

Workplace Violence Incident Report Form

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This form is to be used to document any reportable workplace violence incident. This form is to be completed and forwarded to the Hazard Reduction Team immediately.

Employee Name: _____

Job Title: _____

Location Where Incident Occurred: _____

Date and Time of Incident: _____

Name of Individual Completing: _____
This Report

Date Incident Report Completed: _____

Date Incident Report Received by: _____
Hazard Reduction Team

Supervisor Name: _____
Signature _____

Date Report Submitted to the Local: _____
Office of the Dept. of Labor (if applicable)

List any individuals who may have witnessed this incident:

[illegible]

Check the Type of Violence the victim experienced (Levels I, II, or III):

Level I Violence

☐ Intimidation ☐ Bullying ☐ Verbal Abuse ☐ Minimal Harassment
☐ Shouting ☐ Swearing ☐ Obscene Gestures ☐ False Statements

Level II Violence

☐ Psychological Trauma ☐ Suicide Threat ☐ Threats of Assault ☐ Advanced Harassment
☐ Shouted at Directly ☐ Swore at Directly ☐ Obscene Calls ☐ Being Followed or Stalked

Level III Violence

☐ Shooting ☐ Stabbing ☐ Striking with an Object ☐ Sexual Assault
☐ Pushing ☐ Grabbing ☐ Throwing Objects ☐ Homicide

Please provide a detailed description of the incident:

Assailant/Perpetrator	Name	Address
Member of the Public		
Employee's Spouse		
Employee's Significant Other		
Employee's Supervisor		
Co-worker		
Former Employee		
Other (specify)		

Did police respond to the incident? ☐ Yes ☐ No

If yes, please specify the name of the Police Department: _____

Was a police report filed? ☐ Yes ☐ No Police Report Number: _____

Were you injured? ☐ Yes ☐ No

If yes, please specify your injuries and the name/location of any treatment that you received:

Did you lose any work days? ☐ Yes ☐ No If yes, how many days? _____

Have you received counseling since this incident? ☐ Yes ☐ No

Did you have any reason to believe that this incident might occur? ☐ Yes ☐ No

Has the employer taken measures to avert this incident from occurring in the future that you are aware of? ☐ Yes ☐ No Please describe:
