

# VIOLENT INCIDENT OR THREAT REPORT – WORKER REPORT FORM

The information contained in this report will assist the Occupational Health and Safety Joint Committee in conducting any investigation and report as required by Part 3 of the WCB regulations.

Employees reporting injuries or adverse symptoms as a result of an incident are advised to seek first aid an/or consult their personal physician for treatment or referral.

## ★ Identifying Information ★

Name \_\_\_\_\_ Job Title \_\_\_\_\_

Shift \_\_\_\_\_ Employer \_\_\_\_\_

Workplace Location/Address \_\_\_\_\_

Location of Incident (specify, e.g.: Reception, hallway, 2<sup>nd</sup> floor, road check etc)

Date and Time of Incident \_\_\_\_\_

- Type of Assault/Threat     Verbal                       Struck                       Pushed
- Written Threat                       Telephone Threat
- Other \_\_\_\_\_

(Add additional information on nature of threat, as appropriate (e.g., Struck with \_\_\_\_\_ bitten, etc.) \_\_\_\_\_

Describe incident (what happened). Use additional paper if required:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Medical attention/First Aid obtained?     Yes                       No

## ★ Assailant ★

Who was the assailant, if known (Name and/or position)?

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Description:  Male  Female      Age \_\_\_\_\_ Complexion \_\_\_\_\_  
Height \_\_\_\_\_ Weight \_\_\_\_\_ Other \_\_\_\_\_

## ★ Other Information ★

Was the Assailant (if known) in any previous violent incidents:       Yes       No

Have there been similar incidents in the past?       Yes       No

Are there any measures in place to prevent a similar incident?       Yes       No

Please provide any additional information you think may be relevant, including any recommendations for preventative measures.

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Investigation Initiated?       Yes       No

Reported to Supervisor?       Yes       No

Reported to Police/Security?       Yes       No

Name of Supervisor \_\_\_\_\_

Note: this report is not in place of an accident/incident investigation and report where required by WCB Part 3, but will be very helpful in its completion