure only.

Shaft sinking – Includes pile driving, excavation, concrete work or lining.

Description:

Code 6252 applies to employers engaged in all operations involving shaft sinking for bridge footings, piers or foundations. The operations involve the removal of earth from a hole with a relatively small diameter and usually from a considerable depth as compared with its diameter. To prevent cave-ins, wooden or steel sheeting may be driven into the shaft by hand or power apparatus. This classification contemplates these operations as well as any pile driving, and concrete work connected herewith. This classification is also applied to specialist contractors engaged in all operations involving pneumatic caisson work for bridge or pier foundations.
Pneumatic caissons are closed casings in which air pressure is maintained equal to the pressures of water or soil on the outside. This classification includes all employees working under air pressure, others engaged in or upon the caisson or the apparatus connected therewith as well as any pile driving, excavation, masonry or concrete work.

This classification is also applicable to specialist contractors engaged in all operations involving non-pneumatic caisson work for bridge abutment, pier and underwater foundation construction up to the completion of the subbase or subfoundation. This classification contemplates the driving of steel piling to the desired depth to form compartments of the required size and the removal of earth and water by clamshells or pumps. This classification also contemplates the pouring of concrete into the shell and the removal of the piling. Non-pneumatic caisson work in connection with dam or lock construction falls within the scope of this classification but only with respect to the construction, maintenance or removal of the caisson. Additionally, this classification applies to specialist contractors engaged in all operations involved in non-pneumatic cofferdam work.

Assignment By Analogy:

Welding under air pressure – caisson work

Operations To Be Separately Rated:

1. Tunneling:

Sheet Metal Airplane Parts Mfg.

Note:

Code 3832 and Code 3830 “Airplane Mfg.” shall not be assigned to the same employer unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 3832 applies to employers engaged in manufacturing sheet metal airplane parts or subassemblies for airplanes or aircraft such as wings, tabs, ailerons and cowlings that are fabricated from sheet metal. Sheet metal is received from others and cut to size in accordance to specifications, then punched, stamped, drilled, riveted and welded to form a complete part. Parts are spray painted or coated and baked to form a finish. The completed airplane parts are inspected, packed and ready for shipment to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Aircraft engines manufacturing only. Refer to Code 3826 “Aircraft Engine Mfg.”

Sheet Metal Work – Shop Only

Note:
Description:

Code 3066 applies to employers engaged in manufacturing a variety of sheet metal products from galvanized sheet metal or aluminum stock. Some products are custom-made to meet the specifications of a particular job and may require installation operations. These installation operations are not included in this sheet metal classification which applies only to shop work.

The operations contemplated under this classification consist of making sheet metal products by cutting, shaping on hand brakes and assembling by soldering. Such employers do little or no press work or corrugating, welding or riveting.

Assignment By Analogy:

Tinsmithing – gutters, leaders, roof flashings, skylights or cornices – production shops – no installation

Operations To Be Separately Rated:

1. Contractors engaged in the installation of:
   a. Tinsmith items, such as skylights, leaders, gutters, flashings and cornices including custom shop work only for such jobs, do not qualify for Code 3066 or Code 3067 “Sheet Metal Work – Shop Only.” Refer to Code 5538 “Sheet Metal Work Erection, Installation or Repair – NOC – Shop or Outside – All Operations to Completion & Drivers.”
   b. Ducts for ventilating, air conditioning and heating including custom shop work only for such jobs, do not qualify for Code 3066 or Code 3067 “Sheet Metal Work – Shop Only.” Refer to Code 5536 “Air Conditioning and Heating Duct Work – Shop and Outside – All Operations to Completion & Drivers.”

2. Manufacturing:
   a. Sheet metal products for operations such as power press blanking, punching, drawing and corrugating with assembly by welding or riveting. Refer to Code 3067 “Sheet Metal Work – Shop Only.”
   b. Fireproof equipment. Refer to Code 3076 “Fireproof Equipment Mfg.”

Sheet Metal Work – Shop Only

Note:

Description:

Code 3067 applies to employers engaged in manufacturing a variety of sheet metal products from galvanized sheet metal or aluminum stock. Some products are custom-made to meet the specifications of a particular job and may require installation operations. These installation operations are not included in this sheet metal classification which applies only to shop work.

The operations contemplated under this classification consist of making sheet metal products by operations such as power press blanking, punching, drawing and corrugating with assembling by welding or riveting.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Contractors engaged in the installation of:
   a. Tinsmith items, such as skylights, leaders, gutters, flashings and cornices including custom shop work only for such jobs, do not qualify for Code 3066 “Sheet Metal Work – Shop Only” or Code 3067. Refer to Code 5538 “Sheet Metal Work Erection, Installation or Repair – NOC – Shop or Outside – All Operations to Completion & Drivers.”
b. Ducts for ventilating, air conditioning and heating including custom shop work only for such jobs, do not qualify for Code 3066 “Sheet Metal Work – Shop Only” or Code 3067. Refer to Code 5536 “Air Conditioning and Heating Duct Work – Shop and Outside – All Operations to Completion & Drivers.”

2. Manufacturing:
   a. Sheet metal products for operations such as power press blanking, punching, drawing and corrugating with assembly by welding or riveting. Refer to Code 3066 “Sheet Metal Work – Shop Only.”
   b. Fireproof equipment. Refer to Code 3076 “Fireproof Equipment Mfg.”

Sheet Metal Work Erection, Installation or Repair – NOC – Shop or Outside – All Operations to Completion & Drivers

Note:
Not available for division of payroll at the same job or location to which Code 5536 “Air Conditioning and Heating Duct Work – Shop and Outside – All Operations to Completion & Drivers.”

Description:
Code 5538 applies to employers engaged in installing sheet metal products such as gutters, leaders, skylights, cornices and flashings, as well as the custom manufacturing of these items, provided that the employer also installs these items. These sheet metal items may be fabricated in-shop or at the customer’s premises. The sheet metal used may be aluminum, galvanized metals, steel, tin or copper. Various gauges of these metals are used. The shop will utilize machinery such as circular shears, brakes, crimpers, radial arm saws, bending machines, punches or riveters.

Also contemplated under this classification are gutters and drains that are attached to residential and commercial type structures for the purpose of catching and releasing rainwater. Gutters are fabricated from sheet metal, which is cut, bent to shape and holes drilled if necessary. The sections are secured together with nuts and bolts. A downspout is attached to the end of a gutter and releases the water down to a splash block on the ground.

This classification also includes other sheet metal products manufactured and installed such as louvers, restaurant equipment, etc. Some of these products are custom fabricated, however, they are made from sheet stock using the same machinery and installation techniques.

Assignment By Analogy:

Cooling tower water tanks – sheet metal

Operations To Be Separately Rated:

1. Installation:
   a. Sheet metal – duct type HVAC systems. Refer to Code 5536 “Air Conditioning and Heating Duct Work – Shop and Outside – All Operations to Completion & Drivers.”
   b. Sheet metal on roofs sloped 10 degrees or more. Refer to Code 5545 “Roofing – NOC – All Operations to Completion & Drivers.”

Ship Cleaning or Allied Operations & Drivers – Coverage Under State Act Only
Note:
Description:

Code 6885 applies to employers engaged in ship cleaning or allied operations covered under the State Act Only. This classification includes cleaning aboard vessels consisting of ships' holds or bilges, cleaning cargo, fuel oil or water tanks including removal of gas or sludge, removing dunnage or rubbish, cleaning areas after repair work. This classification includes cleaning decks, engine rooms and lifeboats. Clean water, cleaning solutions as well as manual and power cleaning equipment or machines may be used in the cleaning process.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Cleaning:
   a. And scaling ship boilers. Refer to Code 3726 “Boiler Installation or Repair – Steam – All Operations to Completion.”
   b. Ship cabins, quarters or companionways – by a specialist contractor. Refer to Code 9030 “Building Service Contractor.”

2. Ship conversion or repair:

3. Ship painting and scaling – hull, interior cabins and superstructure:

Ship Cleaning or Allied Operations & Drivers – Coverage Under U.S. Act

Note:
Description:

Code 6875F applies to employers engaged in ship cleaning or allied operations covered under the U.S. Act. This classification includes cleaning aboard vessels consisting of ships’ holds or bilges, cleaning cargo, fuel oil or water tanks including removal of gas or sludge, removing dunnage or rubbish, cleaning areas after repair work. This classification also includes cleaning decks, engine rooms and lifeboats. Clean water, cleaning solutions as well as manual and power cleaning equipment or machines may be used in the cleaning process.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Cleaning:
   a. And scaling ship boilers. Refer to Code 3726 “Boiler Installation or Repair – Steam – All Operations to Completion.”
   b. Ship cabins, quarters or companionways – by a specialist contractor. Refer to Code 9030 “Building Service Contractor.”
2. Ship conversion or repair:

3. Ship painting and scaling – hull, interior cabins and superstructure:

Ship Repair or Conversion – All Operations & Drivers – Coverage Under State Act Only

Note:
Refer to Rule XI – U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:
Code 6882 applies to employers engaged in general and various types of ship cleaning, repairing or conversion on vessels that exceed 150 feet in length. Applies to dockside shop or yard operations as well as the operation of dry docks and marine railways.

To qualify for this classification, an employer must perform two or more operations that would ordinarily be separately classified. For example, employers that perform electrical wiring or plumbing work are assignable to Code 5190 “Electrical Wiring – Within Buildings – All Operations to Completion & Drivers” and 5183 “Plumbing – NOC – All Operations to Completion & Drivers.” In the case where these two operations are performed in connection with ship repair or conversion, Code 6882 is applicable and not the individual contracting classifications.

Work performed on ships by specialty contractors shall be assigned to the classification describing the operations performed.

Assignment By Analogy:
- Construction of floating wood or metal dry docks
- Marine railway operations
- Ship or barge cleaning
- Masts and spars-aluminum, iron, steel or wood

Operations To Be Separately Rated:


2. Repair of vessels not exceeding 150 feet in length. Refer to Code 6824F “Boat Building or Repair & Drivers – Coverage Under U.S. Act.”

Ship Repair or Conversion – All Operations & Drivers – Coverage Under U.S. Act
Note:

Refer to Rule XI — U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:

Code 6872F applies to employers engaged in general and various types of ship cleaning, repairing or conversion on vessels that exceed 150 feet in length. Applies to dockside shop or yard operations as well as the operation of dry docks and marine railways.

To qualify for this classification, an employer must perform two or more operations that would ordinarily be separately classified. For example, employers that perform electrical wiring or plumbing work are assignable to Code 5190 “Electrical Wiring – Within Buildings – All Operations to Completion & Drivers” and Code 5183 “Plumbing – NOC – All Operations to Completion & Drivers.” In the case where these two operations are performed in connection with ship repair or conversion, Code 6872F is applicable and not the individual contracting classifications.

Work performed on ships by specialty contractors shall be assigned to the classification describing the operations performed.

Assignment By Analogy:

• Construction of floating wood or metal dry docks
• Marine railway operations
• Ship or barge cleaning
• Masts and spars-aluminum, iron, steel or wood

Operations To Be Separately Rated:

1. Ship cleaning, repair or conversion under State Act. Refer to Code 6882 “Ship Repair or Conversion – All operations & Drivers – Coverage Under State Act Only.”

2. Repair of vessels not exceeding 150 feet in length. Refer to Code 6824F “Boat Building or Repair & Drivers – Coverage Under U.S. Act.”

Shipbuilding – Iron or Steel – NOC & Drivers – Coverage Under State Act Only

Note:

Includes fabrication or assembling of ship plates or frames, all yard operations and shops directly connected with the construction of hulls. Subject to the rules for division of payroll, the following classifications and no others are available for use in connection with Code 6854 and Code 6843F “Shipbuilding – Iron or Steel – NOC & Drivers – Coverage Under U.S. Act.”

Description:

This classification applies to employers engaged in construction of iron or steel commercial vessels regardless of type or size such as but not limited to tugs, scows, lighters, barges and launches.

This classification has been assigned to the fabrication of floating oil drilling platforms and to the construction of floating dry docks when iron or steel is the principal material used in their construction. This classification has been assigned to
risks contracting solely in the laying of ship keels.

Assignment By Analogy:

• Freighters, passenger vessels and tankers – iron or steel
• Naval vessels – including battleships, carriers, cruisers and submarines
• Submarine testing

Operations To Be Separately Rated:


Shipbuilding – Iron or Steel – NOC & Drivers – Coverage Under U.S. Act

Note:

Includes fabrication or assembling of ship plates or frames, all yard operations and shops directly connected with the construction of hulls.

Subject to the rules for division of payroll, the following classifications and no others are available for use in connection with Code 6843F and Code 6854 “Shipbuilding – Iron or Steel – NOC & Drivers – Coverage Under State Act Only.”

Description:

Code 6843F applies to employers engaged in construction of iron or steel commercial vessels regardless of type of size such as, but not limited to, tugs, scows, lighters, barges and launches.

This classification includes the fabrication of floating oil drilling platforms and to the construction of floating dry docks when iron or steel is the principal material used in their construction. This classification is also assigned to risks contracting solely in the laying of ship keels.

Assignment By Analogy:

• Naval vessels – including battleships, carriers, cruisers and submarines
• Submarine testing

Operations To Be Separately Rated:

1. Boatbuilding:

**Shoe Repair Shop**

Note:
Description:

Code 9585 applies to employers engaged in operating shoe repair shops and shoe shine parlors. Damaged or worn shoes are received from customers to be repaired. Repairs involve replacing shoe soles, heels and lifts. After repairs are done, shoes may be polished and returned to the customers. These shops will also dye shoes for customers and repair holes in shoes. Shoe shine parlors are also subject to this classification.

Assignment By Analogy:
Hat cleaning establishment

Operations To Be Separately Rated:

1. Manufacturing:
   a. Boot or shoe. Refer to Code 2660 “Boot or Shoe Mfg. – NOC”
   b. Shoe polish. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”

**Showroom Salespersons**

Note:
Description:

Code 8747 applies to salespersons whose duties are limited to selling exclusively from product displays, samples, sample boards, books or catalogs at the employer’s display showroom or salesroom locations.

To qualify for this classification no merchandise is manufactured, handled or shipped from the same location. Merchandise sold at the display showroom or salesroom is shipped directly to the customer by the manufacturer, a stocking distributor, unrelated contractors, or a central warehouse at a separate location.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Display showrooms or salesrooms locations where the employer maintains inventory, and receives, warehouses, ships or delivers the merchandise sold. Assign the appropriate wholesale or retail store classification.

2. Display showrooms or salesrooms locations where the employer is manufacturing samples or merchandise. Assign the appropriate manufacturing classification.
Completion & Drivers

Note:

Description:

Code 9552 applies to employers engaged in installation or repair of pole signs, tower signs, monument signs, street signs, and signs not affixed directly to building surfaces at a customer’s premises or another designated site.

This classification also includes electrical wiring activities of the sign connection with the sign installation. Sign repair involves using hand tools to replace worn and damaged parts. Other types of repairs include tightening bolts and screws, spot painting, removing and stripping old lettering, surface sanding and repainting, adding new lettering and changing light bulbs. Upon completion of the installation and/or repairs, signs are inspected.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Bill posting. Refer to Code 9545 “Bill Posting – All Operations to Completion & Drivers.”

2. Advertising company engaged in sign painting or lettering on the exterior of buildings or other structures or erecting and maintaining of outdoor advertising on billboards by advertising companies. Refer to Code 9549 “Advertising Co. – All Operations to Completion & Drivers.”

Sign Mfg. or Repair – Metal – Shop Only

Note:

Description:

Code 3064 applies to employers engaged in manufacturing signs, lettering and nameplates made of metal or housed in metal. Manufacturing these signs varies depending on its purpose, location (outdoors vs. indoors) and the need for illumination, visibility or other purpose. For the manufacturing of illuminated signs, aluminum sheets are cut to size, bent, pierced and joined with pop rivets and/or screws to form the metal cabinet signs. Ballasts, sockets and wire are purchased from outside sources and installed. The letters can be cut from plexiglass sheets and glued to plexiglass sheets to form the face of the signs. These are then set into the metal sign cabinets.

Assignment By Analogy:

Road markers

Operations To Be Separately Rated:

1. Manufacturing:
   a. Plastic or vinyl signs:
      i. Compression or injection molded. Refer to Code 4475 “Plastics Mfg. – Molded Products – NOC.”
      iii. Fabricated from sheets, rods, or tubes. Pouring, casting, vacuum forming. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”
   b. Glass neon signs or glass neon tubes for other sign manufacturers, including glass blowing, forming neon tubes and gas filling. Refer to Code 4112 “Incandescent Lamp Mfg.”
c. Wooden signs. Refer to Code 2841 “Woodenware Mfg. – NOC.”

d. Wired digital sign fabrication of the television, LCD or plasma screen type. Refer to Code 3681 “Television, Radio, Telephone or Telecommunication Device Mfg. – NOC.”

2. Installation or repair of signs away from shop – outdoor. Refer to Code 9552 “Sign Erection or Repair – Away From Shop – Not Outdoor Advertising Companies – All Operations to Completion & Drivers.”

Sign Painting or Lettering on Buildings or Structures – All Operations to Completion & Drivers

Note:

Code 9553, Code 9549 “Advertising Co. – All Operations to Completion & Drivers” or Code 9552 “Sign Erection or Repair – Away From Shop – Not Outdoor Advertising Companies – All Operations to Completion & Drivers” shall not be assigned to the same job or location.

Includes shop operations.

Description:

Code 9553 applies to employers engaged in painting or lettering of signs on the outside of buildings or structures. Customers’ walls or billboards are prepared by scraping and cleaning any old advertisement or residue. If needed, the employer sets up scaffolding or ladders. After the setup, the employer outlines the artwork onto the building wall or billboard by hand. Using a variety of paint, the employer produces the advertising signs, company names or trademark or mural.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Painting:
   a. Murals inside buildings. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”
   b. Sign or lettering on outside a building by an advertising company. Refer to Code 9549 “Advertising Co. – All Operations to Completion & Drivers.”
   c. Sign or lettering inside of a building – office doors. Refer to Code 9501 “Painting – Shop Only & Drivers.”

2. Installation of signs not by advertising company. Refer to Code 9552 “Sign Erection or Repair – Away From Shop – Not Outdoor Advertising Companies – All Operations to Completion & Drivers.”

Silk Thread or Yarn Mfg.

Note:

Description:

Code 2302 applies to employers engaged in manufacturing silk thread or yarn. Fiber materials are combined by winding or rewinding, twisting, reeling, weaving or looping on looms to form products which may be sold in the form of cones or skeins. Other operations include shoddy manufacturing which pertains to the reduction of rags or mill waste to their
original fiber form by sorting, carbonizing, baking, dusting, washing, garneting and baling.

Employers may also process cotton by shredding, picking, dusting or trimming to make wadding or packaging content used for toy stuffing, furniture upholstery, automobile tops or crate padding.

Wool separation where rags are soaked in chemical solutions to reclaim cotton is also included under this classification. Subsequent operations may include drying, washing to remove remaining chemicals, and drying again.

This classification also includes manufacturing carpet or rugs from jute or hemp fiber by braiding or twisting fibers together.

Examples such as synthetic, foam rubber or cellulose type products including sponges, mop heads, nets, powder puffs, sisal pads, tennis racket string, cloth labels, silk ribbons or tape, clothes line rope, pipe insulation covering, and fiberglass fabric manufacturing are also included under this classification.

Assignment By Analogy:

- Cord, rope or twine manufacturing – cotton, linen, silk or wool – including synthetic fibers
- Treating, twisting or braiding rope or hair

Operations To Be Separately Rated:

1. Manufacturing:
   a. Felt or felt like material. Code 2288 “Felt Mfg.”
   b. Lace. Refer to Code 2388 “Embroidery Mfg.”
   c. Pyroxylin. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers,” and Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”
   d. Webbing other than jute. Refer to Code 2600 “Fur Mfg. – Preparing Skins.”

2. Combing or scouring wool. Refer to Code 2600 “Fur Mfg. – Preparing Skins.”

3. Thread or lace dyeing and finishing performed by specialist contractor. Yarn winding and dyeing. Refer to Code 2416 “Thread or Yarn Dyeing or Finishing.”

Silverware Mfg.

Note:
Description:

Code 3381 applies to employers engaged in manufacturing products such as silver or silver-plated flat and hollowware, picture frames, ornaments and novelties that are made from silver or other metals such as white metal. Silver and white metal are received from others in sheet form and stamped or cut to size, spun and trimmed. Items may be plated with the use of plating solutions. Finishing operations involve buffing and polishing of the fabricated items.

Manufacturing automobile wheels made of metal is also included under the scope of this classification.

This classification also applies to manufacturing watch cases including wristwatch cases.

Assignment By Analogy:

- Cigarette or cigar lighters no manufacturing of parts – assembling from purchased parts only
- Picture frames or frames– metal – cutting and soldering light gauge metal molding strips
Operations To Be Separately Rated:

1. Watch manufacturing. Refer to Code 3385 “Clock Mfg.”

Smelting – Electric Process

Note:

Description:

Code 1439 applies to employers engaged in refining ferrous and non-ferrous metals either from raw ores, ores that have been milled or from scrap metals, coke, coal, quartz, limestone, silica bearing sand, bauxite, corundum, carbon, zirconium, and other materials, and manufacturing of carborundum, artificial carbon or graphite, using the electric process. Electric furnaces can exceed 3000E. This classification includes preparation, the fusion of the raw materials at these extremely high temperatures as well as any subsequent processing by machining, crushing grinding, pulverizing or other sizing the product may require.

Raw materials can be crushed or otherwise processed, fed into an electric furnace and melted down. Molten material can be poured into ingots, cooled and processed further by grinding and mixing with other ingredients before reheating. Raw materials can also be placed in a trench mold lined with fire brick and an electrode at each end. The current passes through the mold and fuses the material within. Any other processing required to produce an end product can also be performed.

Assignment By Analogy:

Abrasives - calcium carbide and silicon carbide

Operations To Be Separately Rated:

1. Manufacturing:
   b. Graphite – not artificial. Refer to Code 1452 “Ore Milling & Drivers.”
   c. Solder:
      i. In paste and flux form. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”
      ii. In bars that are melted and poured. Refer to Code 3085 “Foundry – Non-Ferrous.”

2. Blast furnace operations:
   a. Involving smelting, sintering or refining metals other than lead or iron. Refer to Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers.”
   b. Involving smelting, sintering or refining lead or iron. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

3. Ore milling by crushing, concentration or amalgamation. Refer to Code 1452 “Ore Milling & Drivers.”

4. Reclaiming lead in the process of smelting, sintering or refining metals in any form or quantity. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

5. Steel making in electric or open-hearth furnaces and the Bessemer or crucible process. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
Note:

Code 1452 “Ore Milling & Drivers,” Code 1430 “Smelting, Sintering or Refining Lead & Drivers,” and Code 1438 shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:

Code 1438 applies to employers engaged in extraction of non-ferrous metal from ore or ore concentrates. This normally begins with the receiving and stockpiling of ore followed by crushing, washing and screening. There may be various steps of milling, concentration or amalgamation preparatory to the sintering of the ore. The sintering is undertaken in rotary kilns or other types of furnaces. This may be followed by crushing the sintered ore preparatory to the actual smelting or reduction process. The molten metal that results is then cast into ingots. In many cases, small amount of impurities may be removed by further refining in a furnace. Modern technology involves refinements in the basic extraction of metals. For example, acid or caustic leaching are common in the extraction of metals such as aluminum or uranium while other metals such as copper or manganese may involve electrolysis as a part of the process. These variations are considered to be within the scope of this classification.

This classification additionally contemplates porcelain frit or steel grit manufacturing.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   b. Solder:
      i. In paste and flux form. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”
      ii. In bars that are melted and poured. Refer to Code 3085 “Foundry – Non-Ferrous.”

2. Furnace erection. Refer to Code 5057 “Iron or Steel Erection – NOC – All Operations to Completion.”

3. Mining. Refer to Code 1624 “Quarry – NOC & Drivers” or Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers.”

4. Ore milling by crushing, concentration or amalgamation. Refer to Code 1452 “Ore Milling & Drivers.”

5. Quarrying. Refer to Code 1624 “Quarry – NOC & Drivers.”

6. Reclaiming lead in the process of smelting, sintering or refining et al in any form or quantity. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

7. Slag excavation and crushing. Refer to Code 4000 “Sand or Gravel Digging & Drivers.”

8. Smelting by an electric process (no blast furnace) to produce carborundum, artificial carbon or graphite, (using coke and other ingredients), or other electric furnace products. Refer to Code 1439 “Smelting – Electric Process.”

9. Smelting, sintering or refining lead. Refer to Code 1430 “Smelting, Sintering or Refining Lead & Drivers.”

10. Steel making in electric or open-hearth furnaces and the Bessemer or crucible process. Refer to Code 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”
Smelting, Sintering or Refining Lead & Drivers

Note:
Code 1452 “Ore Milling & Drivers”, Code 1430 and Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers” shall not be assigned to the same risk unless the operations described by these classifications are conducted as separate and distinct businesses.

Description:
Code 1430 applies to employers engaged in refining lead ores, lead manufacturing including red or white lead, and reclaiming used lead from items such as batteries, cables, or pipes.

Assignment By Analogy:
Lead compound manufacturing

Operations To Be Separately Rated:

1. Manufacturing:
   b. Lead sheets, pipe or shot from cast refined lead. Refer to Code 3027 “Rolling Mill – NOC & Drivers.”
   c. Solder:
      i. In paste and flux form. Refer to Code 4597 “Paste, Ink (Writing) or Mucilage Mfg.”
      ii. In bars that are melted and poured. Refer to Code 3085 “Foundry – Non-Ferrous.”

2. Furnace erection. Refer to Code 5057 “Iron or Steel Erection – NOC – All Operations to Completion.”

3. Mining. Refer to Code 1624 “Quarry – NOC & Drivers” or Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers.”

4. Ore milling by crushing, concentration or amalgamation. Refer to Code 1452 “Ore Milling & Drivers.”

5. Smelting by an electric process (no blast furnace) to produce carborundum, artificial carbon, graphite, or other electric furnace products. Refer to Code 1439 “Smelting – Electric Process.”

6. Smelting, sintering or refining metals other than lead or iron. Refer to Code 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers.

Soap or Synthetic Detergent Mfg.

Note:
Description:
Code 4720 applies to employers engaged in manufacturing bar soap, granulated, powdered, and sprayed soaps, soap
chips and flakes, liquid soaps and synthetic detergents which have characteristics and end-uses similar to soap. Materials such as animal fats, coconut or other vegetable oils; alkalis such as soda ash, caustic soda, lye, boric acid; abrasives such as feldspar; inert catalysts such as zinc oxide; diluents such as sodium sulfate; builders such as sodium pyrophosphate; and perfume are used to make the soaps.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Disinfectants and germicides blending or mixing – exclusively. Refer to Code 4828 “Chemical Blending or Mixing – NOC – All Operations & Drivers.”
   b. Disinfectants and germicides chemical manufacturing processes. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”

2. Soaps or detergents – bottling only – no manufacturing. Refer to Code 4628 "Extract Mfg."

Social Case Workers – Traveling

Note:

This classification applies when any portion of an employee’s time is spent in the field performing duties of a case worker, counselor, advocate for medical or social related services or other similar functions whether performed by social service agencies or similar organizations.

No medical, rehabilitation or other related services provided.

Description:

Code 8857 applies to an establishment providing health care services for individuals or families in their residences, nursing homes, hospitals or schools.

Assignment By Analogy:

• Adoption agencies – outside case workers
• Child guidance consultants counseling away from office
• Counseling – social work, marriage counseling, field work – traveling
• Healthcare services – medical & social case workers
• Referral services – medical or social – traveling
• Social welfare workers – field work

Operations To Be Separately Rated:

1. Health care services:
   a. Providing medical or other professional services for individuals or families in their residences, nursing homes, hospitals or schools. Refer to Code 8854 “Health Care Services – Medical or Other Professional Services – Traveling.”
   b. Aiding with daily living skills for individuals or families in their residences, nursing homes, hospitals or schools. Refer to Code 9051 “Health Care Services – Daily Living Skills Services – Traveling.”

2. Case workers – medical and social, referral services, counselors – inside work only. Refer to Code 8810
3. Counselors employed by schools. Refer to code 8868 “School or College – Professional Employees & Clerical.”

Sporting Goods Mfg. – NOC

Note:
Description:

Code 4902 applies to employers engaged in manufacturing various types of sporting goods that are Not Otherwise Classified (NOC). This classification contemplates the manufacturing of baseballs, golf clubs, golf balls, fishing reels, rods and tackle, artificial fishing bait, lures or spoons, helmets, horse tacks, archery equipment and supplies, tennis rackets – no string manufacturing, harnesses or saddles, and whips. There are different manufacturing and assembling processes that are performed under this classification which vary depending on the type of sporting goods product that is being manufactured and the process specifically undertaken by each individual employer.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Baseball bat:
      i. Metal. Refer to Code 3076 “Fireproof Equipment Mfg.”
      ii. Wood. Refer to Code 2841 “Woodenware Mfg. – NOC.”
   b. Basketball backstop:
      i. Fiberglass. Refer to Code 4452 “Plastics Mfg. – Fabricated Products – NOC.”
      ii. Metal. Refer to Code 3076 “Fireproof Equipment Mfg.”
      iii. Wood. Refer to Code 2802 “Carpentry – Shop Only & Drivers.”

2. Billiard hall operations. Refer to Code 9089 “Billiard Hall.”

Sports Related Entertainment Facilities

Note:
Description:

Code 9093 applies to employers engaged in operating bowling lanes, roller and ice skating rinks, enterprises involving throwing balls or darts at various targets, miniature golf, batting cages, golf driving ranges, laser tag, paintball, archery ranges, shooting galleries (using air rifles only), public tennis courts, bocce ball and ping pong parlors.

It is common for entertainment facilities as such to operate a nursery for their customers’ children. When this service is provided as an accommodation for patrons of the above types of sports related entertainment facilities, it is inclusive under this classification.

Assignment By Analogy:

Table tennis parlor
Operations To Be Separately Rated:

1. Bar, dance club, lounge, nightclub or tavern. Refer to Code 9074 “Bar, Dance Club, Lounge, Nightclub or Tavern – Including Entertainers and/or Musicians.”

2. Restaurant:
   b. Full service. Refer to Code 9071 “Restaurant – Full-Service – Including Entertainers and/or Musicians.”

Stationery Mfg.

Note:

Shall not be assigned to an employer engaged in operations described by another classification unless the operations subject to Code 4251 are conducted as a separate and distinct business.

Description:

Code 4251 applies to employers engaged in manufacturing stationery such as loose-leaf type binders, paper labels, desk pads (blotters), coin wrappers and currency straps, envelopes and other products shown below. Raw materials include cardboard, binders’ cloth, leather or imitation leather, canvas, paper, glue, paste, gold leaf, printing and ruling ink, standard loose-leaf metal parts such as rings, posts, screws, hinges and slides. For binders, cardboard is cut to size and covered with leather, imitation leather, cloth or paper by gluing, pasting and some sewing is performed. Covers are reinforced at points subject to the greatest wear by stripping and may be embossed in ink or gold leaf. The metal fittings are then attached to complete the binders.

Fillers for binders and other stationery products are manufactured from paper that is cut to size on manual or power cutters. Special shapes are made on blanking machines with the aid of cutting dies. The operations are generally automatic and include ruling, printing, folding, gluing, trimming, perforating, punching and rounding of corners.

This classification also applies to the manufacturing of carbon paper and typewriter ribbon.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Loose-leaf hardware, metal rings, post, screws, separators or fittings. Refer to Code 3146 “Hardware Mfg. – NOC.”
   b. Paper goods, such as paper cups, napkins or plates. Refer to Code 4279 “Paper Goods Mfg. – NOC.”
   d. Printing operations performed for others. Refer to Code 4299 “Printing.”

Steamship Line or Agency – Port Employees – Superintendents, Captains, Engineers, Stewards or Their Assistants, Pay Clerks

Note:

Description:

Code 8726F applies to port employees such as superintendents, captains, engineers, stewards or their assistants and pay
clerks of a steamship line or agency. The responsibility of the port superintendent is to oversee the containers that are on the vessel or on the docks that are awaiting loading and transport. It is the responsibility of the port captain to oversee the deck work aboard the vessel. The vessel engines are maintained and repaired by the port engineers. The commissary on the vessel is supervised by the stewards. The pay clerk’s responsibility is to keep a time log of daily employees’ hours worked at the pier or aboard the vessel.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Inspectors, samplers, or weighers of merchandise on vessels or docks or railway stations or warehouses – Coverage Under U.S. Act Only; Steamship line or agency – port employees – talliers, checking clerks and employees engaged in mending or repacking of damaged containers – Coverage Under U.S. Act Only; Stevedoring – Talliers and checking clerks engaged in connection with stevedore work – Coverage Under U.S. Act Only. Refer to Code 8709 “Stevedoring – Talliers and Checking Clerks Engaged in Connection with Stevedore Work – Coverage Under U.S. Act.”

2. Inspectors, samplers, or weighers of merchandise on vessels or docks or railway stations or warehouses – Coverage Under State Act Only; Steamship line or agency – port employees – talliers, checking clerks and employees engaged in mending or repacking of damaged containers – Coverage Under State Act Only; Stevedoring – Talliers and checking clerks engaged in connection with stevedore work – Coverage Under State Act Only. Refer to Code 8719 “Stevedoring – Talliers and Checking Clerks Engaged in Connection with Stevedore Work – Coverage Under State Act Only.”

3. Freight handlers – on piers or in terminals or areas adjoining piers. Refer to code 7366F “Freight Handlers – On Piers or in Terminals or Areas Adjoining Piers.”

4. Freight handling – packing, handling or shipping explosives or ammunition – under contract. Refer to Code 7367 “Freight Handlers – NOC.”

Stevedoring – By Hand or Hand Trucks – Exclusively

Note:

Includes the incidental use of power-driven escalators or conveyors, or operation of tractors and trailers through side ports. No use of hoisting equipment. Code 7317F shall not be assigned to the same risk in connection with a single vessel.

Description:

Code 7317F applies to employers engaged in stevedoring operations performed by hand or hand trucks. It includes the incidental use of power-driven escalators, conveyors, and forklifts.

Stevedoring for workers compensation classification purposes contemplates any or all of the following operations when conducted by employees who are not members of the crews of vessels:

1. Loading or unloading, stowing, shifting or trimming of cargo, supplies, and materials on board vessels. (Trimming refers to balancing a ship by shifting cargo.)
2. Transfer of cargo supplies and materials between vessels and piers and vice versa, regardless of the necessity of work on board vessels by employees of the employer.
3. Transfer between stringpiece and point of deposit on dock and adjacent warehouses including tiering, sorting and breaking down. (A stringpiece is timber lying along the top of piles, forming a dock front or timber pier.)
4. Operation of all mechanical equipment, including dock tractors, in connection with the above.
This classification additionally contemplates the loading or unloading of grain, cement, or other bulk pulverized materials or liquefied products when done by blower or suction tubes or pipe and hose conveyor systems.

When separate crews of employees place cargo at or move it from the point of deposit and perform tiering, sorting, and breaking down operations as well as loading or unloading railroad cars or trucks, such separate crews would be assigned to the appropriate freight handling and trucking classifications provided they do not engage in any stevedoring operations and separate payroll records are maintained.

In the event stevedoring by hand or hand trucks and stevedoring by use of hoisting equipment are performed in connection with the loading or unloading of a single vessel, the entire operation must be classified to either Code 7309F “Stevedoring — NOC” or, if the operation involves containerized freight, to Code 7327F “Stevedoring – Containerized Freight & Drivers.”

When an employer is classified to this classification, employees engaged in the storage, maintenance, or repair of nets, slings, forklift trucks, or other equipment utilized by stevedoring concerns are also assigned to this classification, even if such operations are conducted at a separate location. Code 7317F is additionally applicable to employees of Code 7317F employers that handle shore lines to moor or unmoor vessels.

Stevedoring operations are also considered general exclusions. This means that unless stevedoring operations are specifically included in the wording of the basic classification applicable to a business, stevedoring operations are separately classified. This situation may occur when an employer such as a manufacturer, lumberyard or fuel dealer is located on navigable waters. Such employers may load their products on ships or unload raw materials or finished products from ships. In many instances this work is done at irregular periods by employees normally engaged in plant operations. Payroll expended for such loading or unloading on navigable waters should be assigned to the appropriate stevedoring classification.

Driving automobiles on or off vessels is additionally contemplated by this classification.

Assignment By Analogy:

- Cargo loading or unloading – by hand – explosives
- Piers – baggage handling – for ship passengers
- Concrete – marine – no pile driving

Operations To Be Separately Rated:

1. Hoisting devices – when hoisting devices such as cranes are used on other than on an incidental basis. Refer to Code 7309F “Stevedoring – NOC.”

Stevedoring – Containerized Freight & Drivers

Note:

Applies to ships designed to freight carrying containers. No work in holds. Code 7327F shall not be assigned to the same risk in connection with single vessel.

Description:

Code 7327F applies to employers engaged in stevedoring operations involving containerized cargo. Stevedoring for workers compensation classification purposes contemplates any or all of the following operations when conducted by employees who are not members of the crews of vessels:
1. Loading or unloading, stowing, shifting or trimming of cargo, supplies, and materials on board vessels. (Trimming refers to balancing a ship by shifting cargo.)

2. Transfer of cargo, supplies, and materials between vessels and piers and vice versa, regardless of the necessity of work on board vessels by employees of the employer.

3. Transfer between stringpiece and point of deposit on dock and adjacent warehouses including tiering, sorting, and breaking down. (A stringpiece is timber lying along the top of piles, forming a dock front or timber pier.)

4. Operation of all mechanical equipment, including dock tractors, in connection with the above.

This classification operations contemplate the use of gantry cranes, which are usually part of each vessel’s gear. The cranes are moved over the dock and lowered to attach the crane’s lugs mechanically to the individual containers which have been brought to the dock by trailer chassis. The containers are individually lifted by crane and positioned above a vessel’s general deck area or specific cells on the vessel. Each container is then lowered to its final position and automatically locked into place and released by the crane. The reverse procedure is followed in removing individual containers from vessels. These operations are performed with the assistance of signalmen located on the bridge of the vessels, and deck stevedores, whose work is confined to swinging away the lugs used to open or close the cells and fastening or unfastening containers on the decks.

Dock stevedores guide the trailer trucks to the appropriate spot under the cranes, release the containers from the chassis by unlocking simple lugs, lock on the replacement containers, and signal the trailers on their way. This classification contemplates drivers other than those engaged in over-the-road trucking, which is classified to the appropriate trucking classification.

When an employer is classified to this classification, employees engaged in the storage, maintenance, or repair of nets, slings, forklift trucks, or other equipment utilized by stevedoring concerns are also assigned to this classification, even if such operations are conducted at a separate location. Code 7327F is additionally applicable to employees of Code 7327F employers who handle shore lines to moor or unmoor vessels.

Stevedoring operations are also considered general exclusions. This means that unless stevedoring operations are specifically included in the wording of the basic classification applicable to a business, stevedoring operations are separately classified. This situation may occur when an employer such as a manufacturer, lumberyard, or fuel dealer is located on navigable waters. Such employers may load their products on ships or unload raw materials or finished products from ships. In many instances this work is done at irregular periods by employees normally engaged in plant operations. Payroll expended for such loading or unloading on navigable waters should be assigned to the appropriate stevedoring classification.

Assignment By Analogy:

Cargo loading or unloading – containerized

Operations To Be Separately Rated:

1. Stevedoring:
   a. By hand or hand trucks exclusively. Refer to Code 7317F “Stevedoring – By Hand or Hand Trucks – Exclusively.”

2. Over-the-road trucking operations. Refer to Code 7219 “Trucking – NOC – All Employees & Drivers.”
Stevedoring – NOC

Note:

When policies are issued covering both classifications, Code 7317F “Stevedoring – By Hand or Hand Trucks – Exclusively” and Code 7309F, no division of payroll shall be permitted in connection with the loading or unloading of any one vessel.

Description:

Code 7309F applies to employers that perform stevedoring operations provided such operations are Not Otherwise Classified (NOC) in this Manual. Stevedoring for workers compensation classification purposes contemplates any or all of the following operations when conducted by employees who are not members of the crews of vessels:

1. Loading or unloading, stowing, shifting or trimming of cargo, supplies, and materials on board vessels. (Trimming refers to balancing a ship by shifting cargo.)
2. Transfer of cargo supplies and materials between vessels and piers and vice versa, regardless of the necessity of work on board vessels by employees of the employer.
3. Transfer between stringpiece and point of deposit on dock and adjacent warehouses including tiering, sorting and breaking down. (A stringpiece is timber lying along the top of piles, forming a dock front or timber pier.)
4. Operations of all mechanical equipment, including dock tractors, in connection with the above.

Unless otherwise classified, this classification is applicable to the above operations whether the operations are conducted by one or more concerns and providing the operations require the use of hoisting equipment such as winches, cranes, slings, rope, or nets.

When separate crews of employees, with no exposure to the hazards of the hoisting operations, place the cargo at or move it from the point of deposit and perform the tiering, sorting, and breaking down operations as well as load or unload railroad cars or trucks, such separate crews are assigned to the appropriate freight handling or trucking classifications provided they do not engage in any stevedoring operations and separate payroll records are maintained.

When an employer is classified to this classification, employees engaged in the storage, maintenance, or repair of nets, slings, forklift trucks, or other equipment utilized by stevedoring concerns are also assigned to this classification, even if such operations are conducted at a separate location.

This classification is additionally applicable to employees of Code 7309F employers who handle shore lines to moor or unmoor vessels.

Stevedoring operations are also considered general exclusions. This means that unless stevedoring operations are specifically included in the wording of the basic classification applicable to a business, stevedoring operations are separately classified. This situation may occur when an employer such as a manufacturer, lumberyard, or fuel dealer is located on navigable waters. Such employers may load their products on ships or unload raw materials or finished products from ships. In many instances this work is done at irregular periods by employees normally engaged in plant operations. Payroll expended for such loading or unloading on navigable waters should be assigned to the appropriate stevedoring classification.

Assignment By Analogy:

• General cargo – stevedoring by power hoists or slings
• Marine equipment testing – aboard vessels
• Ships – booms and equipment testing – aboard vessels

Operations To Be Separately Rated:
1. Stevedoring:
   a. By hand or hand trucks exclusively. Refer to Code 7317F “Stevedoring – By Hand or Hand Trucks – Exclusively.”
   b. Containerized freight & drivers. Refer to Code 7327F “Stevedoring – Containerized Freight & Drivers.”

Stevedoring – Talliers and Checking Clerks Engaged in Connection with Stevedore Work – Coverage Under State Act Only

Note:
Includes mending or repacking of damaged containers.

Description:
Code 8719 applies to employers engaged in inspecting, sampling and/or weighing merchandise on vessels, docks, railway stations or warehouses. Talliers and checking clerks of steamship lines or agencies and talliers and checking clerks engaged in connection with stevedore work are also contemplated by this classification.

Once the inspectors have inspected and weighed the merchandise and all is in order it is then released to the appropriate parties.

Assignment By Analogy:
• Brokers and forwarding agents – weighing merchandise on piers
• Feed or grain inspecting – at railroad terminals or ships

Operations To Be Separately Rated:

1. Inspectors, samplers, or weighers of merchandise on vessels or docks or railway stations or warehouses; Steamship line or agency – port employees – talliers, checking clerks and employees engaged in mending or repacking of damaged containers; Stevedoring – Talliers and checking clerks engaged in connection with stevedore work – Coverage Under U.S. Act only. Refer to Code 8709 “Stevedoring – Talliers and Checking Clerks Engaged in Connection with Stevedore Work – Coverage Under U.S. Act.”

2. Freight handlers:
   a. On piers or in terminals or areas adjoining piers. Refer to code 7366F “Freight Handlers - on Piers or in Terminals or Areas Adjoining Piers.”
   b. Packing, handling or shipping explosives or ammunition – under contract. Refer to Code 7367 “Freight Handlers – NOC.”

3. Steamship line or agency – port employees – superintendents, captains, engineers, stewards, or their assistants, pay clerks. Refer to Code 8726F “Steamship Line or Agency – Port Employees – Superintendents, Captains, Engineers, Stewards or Their Assistants, Pay Clerks.”
Stevedoring – Talliers and Checking Clerks Engaged in Connection with Stevedore Work – Coverage Under U.S. Act

Note:

Includes mending or repacking of damaged containers.

Description:

Code 8709F applies to employers engaged in inspecting, sampling and/or weighing merchandise on vessels, docks, railway stations or warehouses. Talliers and checking clerks of steamship lines or agencies and talliers and checking clerks engaged in connection with stevedore work are also contemplated by this classification.

Once the inspectors have inspected and weighed the merchandise and all is in order it is then released to the appropriate parties.

Assignment By Analogy:

• Brokers and forwarding agents – weighing merchandise on piers
• Feed or grain inspecting – at railroad terminals or ships

Operations To Be Separately Rated:

1. Inspectors, samplers, or weighers of merchandise on vessels or docks or railway stations or warehouses;
   Steamship line or agency – port employees – talliers, checking clerks and employees engaged in mending or repacking of damaged containers; Stevedoring – Talliers and checking clerks engaged in connection with stevedore work – Coverage Under State Act only. Refer to Code 8719 “Stevedoring – Talliers and Checking Clerks Engaged in Connection with Stevedore Work – Coverage Under State Act Only.”

2. Freight handlers:
   a. On piers or in terminals or areas adjoining piers. Refer to Code 7366F “Freight Handlers – On Piers or in Terminals or Areas Adjoining Piers.”
   b. Packing, handling or shipping explosives or ammunition – under contract. Refer to Code 7367 “Freight Handlers – NOC.”

3. Steamship line or agency – port employees – superintendents, captains, engineers, stewards, or their assistants, pay clerks. Refer to Code 8726F “Steamship Line or Agency – Port Employees – Superintendents, Captains, Engineers, Stewards or Their Assistants, Pay Clerks.”

Stone Crushing & Drivers

Note:

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 1710 are conducted as a separate and distinct business.

Description:
Code 1710 applies to employers that are engaged in crushing stone or gravel which has been dug or quarried by others. Crushing is performed as a service to the employer’s customers. Stone can also be purchased from a quarry or gravel pit operator and custom crushed for customers. It includes operating portable mobile crushers.

Stone or gravel is crushed to size but cannot be pulverized to a fine powder under this classification. Equipment such as gyratory, rotary, jaw or roll crushers are used to crush the stone or gravel. After crushing is performed, the stone may be washed and/or screened. The crushed stone is placed in piles and may be delivered by the employer or loaded into their customers’ trucks.

This classification also applies to concrete recycling centers that are engaged in crushing slabs or chunks of concrete that were removed by demolition contractors.

This classification shall only be applied when stone crushing is performed as a separate and distinct business and not incidental to other operations conducted by the same employer such as quarrying, phosphate works, dredging, ore milling, sand or gravel digging.

Includes construction, repair or maintenance of all buildings, structures or equipment and the installation of machinery.

Assignment By Analogy:

- Recycling or reclaiming concrete – crushing concrete slabs or chunks by recyclers
- Rock crushing – by service contractors

Operations To Be Separately Rated:

1. Crushing stone incidental to manufacturing operation. Assign the appropriate manufacturing classification.


3. Hone stone, oil stone or soapstone manufacturing. Refer to Code 1748 “Abrasive Wheel Mfg. & Drivers.”

4. Pulverizing stone or minerals to a fine powder. Refer to Code 1741 “Flint or Spar Grinding & Drivers,” or Code 1747 “Emery Works & Drivers.”

5. Mining:
   a. Underground – with shafts, tunnels or drifts. Refer to Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers.”
   b. Surface mining. Refer to Code 1624 “Quarry – NOC & Drivers.”

6. Ore milling, or phosphate works. Refer to Code 1452 “Ore Milling & Drivers.”

7. Quarrying. Refer to Code 1624 “Quarry – NOC & Drivers.”

8. Stone:
   a. Crushing by clay, gravel, sand, shale or slag digging operator. Refer to Code 4000 “Sand or Gravel Digging & Drivers.”
   b. Crushing by quarry operator. Refer to Code 1624 “Quarry – NOC & Drivers.”
   c. Cutting or polishing. Refer to Code 1809 “Stone Cutting or Polishing – Marble or Limestone & Drivers” or Code 1810 “Stone Cutting or Polishing – NOC & Drivers.”

