

RISK MANAGEMENT ACTION PLAN (RMAP)

Client Name

Period: Month 200X - 200X



| Risk Mgt Program | Action Item | Responsible Party | Target Date | Status | Comments |
|----------------------------|---|-------------------|-------------|------------|--|
| Baseline Assessment | 1 <u>(Risk Control / Claims Baseline Assessment)</u> | | | | |
| | a Physical Baseline Risk Assessment | FRP | ASAP | Completed | Physical walk throughfo locs 1 & 2 |
| | b Review of Current Programs | FRP | ASAP | Completed | Review Current SOPs |
| | c Review Company Safety Policy Statement | FRP | ASAP | Completed | Review the company's safety policy statement |
| Analytics | 1 <u>Performance Reports</u> | | | | |
| | a Provide Loss Runs - All lines | Client | 1 week | In Process | Waiting on client to provide loss runs |
| | b Review Loss Runs - All Lines | FRP | 2 weeks | Open | |
| | c Prepare Top Loss Driver Report | FRP | 2 Weeks | Open | |
| | d Prepare Injury Frequency Rates | FRP | 2 Weeks | Open | |
| | e Prepare SIC Benchmark Report | FRP | 2 Weeks | Open | |
| | f Create Mod Analysis | FRP | 3 weeks | Open | |
| | g Present Findings | FRP | 1 Month | Open | |
| Risk Control | 1 <u>Retrun to Work Program</u> | | | | |
| | a Present new company policy | FRP | ASAP | Open | |
| | b Create and administer training video to team | FRP and Client | ASAP | Open | |
| | c Draft Template letter to treating physician | FRP | ASAP | Completed | |

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| | d Draft Template offer letter for injured ee | FRP | ASAP | Completed | |
| 2 Program Name | | | | | |
| | a Enter action item | | | | |
| | b Enter action item | | | | |
| | c Enter action item | | | | |
| 3 Program Name | | | | | |
| | a Enter action item | | | | |
| | b Enter action item | | | | |
| | c Enter action item | | | | |
| | d Enter action item | | | | |
| | e Enter action item | | | | |
| 4 Program Name | | | | | |
| | a Enter action item | | | | |
| | b Enter action item | | | | |
| | c Enter action item | | | | |
| 5 Program Name | | | | | |

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| | a Enter action item | | | | |
| | b Enter action item | | | | |
| | c Enter action item | | | | |
| Claims Mgt. | 1 <u>Initial Claims Audit</u> | | | | |
| | a Initial Claims Review | | | | |
| | b Claims Review Q2 | | | | |
| | c Claims Review Q3 | | | | |
| | d Claims Review Q4 | | | | |
| | 2 <u>Carrier Service Instructions & Claim Reporting Procedures</u> | | | | |
| | a Create Quick Claims Guide | FRP | ASAP | Completed | |
| | b Create "Responsibilities in the Event of a Claim" | FRP | ASAP | Completed | |
| | 3 <u>Claim Oversight Reports</u> | | | | |
| | a Loss Runs VAO Q 1 | FRP & Client | End of Q1 | Open | Client provides historical, FRP provides current |
| | b Loss Runs VAO Q2 | FRP & Client | End of Q2 | Open | Client provides historical, FRP provides current |
| | c Loss Runs VAO Q3 | FRP & Client | End of Q3 | Open | Client provides historical, FRP provides current |

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| | d Loss Runs VAO Q4 | FRP & Client | End of Q4 | Open | Client provides historical, FRP provides current |