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4/15/25

## High-Level Risk Management Action Plan Agreement

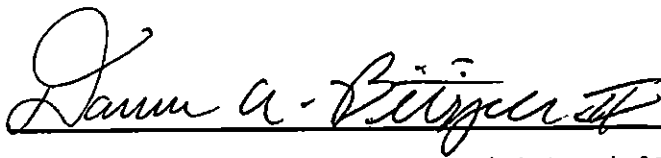
Woodbury County has been notified of their High-Level Risk Management Action Plan status on March 27, 2025 and were informed of the requirements that the county must meet over the next two-years from the notification date to retain coverage with the Iowa Municipalities Workers' Compensation Association (IMWCA). Failure to follow these requirements as established by IMWCA will result in cancellation of coverage.

### Requirements

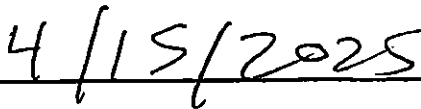
- Hold monthly safety committee meetings that include the following documentation:
  - Minutes
  - Roll call- attendance by members (sign-in)
  - Incident Review- new incidents if any
  - Incident Review- follow up on previous incidents if any
  - Training review- Is everyone doing their training?
  - Written Policies- Review and updates/training on changes
  - Upcoming safety issues- season issues to cover
- Incident Reviews sent to IMWCA Safety and Risk Improvement Adviser that include:
  - Complete incident review form
  - Signed off by department head after review for completion and action
  - Reviewed by Safety Committee
  - Report to governing board or council
- Set up training for employees-Learn or other documented system that includes:
  - Topic
  - Date and time
  - Instructor
  - Training method (i.e. Learn, classroom or hands-on)
  - Sign-in by attendees- have list of everyone expected to attend and have them sign-in by their name.
  - Test results
- Update and implement written safety policies including:
  - Return-To-Work policy
  - Designated provider policy that directs care to clinic or provider selected by the employer
  - Incident reporting policy that requires employees to report potential claims within 48 hours
- Adopt or update safety manual
  - Board approval of the manual
  - Document that all employees received manual and sign-off that they have read and understand the requirements laid out in the manual.

- Communications
  - Timely response to site visit reports and recommendations or requirements
  - Timely response to Claims by all parties
  - Company Nurse reporting
  - Timely response to request to set up safety reviews
  
- Full compliance with the IMWCA Firefighter Criteria for the Emergency Services Department.
  - The County stipulates that the department will only provide fire-fighting related activities through mutual aid to local fire departments that is limited to field fires, brush fires, or wildfires.

The following requirements have been reviewed by Woodbury County and by signing this agreement we accept the conditions in this agreement.



Chair, Board of Supervisors, Woodbury County



Date

**Must be signed and returned to IMWCA by April 17, 2025**