Stone Cutting or Polishing – Marble or Limestone & Drivers
Note:

Description:

Code 1809 applies to employers engaged in the operation of cutting or polishing marble or limestone slabs for the purpose of producing items such as building materials, columns, mantels, table tops, kitchen or bathroom countertops, lamp or trophy bases, statuary and similar items, only when both of the following conditions exist:

1. When the books of account show that gross receipts from handling or processing marble or limestone, or both, constitute at least 80% of the total receipts from all kinds of stone during the policy period; and
2. The cutting or polishing of marble or limestone is not performed at a quarry.

This classification also applies to cutting, lettering or designs into granite cemetery monuments, whether at the shop location or in cemeteries.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Installation:
   b. Cemetery headstone – pouring concrete foundations only. Refer to Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers.”
   c. Marble or stone products such as columns, countertops, fountains, fireplace mantels, monuments, statuary, slabs or tile installed on interior surfaces or in interior locations. Refer to Code 5348 “Marble or Stone Setting – Inside – All Operations to Completion.”
   d. Marble or stone products such as columns, fountains, monuments, statuary, slabs, facings or tile installed on exterior surfaces or in exterior locations. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”

2. Stone cutting or polishing involving less than 80% limestone or marble. Refer to Code 1810 “Stone Cutting or Polishing – NOC & Drivers.”

3. Slate grinding by pulverizing to a powder. Refer to Code 1741 “Flint or Spar Grinding & Drivers.”

4. Brickwork (masonry) on exterior or interior surfaces. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”


**Stone Cutting or Polishing – NOC & Drivers**

Note:

Description:

Code 1810 applies to employers engaged in the operation of cutting or polishing stone slabs to produce building materials, headstones, table tops, and kitchen or bathroom countertops. It also applies to slate milling, which involves cutting and smoothing the surface of the slate so it can be used for paving materials, table tops and similar uses.

This classification also applies to cutting lettering or designs into granite cemetery monuments, whether at the shop location or in cemeteries.

This classification is also applicable to employers that principally cut marble and/or limestone as opposed to other stone, however, this classification is only applicable as long as the gross receipts from marble and/or limestone constitute less
than 80% of total receipts during the policy period.

Assignment By Analogy:

- Granite – cutting, carving and polishing
- Graphite – natural – cutting
- Lamps or lighting fixtures – cut and polish
- Millstones – grain grinding
- Onyx goods – cut and polish

Operations To Be Separately Rated:

1. Brickwork (masonry) on exterior or interior surfaces. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”
2. Cemetery headstone installation:
   a. Cementing stone monument on concrete foundation. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”
   b. Pouring concrete foundations only. Refer to Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards or Sidewalks – All Operations to Completion & Drivers.”
3. Mining:
   a. Surface mining. Refer to Code 1624 “Quarry – NOC & Drivers.”
   b. Underground – with shafts, tunnels or drifts. Refer to Code 1170 “Mining – NOC – With Shafts, Tunnels or Drifts & Drivers.”
4. Slate:
   a. Grinding by pulverizing to a powder. Refer to Code 1741 “Flint or Spar Grinding & Drivers.”
   b. Splitting or roofing manufacturing. Refer to Code 1624 “Quarry – NOC & Drivers.”
5. Stone:
   a. Quarrying and cutting at quarries. Refer to Code 1624 “Quarry – NOC & Drivers.”
   b. Cutting or polishing involving at least 80% limestone or marble. Refer to Code 1809 “Stone Cutting or Polishing – Marble or Limestone & Drivers.”
   c. Products installation:
      i. Columns, countertops, fountains, fireplace mantels, monuments, statuary, tiles, slabs or other items installed on interior surfaces or in interior locations. Refer to Code 5348 “Marble or Stone Setting – Inside – All Operations to Completion.”
      ii. Columns, fountains, monuments, statuary, slabs, facings or tile installed on exterior surfaces or in exterior locations. Refer to Code 5022 “Masonry – NOC – All Operations to Completion.”

Storage Warehouse – Cold

Note:
Description:

Code 8291 applies to employers engaged in operating cold storage warehouses for other concerns that require storage space with refrigeration services. These cold storage firms have no equity in the products they store. This classification contemplates the maintenance of the warehouse and its equipment, and the receiving, safekeeping and the releasing of the products for shipment.

This classification includes incidental repackaging. It does not include sorting, grading or delivering the products, which are generally taken to and from the warehouse by common carrier, or by the concerns that own the products.
Assignment By Analogy:

- Freezing and storing of meats, fruits or vegetables for other than private individuals
- Fur skin storage, by cold storage firms and by commercial establishments

Operations To Be Separately Rated:

1. Freezing and storing meats, fruits or vegetables for private individuals. Refer to Code 8031 “Fish, Poultry or Meat Store – Retail.”

2. If an employer assigned to this classification employs a driver engaged exclusively in pickup or delivery, the driver’s payroll would be separately classified. Refer to Code 7380 “Drivers, Chauffeurs and Their Helpers – NOC – Commercial.”

Storage Warehouse – NOC

Note:

Applies to baled cotton. Includes warehouse or yard employees.

Description:

Code 8292 applies to employers engaged in the warehousing or storage of general merchandise for other business concerns provided such operations are Not Otherwise Classified (NOC). Firms falling within the scope of this classification have no equity in the merchandise they store. For example, if an entity operates a chain of stores and maintains a central storage warehouse for distribution of goods owned to its various stores, then that warehouse is properly assigned to the applicable store classification, not to this classification.

The operations of this classification involve the care and maintenance of the warehouse and its equipment and the receiving, safekeeping and subsequent release of the merchandise from storage. Such merchandise is usually stored over long periods of time and there is no exposure to constant piling or breaking down of the merchandise. This classification is assigned to the storage of bulk materials such as dry cement and rice, coffee, potatoes, peanuts, or other nonperishable food products.

Assignment By Analogy:

- Ammunition storage – no manufacturing
- Automobile warehouse – dead storage
- Cotton or rayon storage – applies to baled cotton or rayon. Includes warehouse or yard employees.
- Silk storage – raw silk in bales

Operations To Be Separately Rated:

1. Drivers engaged in hauling general merchandise to or from the warehouse. Refer to Code 7219 “Trucking – NOC – All Employees & Drivers.”
Storm Door, Storm Sash, Screens or Weather-Stripping Installation – All Operations to Completion

Note:
Description:

Code 5428 applies to employers engaged in installing of storm doors, storm sash, screens or weather-stripping. These operations are performed using hand tools and require measurements to be taken. Most work pertaining to this classification is interior work.

Storm windows are combination windows and screens, which are designed to be installed over double-hung windows. They are permanently installed and easily opened with a screen slid into place for ventilation. New aluminum tracks and frames are nailed to the inner wood frame. Windows are inserted into a track on the window frame. New molding may be installed around the inside of the door and windows. Outside frames will be caulked to prevent water leakage.

Metal frame combination screen and storm windows are installed by setting a metal guide frame in the window frame, which is secured in place with several screws and installed from inside the building. Normally, these types of windows have interchangeable panels. Panels of glass or screening are then slid into the guides in the frame.

Weather-stripping is normally installed around windows and doors. There are various types and thickness of weather-stripping material, some of which are made of foam, felt, vinyl, metal or a combination of these materials. Most weather-stripping materials are self-adhesive and other types require nailing or tacking into place. Normally, weather-stripping is attached to the window frame. However, some weather-stripping material is attached to the window or door sash. Double-hung and sliding doors have the weather-stripping attached to where the movable and fixed portions meet.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Installation:
   a. Doors - jalousies – windows, metal door installation. Refer to Code 5102 “Door, Door Frame or Sash Erection – Metal or Metal Covered – All Operations to Completion.”
   b. Window glass (glazier) installation – at the customer’s premises. Refer to Code 5462 “Glazier – Away From Shop – All Operations to Completion & Drivers.”

Stove Mfg.

Note:
Description:

Code 3169 applies to employers engaged in manufacturing stoves such as household gas ranges, stoves or wall ovens, space heaters, ceramic kilns, industrial cast iron stoves, and stoves that burn coal, oil or wood such as a woodburning stoves. The above products may be made from cast iron or sheet metal, and include pipes, heating elements, grates and controls.

A variety of processes to manufacture these products include cutting and shaping sheet metal, welding, piping work, shearing, blanking, molding, painting and any other work necessary to complete the final product.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
Street Cleaning – All Operations to Completion & Drivers

Note:

Description:

Code 9402 applies to specialist contractors or municipal employees engaged in street cleaning. The cleaning may be performed by either manual means or mechanical means such as the use of mechanical sweepers. Some sweepers direct a spray onto the street surfaces and rotary brooms sweep dirt and other debris in storage bins. Filled bins are then disposed of at commercial dumps. Streets may also be cleaned by water sprinkling trucks. The clearing of snow from public or private parking lots, streets or roads is assign able to this classification. This classification also includes employees of toll roads who have been hired specifically to perform snow removal operations. Cleaning of oil and gas spills is inclusive under this classification. This classification is also applicable to specialist contractors or municipal employees engaged in cleaning mainline sewers and storm sewers where material and other refuse from the street is likely to accumulate.

Specialists engaged in cleaning cesspools or septic tanks utilizing vacuum pump trucks as well as specialists who rent, deliver, install and service portable toilets are also assignable to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Garbage or trash collection – including containerized. Refer to Code 9403 “Garbage, Ashes or Refuse Collection & Drivers.”

Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers

Note:

Applies to all kinds of paving and repaving, surfacing or resurfacing or scraping, including airport runways or warming aprons.

A complete road building job requires payroll division between Codes 5507 “Street or Road Construction – Sub-Surface Work – All Operations to Completion & Drivers” and 5506 along with any other applicable classes contemplated by the work performed.

Description:

Code 5506 applies to employers engaged in the laying of the road, including the sub-base and surface, regardless of the type of road. Finishing includes trimming shoulders, installing curbing or erecting guard rails or fences. This classification also applies to the paving of roads, regardless of the type of material used. Also contemplated by this classification is the spraying of roads with liquid asphalt and the scraping and maintenance of dirt roads.

In the case of reconstruction of old roads, this classification includes the removal of old surfaces and the sub-base and the relaying, renewing or repairing of the surface.
Assignment By Analogy:

Operations To Be Separately Rated:

1. Clearing of right-of-way, earth excavation, filling or grading. Refer to Code 5507 “Street or Road Construction – Sub-surface Work – All Operations to Completion & Drivers.”

2. Paving or repaving – cement or concrete – driveways, floors, sidewalks or yards. Refer to Code 5221 “Concrete or Cement Work – Floors, Driveways, Yards, or Sidewalks – All Operations to Completion & Drivers.”


Street or Road Construction – Sub-Surface Work – All Operations to Completion & Drivers

Note:

A complete road building job requires payroll division between Codes 5507 and 5506 “Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers”, along with any other classes contemplated by the work performed.

Description:

Code 5507 applies to employers that perform street or road construction involving sub-surface work. This classification includes the clearing of right-of-way, earth excavating, and filling and grading when performed by the principal street or road contractor or other employer street or road subcontractors. In connection with earth excavation, it is not uncommon that some detached rock or small boulders may be removed and broken up.

This classification also includes sand and gravel digging when performed by contractors as part of, and incidental to, its earth excavating and filling operations to place the roadbed at the proper grade. Additionally, it is customary for contractors who cut and fill the final grade of the earth foundation to put in small bridges or culvers, provided that the clearance is not more than 10 feet at any point or the distance between terminal abutments does not exceed 20 feet. Street or road contractors who widen or change the line or grade of the subsurface roadbed of existing streets or roads are also classified under this classification. This classification is also applied to street or road construction contractors or specialist who excavate, grade, lay the crushed stone base and install concrete drains in connection with the installation of artificial turf for baseball and football stadiums.

Assignment By Analogy:

• Dam construction or lock construction – roads – permanent – earth excavating
• Excavation – street or road – no rock excavating
• Municipalities, sub surface work – bed preparation

Operations To Be Separately Rated:

1. Bridge building, bridge or culvert building where clearance is more than 10 feet at any point or the entire distance between terminal abutments exceeds 20 feet. Refer to Code 5222 “Concrete Construction in Connection with Bridges or Culverts – All Operations to Completion.”
2. Quarrying. Refer to Code 1624 “Quarry – NOC & Drivers.”

3. Road paving. Refer to Code 5506 “Street or Road Construction – Paving or Repaving – All Operations to Completion & Drivers.”


5. Tunneling:

Sugar Refining

Note:
Description:
Code 2021 applies to employers engaged in operating mills where sugarcane is received and crushed or rolled to obtain juice. The juice is lime-treated, heated, and pumped into settling tanks. The syrup is then run through centrifugal extractors, removing the molasses, and then through a process of drying and crystallization. The crystallized or raw sugar is then filtered, cleaned, screened, and conveyed to the packaging department where it is bagged, stored, or shipped. Molasses and sugar syrups resulting from the processing operations are heat-treated, skimmed, blended, canned, or pumped into storage pending shipment.

This classification also applies to employers engaged in manufacturing sugar from sugar beets that are received from outside suppliers. The beets are washed, sliced, and cooked. The juice is extracted and is then purified, filtered, evaporated, and crystallized. The centrifugal extractors separate the syrup from the sugar crystals, which are then dried, granulated, and made ready for packing.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Manufacturing:
   a. Blending, mixing, repacking only of already powdered or pulverized sugars. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”
   b. Fruit syrup – cooking and blending process. Refer to Code 2112 “Fruit Evaporating or Preserving.”
   c. Glucose also known as corn syrup. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”
   e. Purchasing pure maple syrup and blending it with corn syrup or other sugars by cold mix or cooking process. Refer to Code 6504 “Food Sundries Mfg. – NOC – No Cereal Milling.”


Supermarket – Retail
Code 8033 applies to a combined retail meat, grocery and “supermarket” type store engaged in the retail selling of groceries such as fresh fruits, vegetables, dairy products, bakery products, frozen foods and sells fresh and cured meats, fish or poultry. Other merchandise sold are items such as soda, beer, soap and other household cleaning items, paper products, cigarettes, drug store items, kitchen utensils, small hardware, potted plants, and flowers. In addition, these stores may also sell delicatessen foods such as cold cuts, salads, pickles and smoked fish. They may also prepare salads and cook meats such as roast beef, Virginia ham, barbeque chickens and spareribs.

This classification can be assigned only when the employer’s sales of fresh and cured meats, fish or poultry do not exceed 50% of the gross receipts for all merchandise sold by the employer.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Retail stores of the type described above where the sale of fresh and cured meats, fish or poultry exceeds 50% of the gross receipts for all merchandise sold. Refer to Code 8031 “Fish, Poultry or Meat Store – Retail.”

2. Bakeries operated by supermarkets that are engaged in making fresh baked goods from scratch. Refer to Code 2003 “Bakery & Route Salespersons, Route Supervisors, Drivers.”

3. Fast food restaurants including but not limited to, pizza parlors, sandwich shops, doughnut shops, concession stands, and hamburger, and taco and fried chicken establishments. Refer to Code 9072 “Restaurant – Fast Food & Drivers.”

4. Restaurant establishments that provide traditional service where patrons are served by a wait staff or the operation of a catering establishment. Refer to Code 9071 “Restaurant – Full-Service – Including Entertainers and/or Musicians.”

Swimming Pool Construction – Not Iron or Steel – All Operations to Completion & Drivers

Note:

Not available for division of payroll with Code 5213 “Concrete Construction – NOC – All Operations to Completion” at the same job location.

Description:

Code 5223 applies to employers engaged in construction of in-ground or above-ground swimming pools excluding iron or steel construction. This classification covers all operations necessary to complete the construction of the pool. The employer installs various types of pools such as vinyl-lined, concrete, gunite, or fiberglass. After excavation, which is separately rated, the employer assembles the wall and floor unit panels which are constructed of wood, aluminum or plastic. The wall unit panels are set in place within the excavated site and braced by posts which are anchored in concrete. The vinyl liner is fitted into the pool cavity. Upon completion, the employer attaches any accessories or apparatus that is incidental to the swimming pool such as filtering system, pumps, pipes, etc.

This classification also applies to the installation of gunite swimming pools. After excavation, the employer sculptures the hole to the design chosen by the customer. A stone base is laid and reinforced (rebar) rods are installed along the walls and floor of the excavated ground. The gunite (a building material consisting of a mixture of cement, sand and water that is sprayed onto a mold) is poured or sprayed on the rods to form the pool.
Assignment By Analogy:

Operations To Be Separately Rated:

1. Construction of iron or steel pools. Refer to Code 5069 “Iron or Steel Erection – Construction of Dwellings – Not Over Two Stories in Height – All Operations to Completion.”

2. Excavating. Refer to Code 6217 "Excavation – NOC – All Operations to Completion & Drivers.”


Synthetic Rubber Mfg.

Note:
Description:

Code 4751 applies to employers engaged in manufacturing synthetic rubber such as Buna-S, styrene-butadiene rubber, acrylonitrile rubber, butyl rubber, cold rubber, neoprene, polysulfide rubbers and polyurethane foams and rubber. Styrene, butadiene, acrylonitrile, isobutene isoprene, chloroprene, soap, ferrous sulfate, liquid hydrocarbon, dodecy mercaptan, liquid toluene-diisocyanate, polyoxy-propylene glycol and catalysts such as peroxide and aluminum chloride are received from others in drums, via tank cars, or the chemicals may be piped in from tank farms. The raw materials vary depending upon the synthetic rubber being produced. The processing of the most common type of synthetic rubber involves co-polymerization of butadiene with styrene. These materials are suspended in finely divided emulsion form with a large proportion of water with soap and an initiator or catalyst and a mercaptan. At the end of this polymerization process, the water contains suspended finely divided globules of synthetic rubber. The unreacted starting materials are vaporized and recovered for recycling. A rubber stabilizer may be added to the globules, followed by coagulation by adding sodium chloride. The crumbs of synthetic rubber are then filtered, washed, dried and compressed into blocks or slabs. In the production of butyl rubber, the additional operation of vulcanization may be performed.

Assignment By Analogy:

Caulking and sealing compounds or materials

Operations To Be Separately Rated:

1. Synthetic rubber intermediate manufacturing. Refer to Code 4829 “Chemical Mfg. – NOC – All Operations & Drivers.”

Tank Building – Metal – Shop

Note:

Includes armor plate cutting, forming or heat treating.
Description:

Code 3620 applies to employers engaged in manufacturing boilers, metal tanks, automobile gasoline, non-expanding on or below ground tanks, smokestacks, and gas holders. Raw materials such as steel or stainless-steel plates, iron, I-beams and channel iron are purchased from suppliers. The materials are cut to size with the use of power shears, rolled or power braked, heat treated, punched, drilled and assembled into final product by grinding, welding and painting. Boilers, tanks and other equipment are inspected prior to being shipped to the employer’s customers.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Steel manufacturing. Refer to Codes 1438 “Smelting, Sintering or Refining – NOC – Metals – Not Iron or Lead & Drivers,” or 3004 “Iron or Steel Mfg. – Steelmaking & Drivers.”

Taxicab or Livery Service – Public – All Other Employees & Drivers

Note:

If an employer is engaged in providing services as described below and is also engaged in providing private limousine or livery service subject to Code 7377 “Limousine or Livery Service – Private – All Other Employees & Drivers,” the entire operations of such a risk shall be assigned to Code 7368.

Description:

Code 7368 applies to employers engaged in operating a taxicab or public livery service company where vehicles are available for immediate hire or cruise to solicit business with fares that are determined by zone, mileage or meter. Such vehicles are radio dispatched and operated from a base station, stand, hotel, dock, highway or other public place. This classification includes drivers, dispatchers and other employees and excludes the garage employees, clerical employees and outside salespersons. Taxi drivers may be employees of the taxi company or independent contractors working with the taxi company. Some of the taxi drivers either lease the cab from the taxi company or they may own their cab and pay the taxi company for permit rights and dispatch services.

Public livery can only provide service through prearrangement. Street hails for service are not permitted for public liveries by the Taxi and Limousine Commission. However, the medallion taxicab may accept street hails for service, or cruise for such hails. The Taxi and Limousine Commission regulates the rates for medallion taxi cabs, but not the rates for public livery companies.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Ambulance or bus drivers. Refer to Code 8394 “Bus Company – All Other Employees & Drivers.”
2. Garage employees of bus, taxi, livery, ambulance and private limousine companies. Refer to Code 8385 “Bus Company – Garage Employees.”
3. Limousine drivers – private. Refer to Code 7377 “Limousine or Livery Service – Private – All Other Employees & Drivers.”
**Taxidermist**

**Note:**
**Description:**

Code 9600 applies to employers engaged in the business of taxidermy. Taxidermy refers to the reproduction of creatures such as birds, fish or mammals in whole or in part for display purposes. The goal of the process is to produce the display so that the attributes of the creature such as color, size and other identifying marks are incorporated, making the display appear as lifelike as possible. Taxidermy operations may also include the manufacture of mounting boards and/or cases to exhibit work. This classification additionally contemplates these operations.

For classification purposes, this classification contemplates all taxidermy operations, whether the materials used to create the displays are made from portions of the creature’s body or are exclusively synthetic materials or a combination of both. The reason for this conclusion is whether the materials are natural or synthetic, taxidermists will engage for the most part in similar activities involving artwork such as drawing or painting, sculpting, molding, carpentry or other woodworking or craftsperson activities.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**

**Telecommuter Clerical Employees**

**Note:**

Code 8871 is subject to the Standard Exception Manual Rule IV – Classifications of this Manual. This classification is not available for division of payroll.

**Description:**

Code 8871 applies to employees whose duties include the creation or maintenance of financial or other records of the employer, the handling of correspondence, technical drafting, telephone work which includes sales by phone, and any other related duties of the employer from their residence.

A residence office is a clerical work area located in the dwelling of the clerical telecommuter employee or telecommuter drafting employee. The dwelling of the employee must be separate and distinct form the location of the employer.

**Assignment By Analogy:**

**Drafting employees**

**Operations To Be Separately Rated:**

1. Clerical office employees engaged in performing work at the employer’s premises. Refer to Code 8810 “Clerical Office Employees – NOC.”

**Telecommuter Reassigned Employees**
Note:
Separate payroll records must be kept for this reclassification to be authorized. Refer to Rule V “Premium Basis” (B)(4)(d) of this Manual.

Description:
Payments made to employees temporarily reassigned as a result of a request or direct order by civil authorities are to be reported to Code 8873 “Telecommuter Reassigned Employees” for the actual duration of the reassignment, not to exceed thirty (30) days after the expiration or revocation of the aforementioned order by civil authorities.

Code 8873 applies to employees who are unable to report to their regular place of business at the instruction of civil authorities and are either:

a. idle and not performing any work duties; or
b. performing clerical work duties at home.

Assignment By Analogy:

Operations To Be Separately Rated:

Telephone or Telegraph Co. – All Other Employees & Drivers

Note:
Includes operation, maintenance of extension lines and making service connection.

Description:
Code 7600 applies to all employees of telecommunications companies other than those employees working within offices or exchanges. This classification applies to the operation and maintenance of overhead and underground lines away from the exchanges including the extension of lines and making of service connections. Some operations included in this classification include clearing rights-of-way; erecting poles, cross-arms and insulators; stringing overhead lines or lead sheath cables used for multiple circuits; and laying underground cables.

In situations where telecommunications companies do not maintain exchanges, and their employees hook up their telephone lines to existing telecommunications companies’ cables that are the property of other telecommunications companies, and these existing lines are located within manholes, such operations are also included in this classification. These companies also maintain an office staff to provide sales and customer service.

Assignment By Analogy:

• Communications cable – house and service connections only – installation and outside repair
• Satellite television service providers – operation – maintenance of lines and making service connections

Operations To Be Separately Rated:

1. Conduit construction of cables or wires and cable laying by specialist contractors employing automatic equipment, which in one operation opens the trench, lays the cable and backfills. Refer to Code 6325 “Conduit Construction – For Cables or Wires – All Operations to Completion & Drivers.”
2. Telephone or telegraph company – office exchange employees. Refer to Code 8901 “Telephone or Telegraph Co. – Office or Exchange Employees & Clerical.”

3. Installation of cable street lines – overhead or underground. Refer to Code 7601 “Telephone, Telegraph or Fire Alarm Line Construction – All Operations to Completion & Drivers.”

Telephone or Telegraph Co. – Office or Exchange Employees & Clerical

Note:
Description:
Code 8901 applies to “exchange” operations of telecommunication companies such as, but not limited to, public, private or cellular telephone companies, telegraph companies and cable or direct television satellite companies.

For purposes of this scope, an exchange is defined as a location where a telecommunication entity may prepare, send, receive and account for monthly or other periodic billings for its services, provide cashier or consulting services for its customers, maintain telecommunication equipment located inside the exchange, and operate stores on the premises of the exchange that sell telecommunication equipment or other merchandise related to the telecommunication business.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Telephone, telegraph or cellular – company – all other employees. Refer to Code 7600 “Telephone or Telegraph Co. – All Other Employees & Drivers.”

2. Telephone, telegraph or fire alarm line – construction. Refer to Code 7601 “Telephone, Telegraph or Fire Alarm Line Construction – All Operations to Completion & Drivers.”

Telephone, Telegraph or Fire Alarm Line Construction – All Operations to Completion & Drivers

Note:

Shall not be assigned to a risk engaged in operations described by Code 7600 “Telephone or Telegraph Co. – All Other Employees & Drivers.”

Description:
Code 7601 applies to employers engaged in telephone, telegraph or fire alarm line construction. This classification applies to all work involving the construction of the aforementioned lines when the work is completed by individual contractors. Operations included under this classification are erecting poles, installing insulators and other equipment, as well as, stringing overhead cable and laying underground cable using non-automatic equipment.

In addition, this classification applies to the installation of invisible pet fences. These fences are used to contain domestic pets in certain areas of the home or outside yard.

Assignment By Analogy:

Operations To Be Separately Rated:
Installation of cable – street lines – underground using automatic equipment. Refer to Code 6235 “Oil or Gas Well – Drilling or Redrilling – All Operations to Completion & Drivers.”

Television, Radio, Telephone or Telecommunication Device Mfg. – NOC

Note:
Description:
Code 3681 applies to employers engaged in manufacturing or assembling wired electrical equipment or parts for the communication industry such as the telephone, telegraph, radio and television industries. This classification includes the manufacturing of chassis and cabinets used for these products. The operations usually involve a considerable amount of bench work and hand assembling.

This classification also applies to manufacturing complete radio and television sets, hearing aids, transformers, coils, sockets, condensers, switches, antennae, phones, speaker units, dials, rheostats, plugs, arrestors, resistors, wire harnesses for radio and television sets, printed circuits, custom coil winding of electronic coils used in aircraft control devices and computers, electrical control relays for aircraft missiles and miniature compensators.

Assignment By Analogy:
Electronic components for signal-receiving satellite dishes

Operations To Be Separately Rated:

1. Manufacturing:
   a. Electrical apparatus or equipment of the industrial type for the generation or transmission of electric energy such as motors (over 1hp), generators, converters, transformers, switchboards and circuit breakers. Refer to Code 3643 “Electric Power or Transmission Equipment Mfg.”
   b. X-ray apparatus. Refer to Code 3685 “Instrument Mfg. – NOC.”

Textile – Bleaching, Dyeing, Mercerizing, Finishing

Note:
Applicable to new goods.

Description:
Code 2413 applies to employers that clean, bleach, dye, mercerize, print and finish new textiles for others. This classification also applies to employers engaged in cutting and bleaching textile fiber or stock.

Assignment By Analogy:
• Silk – dyeing
• Sponges – bleaching or dyeing
• Textiles – dyeing – other than lace
• Waterproofing – textiles
Operations To Be Separately Rated:


2. Cleaning or dyeing of garments. Refer to Code 2590 “Dry Cleaning or Laundry – Retail & Route Salespersons, Drivers” and Code 2591 “Dry Cleaning or Laundry Commercial & Route Salespersons, Drivers.”

3. Cloth printing. Refer to Code 2417 “Cloth Printing.”

4. Dyeing:
   a. Feathers. Refer to Code 2590 “Dry Cleaning or Laundry – Retail & Route Salespersons, Drivers.”
   c. Laces, veiling, ribbons, tapes, yarn or thread. Refer to Code 2416 “Thread or Yarn Dyeing or Finishing.”

5. Fabric coating or impregnating Not Otherwise Classified (NOC). Refer to Code 4493 “Fabric Coating or Impregnating – NOC.”

6. Silk screen printing:
   b. By machine. Refer to Code 4299 “Printing.”
   c. By clothing manufacture. Refer to Code 2501 “Clothing Mfg.”

Textile Machinery Mfg.

Note:
Description:
Code 3515 applies to employers engaged in manufacturing textile machinery such as knitting machines, braiding machines, spinning frames, fly frames, roving frames, winders, pickers, carding machines, cloth laying machinery, dryers, steam pressing machines, washing machines and other similar machinery. The operations contemplated by this classification are similar to a machine shop where lathes, milling machines, grinders, drill presses, and shapers are used to fabricate parts. The fabricated parts are then assembled into completed machines.

Manufacturing loom harnesses is included under this classification. The process involves taking cotton yarn, which is then twisted on cord twisters and made into heavy cord. The cord is then knitted into the harness on harness knitting machines. Finally, the harness is placed on wood frames, shellacked by machine, dried and packed.

The machines are inspected for quality and operating performance prior to being packed and shipped to customers.

Assignment By Analogy:

Operations To Be Separately Rated:


Theater – Drive-In – All Employees & Drivers
Note:

Description:

Code 9149 applies to employers engaged in operating a drive-in theater. Most drive-in theaters operate on a seasonal basis usually from summer to the fall. This classification includes all employees in connection with the drive-in theaters, such as but not limited to, cashiers, ushers, security guards, concession employees, and projectionists. This classification also contemplates maintenance employees who repair the speakers, film projector or film screen. Some drive-in theaters also operate a playground for children.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Operation of a movie or theater house. Refer to Code 9160 “Theatrical Production – NOC – All Other Employees.”

Theatrical Production – NOC – All Other Employees

Note:

The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

Code 9160 is a companion code of 9159 “Theatrical Production – NOC – Entertainers or Musicians.”

Description:

Code 9160 applies to employers engaged in operating a theatrical production where performers do not dance, skate or perform acrobatic acts. This classification applies to employees such as the managers, stagehands, box office employees, ushers, motion picture operators and other employees not applicable to Code 9159 “Theatrical Production – NOC – Entertainers or Musicians.”

All other employees of a traveling theater production which performs at various locations are also contemplated under this classification. The theater genre consists of dramatic, opera, ballet or dance performances regardless of whether they perform at one location or as part of a traveling theater.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Players, entertainers or musicians employed by:
   a. Casino (no hotel operations). Refer to Code 9061 “Clubs – NOC – All Employees & Clerical.”
   b. Restaurant owned and operated by a hotel. Refer to Code 9058 “Hotel – NOC – Restaurant Employees.”

2. Orchestra members of a theatrical production that are located offstage and theatrical productions that involve productions where the players, entertainers or musicians do not dance skate or perform acrobatic acts. Refer to Code 9159 “Theatrical Production – NOC – Players, Entertainers or Musicians.”

3. Theatrical productions in which any players or entertainers dance, skate or perform acrobatic acts. Refer to Code 9157 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic
Acts – Players, Entertainers or Musicians.”

4. Managers, stage hands, box office employees, usher or motion picture operations of a performance in which any players or entertainers dance, skate or perform acrobatic acts. Refer to Code 9158 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – All Other Employees.”

**Theatrical Production – NOC – Players, Entertainers or Musicians**

**Note:**

**Description:**

Code 9159 applies to players, entertainers, or musicians of a theatrical production in which the players or entertainers do not dance, skate or perform acrobatic acts. This classification is applicable to a traveling theater which performs at various locations. The theater genre consists of dramatic, opera, ballet or dance performances whether they perform at one location or as part of a traveling theater.

Orchestras and musicians performing on and offstage are included with the professional employees of this class. This classification not only applies to a theatrical production, it also applies to musicians, entertainers and disc jockeys who perform at various social functions and in clubs, taverns, or lounges if they do not dance, skate or perform acrobatic acts in their performances.

Performers employed by a hotel that does not own or operate a restaurant in or adjacent to the hotel are also subject to this classification.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**

1. Theatrical productions in which any players or entertainers dance, skate or perform acrobatic acts. Refer to Code 9157 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – Players, Entertainers or Musicians.”

2. Managers, stage hands, box office employees, usher or motion picture operations of a performance:
   a. In which any players or entertainers dance, skate or perform acrobatic acts. Refer to Code 9158 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – All Other Employees.”
   b. Performance theatrical production where the players, entertainers or musicians do not dance, skate or perform acrobatic acts. Refer to Code 9160 “Theatrical Production – NOC – All Other Employees.”

**Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – All Other Employees**

**Note:**

The entire remuneration of all employees shall be included in computing premium, subject, however, to the maximum average weekly wage per employee. Refer to the “Miscellaneous Values” of Part Three – Loss Costs of this Manual for current weekly maximum amounts.

**Description:**
Code 9158 applies to employers engaged in operating a theatrical production where performers dance, skate or perform acrobatic acts. This classification is applicable to employees such as the managers, stagehands, box office employees, janitors, ushers, motion picture operators and other employees.

The “all other employees” of a traveling theater production which performs at various locations are contemplated by this classification. The theater genre consists of dramatic, opera, ballet or dance performances whether they perform at one location or as part of a traveling theater.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Theatrical productions in which any players or entertainers dance, skate or perform acrobatic acts. Refer to Code 9157 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – Players, Entertainers or Musicians.”

2. Managers, stage hands, box office employees, usher or motion picture operations of a performance theatrical production where the players, entertainers or musicians do not dance, skate or perform acrobatic acts. Refer to Code 9160 “Theatrical Production – NOC – All Other Employees.”

3. Orchestra members of a theatrical production that are located offstage and theatrical productions that involve productions where the players, entertainers or musicians do not dance, skate or perform acrobatic acts. Refer to Code 9159 “Theatrical Production – NOC – Players, Entertainers or Musicians.”

Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – Players, Entertainers or Musicians

Note:
Description:

Code 9157 applies to players, entertainers, or musicians of a theatrical production in which the players or entertainers dance, skate or perform acrobatic acts. This classification also applies to a traveling theater which performs at various locations. The theater genre consists of dramatic, opera, ballet or dance performances regardless of whether they perform at one location or as part of a traveling theater.

Orchestras and musicians performing on stage are included with the professional employees of this classification. This classification also applies to musicians, entertainers and disc jockeys who perform at various social functions or in clubs, taverns, or lounges if there is dancing, skating or acrobatic acts in the performances.

Players, entertainers or musicians that dance, skate or perform acrobatic acts employed by a hotel that does not own or operate a restaurant in or adjacent to the hotel are also subject to this classification.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Managers, stage hands, box office employees, usher or motion picture operations of a performance:
   a. In which any players or entertainers dance, skate or perform acrobatic acts. Refer to Code 9158 “Theatrical Production in Which Any Players or Entertainers Dance, Skate or Perform Acrobatic Acts – All Other Employees.”
   b. Theatrical production where the players, entertainers or musicians do not dance, skate or perform acrobatic acts. Refer to Code 9160 “Theatrical Production – NOC – All Other Employees.”

2. Orchestra members of a theatrical production that are located off stage and theatrical productions that involve
productions where the players, entertainers or musicians do not dance, skate or perform acrobatic acts. Refer to Code 9159 “Theatrical Production – NOC – Players, Entertainers or Musicians.”

3. Players, entertainers or musicians employed by:
   a. Casino (no hotel operations). Refer to Code 9061 “Clubs – NOC – All Employees & Clerical.”

Thread or Yarn Dyeing or Finishing

Note:
Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 2416 are conducted as a separate and distinct business.

Description:
Code 2416 applies to employers engaged in the operation of bleaching and dyeing yarn or thread for others. Yarn, thread, lace or knitted piece goods are submerged in machines or vats which contain bleach or a specific color dye. Once the color has been fully absorbed, the items are removed from the bleach or dye and dried in drying machines or hung to dry. The dried items are put on a spooling machine that will spool the yarn or thread around a cone or spool.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Thread or yarn manufacturing – cotton, linen silk, wool – including synthetic such as nylon, rayon, or fiberglass. Includes dyeing, finishing and winding by manufacturer of thread or yarn. Yarn winding – no other operations. Refer to Code 2302 “Silk Thread or Yarn Mfg.”

Tool Mfg. – Agricultural, Construction, Logging, Mining, Oil or Artesian Well

Note:
Includes the incidental manufacturing of handles.

Description:
Code 3126 applies to employers engaged in manufacturing tools which are utilized in industries such as construction, agricultural, logging, mining, oil or artesian well. Garden tools such as hand shovels, picks, rakes, pitchforks, hoes and other tools of a similar nature fall within the scope of this classification. Although most products are of a forged nature, this classification is not restricted to forged products. The preceding work involves the use of drop hammers, stamping presses, plate punches and woodworking machinery. The finishing operations involve lathes, drill presses, shapers, grinders, belt sanders and perhaps shot blasting cleaning machinery.

Assignment By Analogy:

Operations To Be Separately Rated:

2. Machining or finishing of forged tools or dies subsequent to the actual forging operations. Refer to Code 3114 “Tool Mfg. – NOC – Drop or Machine Forged – Machining or Finishing of Tools or Die Making Operations.”

**Tool Mfg. – NOC – Drop or Machine Forged – Forging**

*Note:*

*Includes trimming.*

*Description:*

Code 3110 applies to employers engaged in manufacturing machine forged products. Steel, non-ferrous or alloy metals in various bar and rod forms are cut to length and heated in furnaces. The heated stock is then rough forged with drop hammers, reheated and forged to final shape or form with the appropriate dies or patterns. The forgings are then cooled, trimmed or ground as needed and then tempered by heat treating and quenched in oil or water baths.

*Assignment By Analogy:*

- Forging work – drop forging or machine hammered
- Hammers – of rough forgings for tool and die purposes
- Rough forgings manufacturing for tool and die products
- Shears – hand type – drop or machine forged – not electric, pruning or industrial metal or paper shears

*Operations To Be Separately Rated:*

1. Machining of forgings for tool products, as well as making of dies for use in the forging operations. Refer to Code 3114 “Tool Mfg. – NOC – Drop or Machine Forged – Machining or Finishing of Tools or Die Making Operations.”

2. Machining of non-tool forgings. The incidental making of tools and dies used in the forging of products other than tools. Refer to Code 3632 “Machine Shop – NOC.”


**Tool Mfg. – NOC – Drop or Machine Forged – Machining or Finishing of Tools or Die Making Operations**

*Note:*

*Description:*

Code 3114 applies to employers engaged in machining or finishing forged tools such as wrenches, hammers, pliers, screwdrivers and chisels or dies and die parts subsequent to the actual forging operations. Machining may involve operations such as planing, profiling, shaping, milling, slotting, drilling and tapping. Further finishing of the tools may be in the form of dip coating with lacquer or enamel, painting, electroplating, polishing, buffing and inspecting. This
classification also includes the incidental making of dies which are used in the tool forging operations.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Machining of non-tool forgings. The incidental making of tools and dies used in the forging of products other than tools. Refer to Code 3632 “Machine Shop – NOC.”

2. Manufacturing:
   - Tool – such as tools for cutting or machining operations – not drop or machine forge. Refer to Code 3113 “Tool Mfg. – NOC – Not Drop or Machine Forged.”

Tool Mfg. – NOC – Not Drop or Machine Forged

Note:

Shall not be assigned to an employer that machines tools and dies which are principally used in connection with the manufacturing of other products. In such cases, the governing classification which describes the product manufactured must be assigned to such machining of tools and dies.

Description:

Code 3113 applies to employers engaged in manufacturing tools used for cutting or machining operations, dies or molds which are used to cut or form material in a press, and jigs and fixtures used to hold or position work on machines.

The manufacturing operations contemplated by this classification consist of the machining of tool steel from various shapes including bars, rods and plates, by cutting, turning, shaping, milling, grinding and tapping. The tools are finished by assembling component parts, if required, which are then polished, buffed, tested and inspected. This classification also includes the rebuilding of automobile calipers and transmissions. This classification includes in shop repair of products that are applicable to this classification.

Assignment By Analogy:

• Masons’ tools – brick
• Milling cutting tools – for machining
• Punches – machining from tool steel
• Shears – hand type – (not pruning or electric) – machining from tool steel

Operations To Be Separately Rated:

1. Manufacturing:
   - Forged tools or dies. Refer to Code 3110 “Tool Mfg. – NOC – Drop or Machined Forged – Forging.”
   - Tools such as shovels, picks, rakes, pitchforks, hoes and products of a similar nature. Refer to Code 3126 “Tool Mfg. – Agricultural, Construction, Logging, Mining, Oil or Artesian Well.”

2. Machining or finishing of forged tools or dies. Refer to Code 3114 “Tool Mfg. – NOC – Drop or Machine
Tree Pruning, Repairing or Trimming – All Operations to Completion & Drivers

Note:
Description:
Code 0106 applies to employers engaged in tree pruning, repairing, and trimming for individual customers or commercial concerns. Operations are usually performed using ladders or ladder extensions on trucks. Tree pruning is usually done using pruning shears. Tree trimming is usually done using hand held tools to cut branches and dead wood off of trees. Repairing trees usually involves patching holes with cement.

Assignment By Analogy:
Operations To Be Separately Rated:
1. Planting or care of lawns, gardens, trees, shrubs and flowers, grass cutting, weed control, lawn spraying, laying out grounds, and tree spraying or fumigating on a contract basis at customers’ premises. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers.”
3. Clearing the existing right of way by a contractor in connection with electric lights or power lines, and telephone, telegraph or fire alarm construction. Refer to Code 7538 “Electric Light or Power Line Construction – All Operations to Completion & Drivers,” or Code 7601 “Telephone, Telegraph or Fire Alarm Line Construction – All Operations to Completion & Drivers.”
4. Contractors engaged exclusively in clearing an existing right of way. Refer to Code 0042 “Landscape Gardening – All Operations to Completion & Drivers” or Code 6217 “Excavation – NOC – All Operations to Completion & Drivers” depending on the character of the operations.

Trucking – NOC – All Employees & Drivers

Note:
Description:
Code 7219 applies to employers engaged in delivering general merchandise or other products owned by others such as fuel, oil or milk. The employer may be under contract with other businesses to pick up their goods and deliver them to the destination designated by their customers or the employer may be available for immediate hire.

Drivers and their helpers drive to designated areas to pick up and load the merchandise on their truck. The distance of destination varies depending on pick up sites and destination sites. Once the merchandise is on the truck, the driver will
deliver the merchandise to the location designated by the customer. Merchandise is removed from the truck by the driver and/or helper or it may be removed by others not employed by the employer at the delivery site. This classification also includes trucking of explosives or ammunition.

Assignment By Analogy:

- Towing service – no other operations
- Truck rental – with drivers
- Messengers – by motor vehicle delivery – parcels and packages only

Operations To Be Separately Rated:

1. Delivery of envelopes, parcels or packages by bicycle. Refer to Code 7242 “Messenger Service Companies – Bicycle Delivery of Envelopes, Parcels, or Packages.”
2. Delivery of envelopes, parcels or packages by foot. Refer to Code 8742 “Salespersons, Collectors or Messengers – Outside.”
3. Delivery of envelopes, parcels or packages limit to 100 lbs. Refer to Code 7231 “Messenger Service Companies – Delivering Mail, Parcels or Packages – All Employees & Drivers.”
4. Parcel package delivery from retail stores to customers’ homes. Refer to Code 7197 “Trucking – Parcels or Packages – Home Delivery From Retail Stores & Drivers.”

Trucking – Parcels or Packages – Home Delivery From Retail Stores & Drivers

Note:
Includes miscellaneous employees such as terminal employees and garage employees.

Description:
Code 7197 applies to employers engaged in delivering parcels or packages for retail stores to residences of the retail store customers. Parcels and packages may vary in size. This classification does not apply to any drivers that are directly employed by the retail store. This classification also applies to outside trucking firms engaged in providing delivery service for retail stores.

Assignment By Analogy:

- Baggage delivery
- Furniture delivery – from retail stores to customers’ homes or by trucking firms

Operations To Be Separately Rated:

1. Furniture moving. Refer to Code 8293 “Furniture Moving and/or Storage & Drivers.”
2. Messenger service companies who deliver mail, parcel or packages. Refer to Code 7231 “Messenger Service Companies – Delivering Mail, Parcels or Packages – All Employees & Drivers.”
3. Trucking general merchandise belonging to others. Refer to Code 7219 “Trucking – NOC – All Employees &
Tunneling – Not Pneumatic – All Operations to Completion

Note:
Description:

Code 6251 applies to specialist contractors who perform tunnel construction. This classification applies to all operations including lining. It does not include subway construction. The operations include earth, rock, and water removal by mechanical equipment, explosives, and pumps and drains piped to the outside of the bore which will vary in size depending upon the ultimate use of the tunnel. Shaped steel I-beams are placed as the bore progresses, to which horizontal beams or solid bar stock are welded or bolted for support. Shielding the bore, between the I-beams, requires bolting wood bulkheads or welding steel plates to the beams followed by filling gaps between the face of the bore and shielding with sand or concrete grout. The tunnel will then be lined with concrete, steel or tile, if required, and lighting, ventilation, and drains installed.

Assignment By Analogy:

Street or road tunneling – including concrete – metal lining – not pneumatic

Operations To Be Separately Rated:


Tunneling – Pneumatic – All Operations to Completion

Note:
Description:

Code 6260 applies to employers engaged in pneumatic tunneling operations. This classification includes lining, all employees working under air pressure, and all others working in the tunnel or in work on the apparatus connected therewith. Steel caissons, equipped with a shield and air locks for workers and material, are sunk to the required depth at the portals (also equipped with locks) at each end of the tunnel to be constructed. The work proceeds to the center (until breakthrough) by pushing the shield (a long steel tube) through the inside of the caisson. Material is hauled back through the caisson and lifted to the surface for removal. As the shield moves forward, a steel lining is constructed in the tunnel bore. Concrete is then forced between the lining and the walls of the hole. At breakthrough, the portals are opened to the ground connections.

Assignment By Analogy:

• Street or road tunneling – including concrete – metal lining – pneumatic
• Welding – under air pressure – tunneling – pneumatic

Operations To Be Separately Rated:

1. Subway construction. Assign the appropriate construction or erection classification code.

3. Welding under air pressure – caisson work. Assign the Code 6252 “Shaft Sinking – All Operations to Completion.”

**Type Foundry**

**Note:**

**Description:**

Code 3336 applies to employers engaged in operating a type foundry where type founders design and produce metal type for hand composition. Raw materials such as pig lead or brass is received from others which is melted and poured into small pigs to be used in casting machines. The molten metal is forced into the type die where it is solidified by a water cooling system around the die itself and is automatically trimmed and ejected from the machine. This classification contemplates the machining and engraving of the dies utilized in the casting operations as well as sorting, inspecting and packaging the type.

This classification also applies to manufacturing white metal jewelry castings or other ornaments, either by hand pouring molten metal into molds, or by using centrifugal casting machines. After casting, the pieces are trimmed to remove rough edges (known as gates or sprues) and are tumbled in sawdust or buckshot to clean them. There is no “finishing” of jewelry castings by soldering pins, clasps or earring backs in place or by hand tooling or drilling. However, other types of castings are sometimes plated or lacquered.

This classification also applies to manufacturing metal castings by the “lost wax” process. The process typically begins by pouring liquid wax into molds. The wax is cooled and the resultant wax cast is removed from the original mold. The wax cast is then dipped into and coated with a material such as silicone silicate. After drying, the coated wax article is placed into an oven, causing the wax to melt and run out. Molten metal is then poured into the remaining mold to form the metal casting. The metal casting is machined as necessary.

**Assignment By Analogy:**

**Operations To Be Separately Rated:**


**Upholstering**

**Note:**

Shall not be assigned to a risk engaged in operations described by another classification unless the operations subject to Code 9522 are conducted as a separate and distinct business. This restriction does not apply in connection with coffin or casket manufacturing, automobile body manufacturing or furniture manufacturing.

**Description:**

Code 9522 applies to employers engaged in upholstering automobile seats, backs and interior and covered tops and furniture such as sofas and chairs. Caskets and burial garments are also contemplated by this classification. Upholsterers use sewing machines and various hand tools to perform their work such as hammers, shears, pliers, staple and tack removers, staple guns and webbing stretchers. The webbing stretcher is used for stretching the webbing and
This classification is also assigned to the installation of automobile trim molding, striping tape and door edge guards.

Assignment By Analogy:

- Electric signs – including repair – outdoor
- Lining or covering jewelry boxes with felt, velvet or quilted cloth materials
- Room dividers

Operations To Be Separately Rated:

1. Manufacturing:
   a. Coffin or casket:
      i. Concrete. Refer to Code 4034 “Concrete Products Mfg. & Drivers.”
      ii. Metal. Refer to Code 3076 “Fireproof Equipment Mfg.”

Valve Mfg.

Note:

Applies to automatic sprinklers.

Description:

Code 3634 applies to employers engaged in manufacturing valves such as check, pressure, gate, reducing and radiator valves, engine governors, water meters and hydrants. This classification also applies to the manufacturing of automatic sprinkler heads, soda water fountain or apparatus, water meters and other similar products.

Raw materials used are pattern lumber, molding and core sand, coke, coal, pig iron, scrap iron and brass, copper, brass, tin, lead and bronze ingots, alloys, iron, steel, copper, brass or bronze in bar, sheet or tubing, bolts, nuts, screws, gaskets, leather or rubber packings, hard rubber dials, paint, and plating solutions.

The wood is sawed, planed, jointed, turned, sanded, assembled and used in the forming of sand molds. The metals are melted and poured into molds, cooled, castings are cleaned by tumbling, chipping, sand blasting or grinding, after which they are machined by turning, shaping, planning, boring, milling, drilling and tapping, and some welding is also performed. Metals for fittings and parts are cut to size, turned, drilled, milled, tapped, bored, thread, assembled with castings, buffed, polished in some cases, plated or painted, and tested.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Automobile tire air valves. Refer to Code 3685 “Instrument Mfg. – NOC.”
   b. Automobile valves for cooling or heating systems. Refer to Code 3188 “Plumbers’ Supplies Mfg. – NOC.”
   c. Valve lubricant. Refer to Code 4712 “Grease or Oil Mixing or Blending.”
Vegetable Packing & Drivers

Note:
Not canneries. Applies to buying or collecting from growers, sorting, grading, packing or otherwise preparing vegetables for transportation to market and buyers.

Description:
Code 8209 applies to employers engaged in vegetable packing. The operations, generally seasonal in character, involve buyers who go to farms and arrange to purchase the farmer’s vegetable crops in bulk. At harvest time, employees of the employer classified to this classification will collect the vegetables picked by the farmer’s crews and bring this product to a central location. There, additional crews will sort, grade, pack or otherwise prepare the vegetables for transportation to the market.

Assignment By Analogy:
Operations To Be Separately Rated:

1. Wholesale vegetable dealers who do not engage in the collection of vegetables but buy the same in wholesale lots for resale to retailers. Such wholesale vegetable dealers may do incidental repackaging into retail size containers. Refer to Code 8048 “Fruit or Vegetable Store – Wholesale.”

Vegetable, Berry or Grape Farm & Drivers

Note:
Available only for a farm where the gross annual income from the sale of vegetables, berries, grapes (other than corn or grain for silage) constitutes more than 50% of the total income from all farm products sold.

Description:
Code 0031 applies to employers engaged in farm operations growing vegetables or fruits. The packing of the employer’s own grown vegetables, berries, and grapes are inclusive under this classification.

Assignment By Analogy:
Growing Nuts

Operations To Be Separately Rated:

1. Farms:
   a. Fruit. Refer to Code 0007 “Fruit Farm & Drivers.”
   b. Poultry. Refer to Code 0034 “Poultry Farm & Drivers.”
   c. Operations Not Otherwise Classified (NOC). Refer to Code 0006 “Farm – NOC & Drivers.”
   d. Operated in connection with camps, resort or seasonal hotels, hospitals, asylums, and schools are not to be
assigned to a farm classification if all of the farm products are used exclusively by such institutions. If any of the farm products are sold commercially, the farm payroll will be assigned to the appropriate farm classification.

e. Cannery operations. Refer to Code 0034 “Poultry Farm & Drivers.”
f. Stand selling fruit to individual customers. Refer to Code 8006 “Grocery Store – Retail – No Fresh Meat.”

2. Sorting, washing, grading, waxing, or packing:
   a. Fruit grown by others. Refer to Code 2105 “Fruit Packing.”
   b. Vegetables grown by others. Refer to Code 8209 “Vegetable Packing & Drivers.”

3. Pressing or squeezing grapes or berries to produce juice, cider or wine. Refer to Code 2143 “Fruit Juice Mfg. – All Operations.”

Vending or Coin Operated Machines – Installation, Service or Repair & Route Salespersons, Route Supervisors, Drivers

Note:
Description:

Code 5192 applies to employers engaged in installation, service or repair of all types of vending machines (coin, dollar, card operated), which are placed in locations owned and occupied by others.

Machines contemplated by this classification may dispense merchandise (such as cigarettes, candy, gum, ice cream, coffee, tea, soft drinks, health and beauty products and postage), provide services (such as automatic tellers, currency changers, parking meters, scales, lockers, massage chairs, clothes-washing or drying and dry cleaning, and telephones), provide for traffic or pedestrian control such as those traffic control arm devices or turnstiles used to control passage of vehicles or pedestrians until a condition is met and provide amusement (such as arcade games, and jukeboxes).

This classification includes the solicitation of business, storage and delivery of machines and merchandise, replenishment of a machine’s stock, and the collection of money or receipts. Shop and outside operations are also included.

This classification applies to all operations of coffee service companies engaged in the installation, service or repair of coffee makers and similar equipment and includes the sale and delivery of products such as coffee, tea, hot chocolate mixes and dehydrated soups which are used in these machines.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
   a. Ice cream making or vending machines. Refer to Code 3559 “Confection Machinery Mfg.”

Veneer Mfg.
Note:

Description:

Code 2714 applies to employers engaged in manufacturing veneer. In general, the operations involve the sawing of logs into bolts or flitches, the softening of same in vats of hot water or steam rooms to remove the bark and to make the fiber pliable for cutting or turning, the actual manufacturing of veneer through either turning, slicing or sawing, and the final clipping of the single-ply veneer sheets to size and drying in kilns prior to packing and shipping.

Assignment By Analogy:

• Basket weaving supplies – veneer peeling
• Peeling of debarked logs – peeling veneer sheets from logs to manufacture veneer
• Plywood – peeling of logs for veneer manufacturing
• Wood sticks – ice cream pops, flower or plant – only if peeling of logs is done

Operations To Be Separately Rated:

1. Veneer products manufacturing such as baskets made from veneer (no peeling), excelsior manufacturing, laminated wood floors, laminated plywood (gluing and laminating plywood) laminated paneling, and particle board. No veneer manufacturing. Refer to Code 2916 “Veneer Products Mfg.”

Veneer Products Mfg.

Note:

Description:

Code 2916 applies to employers engaged in manufacturing veneer products but do not manufacture the veneer that is used in such products. “Veneer” is a thin layer of material usually made of wood or plastic that is used to cover the surface of another material.

The repair of veneer products in the employer’s shop is included under this classification.

Assignment By Analogy:

• Baskets – veneer – no peeling
• Excelsior
• Gluing and laminating veneer to plywood – no veneer manufacturing
• Laminated wood flooring
• Paneling – laminated
• Particle Board

Operations To Be Separately Rated:

1. Manufacturing:
Vessels – NOC – Program I

Note:

Refer to Rule XII – U.S. Admiralty Law (Jones Act or Merchant Marine Act of 1920) of this Manual or rate basis.

Description:

Code 7016 applies to employers that navigate and guide vessels on waters subject to Admiralty jurisdiction. This classification includes guiding vessels in and out of ports, operating barges to cut weeds or vegetation in lakes or streams, conducting test trials of newly constructed boats or submarines and gasoline supply by vessel from a main storage point to distribution points.

This classification also applies to shuttle service by ferry, hydrofoil or hovercraft to transport passengers, vehicles or freight between multiple points on a scheduled basis. Operations include ferry dockworkers, service or repair, mooring operations, ticket takers and/or sellers and security. Ferries usually do not offer dining, living or recreational facilities of the type featured on oceangoing steamers.

Also included is the operation of supply boats which provide water, gasoline, oil, food or miscellaneous goods to other vessels.

Towing vessels by tugboat is also included in this classification.

Assignment By Analogy:

• Marine towing service – Program I
• Steamers, passenger cargo, tankers – Program I
• Tugboats moving barges or dredges and vessels that deliver mail on waterways
• Oyster or fishing vessels

Operations To Be Separately Rated:


Vessels – NOC – Program II – State Act

Note:

Refer to Rule XI - U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:

Code 7024 applies to employers that navigate and guide vessels on waters subject to Admiralty jurisdiction. This classification includes guiding vessels in and out of ports, operating barges to cut weeds or vegetation in lakes or streams, conducting test trials of newly constructed boats or submarines and gasoline supply by vessel from a main storage point to distribution points.
This classification also applies to shuttle service by ferry, hydrofoil or hovercraft to transport passengers, vehicles or freight between multiple points on a scheduled basis. Operations include ferry dockworkers, service or repair, mooring operations, ticket takers and/or sellers and security. Ferries usually do not offer dining, living or recreational facilities of the type featured on oceangoing steamers.

Also included is the operation of supply boats which provide water, gasoline, oil, food or miscellaneous goods to other vessels.

Assignment By Analogy:

• Marine towing service – Program II – State Act
• Steamers, passenger cargo, tankers – Program II – State Act
• Tugboats moving barges or dredges and vessels that deliver mail on waterways – State Act
• Oyster or fishing vessels – Program II – State Act

Operations To Be Separately Rated:

1. Employees exclusively engaged in sorting, shucking, washing or packing oysters on shore. Refer to Code 2114 “Oyster Processing.”

2. Vessels – Program I. Refer to Code 7016 “Vessels – NOC – Program I.”


Vessels – NOC – Program II – USL Act

Note:

Refer to Rule XII – Admiralty Law (Jones Act or Merchant Marine Act of 1920) of this Manual for rate basis.

Description:

Code 7047 applies to employers that navigate and guide vessels on waters subject to Admiralty jurisdiction. This classification includes guiding vessels in and out of ports, operating barges to cut weeds or vegetation in lakes or streams, conducting test trials of newly constructed boats or submarines and gasoline supply by vessel from a main storage point to distribution points.

This classification also applies to shuttle service by ferry, hydrofoil or hovercraft to transport passengers, vehicles or freight between multiple points on a scheduled basis. Operations include ferry dockworkers, service or repair, mooring operations, ticket takers and/or sellers and security. Ferries usually do not offer dining, living or recreational facilities of the type featured on oceangoing steamers.

Also included is the operation of supply boats which provide water, gasoline, oil, food or miscellaneous goods to other vessels.

Assignment By Analogy:

• Marine towing service – Program II – USL Act
• Steamers, passenger cargo, tankers – Program II – USL Act
• Tugboats moving barges or dredges and vessels that deliver mail on waterways – USL Act
• Oyster or fishing vessels – Program II – USL Act
Operations To Be Separately Rated:

1. Employees exclusively engaged in sorting, shucking, washing or packing oysters on shore. Refer to Code 2114 “Oyster Processing.”

2. Vessels – Program I. Refer to Code 7016 “Vessels – NOC – Program I.”


Vessels – Not Self-Propelled – Program I

Note:
Refer to Rule XI – U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:
Code 7046 applies to employers that operate non-self-propelled vessels on waters subject to Admiralty jurisdiction. The types of vessels applicable to this classification are not limited to barges, scows, canal boats or lighters. Such crafts may be used to carry passengers, vehicles, freight or garbage.

This classification includes the operation of quarter boats, fireboats and derricks which have crew members.

This classification is not applicable to vessels having a regular master and crew who are furnished living quarters onboard the vessel.

Assignment By Analogy:

Operations To Be Separately Rated:


Vessels – Not Self-Propelled – Program II – State Act

Note:
Refer to Rule XI – U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:
Code 7098 applies to employers that operate non-self-propelled vessels on waters subject to Admiralty jurisdiction. The types of vessels applicable to this classification are not limited to barges, scows, canal boats or lighters. Such crafts
may be used to carry passengers, vehicles, freight or garbage.

This classification includes the operation of quarter boats, fireboats and derricks which have crew members.

This classification is not applicable to vessels having a regular master and crew who are furnished living quarters onboard the vessel.

Assignment By Analogy:

Operations To Be Separately Rated:


Vessels – Not Self-Propelled – Program II – USL Act

Note:
Refer to Rule XI – U.S. Longshore and Harbor Workers’ Compensation Act of this Manual for rate basis.

Description:
Code 7099 applies to employers that operate non-self-propelled vessels on waters subject to Admiralty jurisdiction. The types of vessels applicable to this classification are not limited to barges, scows, canal boats or lighters. Such crafts may be used to carry passengers, vehicles, freight or garbage.

This classification includes the operation of quarter boats, fireboats and derricks which have crew members.

This classification is not applicable to vessels having a regular master and crew who are furnished living quarters onboard the vessel.

Assignment By Analogy:

Operations To Be Separately Rated:


Veterinary Hospital & Drivers
Note:
Description:

Code 8831 applies to employers engaged in operating a veterinary hospital as well as pet grooming and other operations. Clients bring their pets to veterinarians for their pets to obtain their rabies shots as well as when pets need medical care. Veterinarians treat ill animals and perform surgery when necessary. Medicines are prescribed for animals that require treatment for illnesses.

Veterinarians may also groom domestic type animals (dogs and cats) and provide any needed medical care. Other employers may only perform pet grooming for dogs and cats and do not provide any medical care. As a service, veterinarians may make emergency visits to the homes where domestic pets reside.

Assignment By Analogy:

- Animal adoption agencies
- Animal control officers
- Animal – dog or cat boarding kennels – domestic pets
- Animal shelters
- Animal training – birds, cats or dogs
- Dog catchers
- Dog show – kennel employees
- Dog walking

Operations To Be Separately Rated:

1. Breeding:
   a. Bird. Refer to Code 0034 “Poultry Farm & Drivers.”
   b. Farm animals and horses. Refer to Code 0006 “Farm – NOC & Drivers.”
   c. Fish. Refer to Code 0005 “Nursery Employees & Drivers.”

2. Veterinary employees who greet clients and their animals and have absolutely no exposure to any potential harm from these animals. Refer to Code 8810 “Clerical Office Employees – NOC.”

Vinyl Letter Processing

Note:
Description:

Code 8802 applies to employers engaged in making vinyl lettering used for signs. The letter size is selected on the computer and rolls of vinyl (various colors) are placed into the electronic scoring device that will die cut the letters. The letters are sold or placed on purchased or manufactured vinyl, wood, plastic or metal backings.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Manufacturing:
a. Wood signs. Refer to Code 2841 "Woodenware Mfg. – NOC."

b. Metal signs. Refer to Code 3064 "Sign Mfg. or Repair – Metal – Shop Only."

c. Plastic or vinyl signs:
   i. Plastic or vinyl signs. Refer to Code 4251 "Stationery Mfg."
   ii. From sheets. Refer to Code 4452 "Plastics Mfg. – Fabricated Products – NOC."

Wallboard Installation – Within Buildings – All Operations to Completion & Drivers

Note:
Description:

Code 5445 applies to employers engaged in installing sheetrock, wallboard, drywall and plasterboard in private residences or commercial buildings. Some buildings may require fire resistant wallboard to be installed. In residential homes, water resistant wallboard may be installed, especially in humid areas such as bathrooms.

Taping contractors are included under this classification. This classification also includes installation of drywall partitions.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Painting – interior – exterior – other than metal structures over 2 stories. Refer to Code 5474 “Painting or Decorating – NOC – All Operations to Completion & Drivers.”

2. Sheetrock or wallboard installation:
   a. Performed by a contractor engaged in construction of a detached one or two-family dwelling at the same job or location. Refer to Code 5645 “Carpentry – Detached One or Two-Family Dwellings – All Operations to Completion.”
   b. Performed by a contractor engaged in construction of a dwelling that is three stories or less. Refer to Code 5651 “Carpentry – Dwellings – Three Stories or Less – All Operations to Completion.”

Wallpaper Hanging – All Operations to Completion & Drivers

Note:
Description:

Code 5491 applies to employers engaged exclusively in wallpaper hanging operations. Lightweight or heavyweight, patterned or solid color wallpaper, some with adhesive backings, some with vinyl coating, grass cloth etc., are used to cover interior walls of rooms in both residential and commercial buildings. Prior to the actual installation work, the wall surfaces must be cleaned and scraped of old paint or wallpaper, dirt, grease and other residue to ensure adequate adhesion. Sometimes the cleaning requires more advanced methods such as the use of chemical strippers and heat guns to remove residue from the wall surfaces.

Bill posting on buses, bus shelters, subway cars and on station platforms is also included under this classification.
Assignment By Analogy:

Glass tinting – in building – using mylar film

Operations To Be Separately Rated:

1. Lettering or Painting – outside. Refer to Code 9553 “Sign Painting or Lettering on Buildings or Structures – All Operations to Completion & Drivers.”

2. Bill posting – outside – using ladders or scaffolding. Refer to Code 9545 “Bill Posting – All Operations to Completion & Drivers.”


Wallpaper Mfg.

Note:

Includes designing, printing or finishing.

Description:

Code 4301 applies to employers engaged in manufacturing wallpaper. The wallpaper stock is stretched on to long wooden frames or tables and a silk screen design is placed on the wallpaper stock by use of silk screen printers. The silk screen printers may be used to manually squeegee the design onto the wallpaper stock, section by section. The “ink painted” wallpaper is then allowed to dry, cut into rolls of various lengths and shipped to the employer’s customers or distributors.

Another way to print designs on the wallpaper is to run the rolls of paper through a printing and varnish process.

Assignment By Analogy:

Operations To Be Separately Rated:

Waterworks Operation & Drivers

Note:

Includes store employees.

Description:

Code 7520 applies to employers engaged operating water plants whether they are operated by a municipal board or commission or a private company. Sources of water for the plant include but are not limited to rivers, streams, deep water wells, underwater springs, dams or reservoirs. The water is pumped and piped to the filtration plant where it is filtered through sand beds. The water is then treated with chlorine or other purifying chemicals. In some cases, sodium fluoride is added. Water samples are taken and tested periodically. The water is then pumped to large elevated stand
pipes for distribution through the system.

When performed by employees of the water plant and specifically related to water plant operations, the installation, repair and maintenance of water mains, water pipes, taps, meters and fire plugs are contemplated by this classification. When these operations are performed by entities not engaged in the operation of a water plant, the appropriate installation, repair or maintenance code that describes the entity's particular operation is applied to same.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Construction of aqueducts, dams or reservoirs. Refer to Code 6017 “Dam or Lock Construction – Concrete Work – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers” and Code 6018 “Dam or Lock Construction – Earthmoving or Placing – In Connection with Dams or Locks – All Types – All Operations to Completion & Drivers.”


Welding or Cutting – NOC – All Operations to Completion & Drivers

Note:

Applies to both shop and outside work and incidental machining operations connected therewith.

Description:

Code 3365 applies to employers engaged in all types of contract welding or cutting operations which are not otherwise classified (NOC). This classification contemplates welding or cutting operations performed by specialist contractors engaged in both shop and/or outside work. It also includes incidental machining operations connected therewith. Also contemplated by this classification is welding bridge floor gratings or plates set in place by others and welding all other structures except tunnels under air pressure by welding members put in place by others.

Specialists engaged in automated or computerized welding or cutting operations are additionally contemplated by this classification. The equipment that these specialists may employ in their operations includes, but is not limited to, automatic robotic arms, macroscopics, saws, lasers, waterjets, plasma torches, and CNC cutting tables.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Welding work performed:
   b. In connection with oil or gas pipe line construction. Refer to Code 6233 “Gas or Oil Pipeline Construction – All Operations to Completion & Drivers.”
   c. Welding work performed under air pressure. Refer to Code 6252 “Shaft Sinking – All Operations to Completion” and Code 6260 “Tunneling – Pneumatic – All Operations to Completion.”
**Wholesale Store – NOC**

**Note:**

**Description:**

Code 8018 applies to employers engaged in wholesale selling of merchandise not described by a specialty wholesale store classification.

This classification includes internet or mail order sales to individuals of merchandise not described by a specialty wholesale store classification.

**Assignment By Analogy:**

- Package consolidators – receiving packages from other firms for sorting and consolidating
- Contract packing – receiving bulk merchandise for repackaging
- Incubating and shipping day-old chicks – no farm operations
- Dealers in sausage casings – no cleaning
- Eggs – including incidental sorting, candling, grading and packing in cartons and crates

**Operations To Be Separately Rated:**

**Wire Drawing – Iron or Steel**

**Note:**

**Description:**

Code 3241 applies to employers engaged in wire drawing, including wire rope or cable manufacturing from iron or steel. Reeled wire stock, received from others, is fed into a primary wire drawing machine which draws the stock through dies to reduce its size. Some wire may be heat treated for softening so that it will withstand continual drawing.

Bare rods and wires cannot be drawn through dies. Consequently, many lubricants are used for wire drawing, depending on whether dry drawing or wet drawing is used.

Wire drawing may be carried out on a single block, single draft units or on a multiple-block, multiple-draft machine, depending upon the amount of reduction required. Wire can be drawn down to the fineness of a human hair.

After all quality control inspections are performed, the finished drawn wire is automatically wound onto reels for shipment or may be further processed into wire rope using stranding and closing machines.

**Assignment By Analogy:**

Steel pads – with or without soap

**Operations To Be Separately Rated:**

1. **Manufacturing:**
   a. Insulated electrical cables. Refer to Code 4470 “Cable Mfg. – Insulated Electrical.”
   b. Wire drawing or cable manufacturing other than iron or steel. Refer to Code 1924 “Wire Drawing or
**Wire Drawing or Cable Mfg. – Not Iron or Steel**

**Note:**

**Description:**

Code 1924 applies to employers engaged in wire drawing or cable manufacturing, not iron or steel, but from non-ferrous metals. Manufacturing of dies for use in the employer’s own manufacturing operation is inclusive under this classification.

**Assignment By Analogy:**

Electrical copper cable – including wire drawing

**Operations To Be Separately Rated:**

1. **Manufacturing:**
   b. Fiber optic cable. Refer to Code 3681 "Television, Radio, Telephone or Telecommunication Device Mfg. - NOC."
   c. Insulated electrical cable or insulating cable wire. Refer to Code 4470 “Cable Mfg. – Insulated Electrical.”
   d. Metal heated or corrugated electrical cable. Refer to Code 3188 “Plumbers’ Supplies Mfg. – NOC.”
   e. Wire goods. Refer to Code 3257 “Wire Goods Mfg. – NOC.”

2. **Dies for wire drawing, stamping, extrusion, threading and tapping principally made for customers who will use them in their own manufacturing operations.** Refer to Code 3113 “Tool Mfg. – NOC – Not Drop or Machined Forged.”

3. **Wire drawing – iron or steel (ferrous metals).** Refer to Code 3241 “Wire Drawing – Iron or Steel.”

4. **Installation of different types of cable and location types.** Assign the appropriate installation classification.

**Wire Goods Mfg. – NOC**

**Note:**

Includes manufacturing and repairing springs in shop.

**Description:**

Code 3257 applies to employers engaged in manufacturing wire goods. Operations involve the use of soldering and welding equipment, automatic weaving or spiral machines and punch presses as well as traditional machine shop equipment. The processes are automatic and usually do not involve much assembly operations. Various coatings may be applied to complete the wire products.
This classification also applies to employers engaged in stranding iron or steel wire rope or cable of various sizes.

This classification also applies to employers engaged in manufacturing bed springs or wire mattress springs, automobile springs, automobile bumper, wire cloth and springs other than wire springs.

Additionally, contemplated under the scope of this classification is manufacturing chain link fence material.

Assignment By Analogy:

- Electrical cable – BX – strip metal
- Hoses – flexible metal tubing – strip metal – BX
- Lamp shades frames – wire

Operations To Be Separately Rated:


2. Springs – removing or replacing on automobiles or trucks. Automobile bumper installation on automobiles or trucks. Refer to Code 8391 “Automobile Sales or Services Agency – All Operations & Drivers.”

3. Wire drawing – not iron or steel. Refer to Code 1924 “Wire Drawing or Cable Mfg. – Not Iron or Steel.”

4. Wire drawing iron or steel. Refer to Code 3241 “Wire Drawing – Iron or Steel.”

Woodenware Mfg. - NOC

Note:

Applies to the sawing, molding, or turning only of brush or broom backs or handles, with no assembling.

Includes manufacturing of metal parts in connection with the manufacturing of wooden shade rollers.

Description:

Code 2841 applies to employers engaged in manufacturing a variety of non-furniture, non-cabinet or millwork type of wood products, such as baseball bats, bobbins, bowls, brush or broom handles, coat hangers, cork products, crutches, handles, golf heads or shafts, gunstocks, hat blocks, jewelry trays, pegs, shade rollers, shuttles and similar products requiring only a minor amount of finishing and assembly work.

Assignment By Analogy:

- Chest of drawers – corrugated – wooden framing
- Rafts, life rafts – covered with balsam – balsam inside raft materials
- Scooters – not motorized – wood

Operations To Be Separately Rated:

1. Manufacturing:

Machinery.”


c. Furniture produced from rattan, willow or twisted fibers. Refer to Code 2913 “Rattan, Willow or Twisted Fiber Products Mfg.”

2. Installation:

a. Furnishing goods such as picture frames and blinds. Refer to Code 9521 “House Furnishings Installation & Upholstering – NOC – All Operations to Completion.”


c. Upholstering of new or used furniture frames. Refer to Code 9522 “Upholstering.”

Wool Merchant & Drivers

Note:

Applies to a dealer in new textile fabrics only. Not rag or paper stock dealers.

Description:

Code 8103 applies to wool merchants who purchase raw wool from others and process it for resale to their customers. The wool is received, usually in large burlap bags weighing approximately 500 pounds, and stored until ready to be processed. The operations involve removing the wool from the bags, hand sorting, grading and then replacing in burlap bags according to grade. The graded wool is then stored and subsequently shipped.

This classification is applied to dealers in new textile clippings. Remnants purchased from textile mills, clothing manufacturers, etc., are received in burlap bags or bales and placed into storage prior to processing. The operations involve the removal of the remnants from the bags or bales, hand sorting, trimming to size, grading, weighing and baling prior to shipment.

This classification is also applied to employers dealing in wiping cloths. Rags are received from outside sources and placed in storage before processing. The operations involve the washing, extracting, and drying of soiled rags. All stock is then sorted, trimmed on cutting machines to remove buttons, snaps, zippers, etc., sized and graded to complete the wiping cloths, which are then baled or placed into cartons to be shipped to customers.

This classification additionally is applied to cotton merchants. These employers purchase ginned cotton from others for resale to their customers. This classification includes warehouse and yard operations performed in connection with the merchandising of the cotton.

This classification also is applied to employers that exclusively store baled cotton. In most cases, the baled cotton has been sampled and graded, and it is merely held at the warehouses awaiting the shipment orders from the owners of the cotton.

Assignment By Analogy:

Operations To Be Separately Rated:

1. Selling:

   a. Textiles – Retail. Refer to Code 8008 “Clothing or Wearing Apparel Store – Retail.”

   b. Textiles wholesale. Refer to Code 8032 “Clothing or Wearing Apparel Store – Wholesale.”
e. Textiles remnants or mill ends second-hand. Refer to Code 8264 “Bottle, Rubber, Paper Stock or Rag Dealer – Second-Hand & Drivers.”

**Wrecking – Buildings – Not Marine – All Operations to Completion & Drivers**

Note:

Description:

Code 5701 applies to employers engaged in building wrecking or demolition work other than marine wrecking, demolition of bridges, tanks, towers and other structures. A building wrecking or demolition job is one where a building, chimney or steeple is razed, or where a floor, exterior wall or roof is removed. This classification applies to wrecking or demolishing of all types of buildings such as private residences, multiple dwellings, lofts, apartments, hotels, office buildings, schools, stores, tenements, warehouses, etc.

Wrecking includes all types of structures such as wood, wood-brick veneer, wood-stucco on lath, stucco on tile, brick, stone, concrete block or hollow tile with wood joints, brick, stone, concrete block or hollow tile with iron steel girders and reinforced concrete arches; brick, stone, concrete block or hollow tile with iron steel girders and wood joints, poured concrete – not reinforced, steel frame, mill construction or reinforced concrete.

Prior to the building being demolished, the demolition contractor will conduct an engineering survey of the site or contract the survey out to others. Once the engineering report is complete, the demolition contractor will prepare a bid for the job. When bid is accepted and all other aspects that are required are completed, the site will be prepared for demolition. Temporary fences or walls are installed around the site to secure the area as well as any other safety measures that may be required.

Water, gas and electricity must be shut off in the building. All pipes are capped and windows, including glass doors are removed. If the building is to be imploded, explosive charges will be installed in the building. This process may take weeks of planning to assure that the explosives detonate as precisely timed. Some demolition contractors use bulldozers and will remove one floor at a time or use a wrecking ball to demolish the building. Other mechanical equipment may be used such as concrete crushers, backhoes, front end loaders, cranes, etc. Handheld equipment such as cutting torches, wrecking bars, picks, crowbars, saws, jackhammers and other related equipment may be used. Clamshell buckets may be used to pick up the debris. Debris will be removed by laborers and placed into dumpsters or may be sub-contracted out to others.

Welding or cutting work in connection with building demolition jobs shall be assigned to this classification.

**Assignment By Analogy:**

• Dam construction – Building wrecking – not marine
• Military reservation – dismantling

**Operations To Be Separately Rated:**

1. **Removal:**
   b. Machinery removal and relocation. Refer to Code 3724 “Machinery or Equipment Erection or Installation – NOC – All Operations to Completion & Drivers.”

2. **Debris removal specialty contractors:**
   a. Remove debris left by construction contractors. Refer to Code 5610 “Cleaner – Debris Removal – Construction or Erection.”
   b. Remove debris left by demolition contractors. Refer to Code 6217 “Excavation – NOC – All Operations...”
3. Wrecking:
   b. Not building wrecking or marine wrecking. Refer to Code 5709 “Wrecking – Not Building or Marine
      Wrecking – All Operations to Completion.”

**Wrecking – Not Building or Marine Wrecking – All Operations to Completion**

Note:
Applies to operations in damaged buildings, including incidental wrecking, shoring or other structural work and the
handling of machinery.

Code 8263 “Junk Dealer & Drivers” is not available for division of payroll with Code 5709.

Description:
Code 5709 applies to employers engaged in demolishing structures other than building wrecking and marine wrecking. This classification is applicable to the demolition of bridges, tanks and towers. It also applies to salvaging damaged buildings including incidental wrecking. Welding or cutting work when performed in connection with demolition jobs (not building or marine wrecking) is inclusive under this classification.

Assignment By Analogy:
Welding – demolition cutting

Operations To Be Separately Rated:

1. Building raising or moving, shoring, or underpinning buildings or structures. Refer to Code 5703 “Building
   Raising or Moving – All Employees – All Operations to Completion & Drivers.”

2. Salvaging damaged buildings – no wrecking. Refer to Code 8263 “Junk Dealer & Drivers.”

3. Wrecking:
      Operations to Completion & Drivers.”

YMCA, YWCA, YMHA or YWHA, Institution – All Employees & Clerical
Code 9063 applies to employers engaged in operating a YMCA, YWCA, YMHA or YWHA. This type of facility provides residential facilities, cafeteria or restaurant service, and recreational, social and educational programs, which may offer guidance and training by teachers and instructors in activities such as swimming, sports clinics, self-defense courses, various table or board games, dance classes, arts and crafts, and cultural, vocational or educational courses.

This classification is applicable to amateur, youth, or recreational sports in which the athletes are generally not paid. It is assigned to coaches, managers, trainers, equipment managers, and sports officials.

The intent of “generally not paid” is to allow for incidental meal, travel and/or accommodation allowances for amateurs, which could otherwise be considered remuneration in determining if an amateur athlete is a professional.

Assignment By Analogy:

- After school programs, schools
- Community centers, recreational centers, youth centers – arts, crafts, and other activities
- Senior citizen centers – exercise, dance, arts and crafts instruction

Operations To Be Separately Rated:

1. Camp operations. Refer to Code 9048 “Camp Operation – Recreational or Educational – All Employees & Drivers.”

2. Professional employees and semiprofessional sports. Refer to Code 9178 “Athletic Team or Park – Non-Contact Sports” or Code 9179 “Athletic Team or Park – Contact Sports.”