

WORKPLACE VIOLENCE PREVENTION PROGRAM

Hamilton Unified School District



Cal/OSHA Publications Unit

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Hamilton Unified School District's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: 5/9/2024

Date of Last Revision(s): 5/9/2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment; includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Superintendent, has the authority and responsibility for implementing the provisions of this plan for Hamilton Unified School District.

Responsible Job Title/Position	WVPP Responsibility(ies)	Phone #
Superintendent, School Site Administrators and Director of Maintenance & Transportation	<p>Overall responsibility for the plan; <i>Superintendent approves the final plan and any major changes.</i></p> <p>Responsible for emergency response, hazard identification; Superintendent, School Site Administrators and the Director of Maintenance & Transportation collaboratively conduct safety inspections, coordinate emergency response procedures district wide.</p>	<p>Superintendent: (530) 826-3261 Ext. 6011 or 6005 High School Admin: (530) 826-3261 Ext. 1008/1009 Elementary School Admin: (530) 826-3474 Ext. 5004/5006</p>
Confidential HR and Payroll Specialist	<p>Responsible for employee involvement and training, and coordination with other employers; organizes safety meetings, updates training materials, and handles any reports of workplace violence. Communicates with other employers about the plan.</p>	<p>(530) 826-3261 Ext. 6004</p>

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

Hamilton Unified School District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence:
 - The District Safety Committee will have quarterly safety meetings to discuss identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them.
 - Designing and implementing training:
 - Employees are encouraged to provide input and/or suggestions for training and/or training materials.
 - Reporting and investigating workplace violence incidents:
 - Employees must report all incidents to their direct supervisor and direct supervisor will report the incident to the Superintendent or HR within 24 hours. Once reported, the incident will be investigated to determine – 1) the cause and; 2) ways to prevent incidents in the future.
 - The initial verbal report must be followed up with written documentation which should include the following critical information:
 - Names of the involved parties (i.e., perpetrator, victim and witnesses),
 - Exactly what occurred,
 - When the incident occurred,
 - Where the event took place, and if known, why it happened.
 - Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
 - All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.

- See the following board policies:
 - BP 4119.21
 - BP 4158
 - BP 4258
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of Hamilton Unified School District Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
 - Immediately report any situation or incident that generates a sense of fear for personal safety or the safety of others to the police.
 - If the reporting individual is an employee, the incident will also be reported to his or her supervisor as soon as possible. In situations where an employee is unable to report the matter to their supervisor, the report can be made to Human Resources and/or the Superintendent.
 - Employees who work directly with students shall adhere to the Positive Behavior Intervention Support (PBIS) Process when managing and reporting potential issues with students related to hazards associated with violence.
 - If the reporting individual is not an employee, he or she will also report the incident to an Administrator.
 - The supervisor or administrator will immediately provide the reporting individual with a copy of the Incident Report and ask him or her to complete it.
 - Anyone involved in a violent attack or who witnesses an attack resulting in an injury that requires more than first aid will contact emergency services.
 - Injured persons will receive prompt and appropriate medical care and be transported to medical care facilities.
 - The incident will be reported to law enforcement and other authorities as required by law.
 - The area where the violent actions occurred will be secured to protect evidence and minimize any disturbance during the post-incident response process.
 - An Incident Report will be prepared.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by employee and District-wide recognition awards provided monthly and/or annually.
- Failure to comply with the WVPP may lead to discipline and/or up to dismissal.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employers, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly (District Safety Meetings quarterly) scheduled meetings that address security issues and potential workplace violence hazards.
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or

- law enforcement without fear of reprisal or adverse action.
- Employees can anonymously report a violent incident, threat, or other violence concerns via survey on the HUSD website under “Human Resources & Payroll → District Safety.”
- In the case of an immediate emergency or threat from a District phone dial:
 - 911
 - Glenn County Sheriff Department: (8) 530-934-6523
 - Hamilton City Fire Department: (8) 530-826-3355
- In the case of an immediate emergency or threat from a personal cell phone dial:
 - 911
 - Glenn County Sheriff Department: 530-934-6523
 - Hamilton City Fire Department: 530-826-3355
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees’ concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. Any and all concerns will be taken seriously and once reported to the direct supervisor will be investigated by the Hamilton Unified School District.
- Example: Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

Hamilton Unified School District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multi employer worksite, [name of employer] will ensure that if its employees experience a workplace violence incident that Hamilton Unified School District will record the information in a violent incident log and shall also provide a copy of that log to the controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

Hamilton Unified School District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee’s supervisor or manager, who will inform the WVPP administrator. This will be accomplished by calling their immediate supervisor as soon as possible and within 24 hours, follow-up with an email to immediate supervisor with detailed information of the incident. If that’s not possible, employees will report incidents directly to the WVPP administrator, the Superintendent.
 - Example:
 - Employees can report incidents to their supervisor, HR, or Superintendent through an anonymous survey that is available to all employees 24 hours a day.
- A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly, decisively and will be subject to discipline and up to dismissal.

EMERGENCY RESPONSE PROCEDURES

Hamilton Unified School District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following:

- Alarm systems and PA announcements will be used to alert employees of emergencies. The alarms are audible alarms and visual alarms.
- Hamilton Unified School District will have evacuation or sheltering plans.
 - These instructions can be found in each school office in the Emergency Safety Kit, as well as, in all classrooms and common areas of each school site.
- How to obtain help from staff, security personnel, or law enforcement.
 - The following information is posted in common areas and classrooms throughout the school district:
 - Please contact your immediate supervisor or main school office as soon as possible to report the threat.
 - In the case of an immediate emergency or threat from a District phone dial:
 - 911
 - Glenn County Sheriff Department: (8) 530-934-6523
 - Hamilton City Fire Department: (8) 530-826-3355
 - In the case of an immediate emergency or threat from a personal cell phone dial:
 - 911
 - Glenn County Sheriff Department: 530-934-6523
 - Hamilton City Fire Department: 530-826-3355

In the event of an emergency, including a Workplace Violence Emergency, contact the following as soon as possible:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jeremy Powell	Superintendent	<i>Coordinates emergency response procedures for the district (including Adult Ed., Ella Barkley, and Hamilton High State Preschool)</i>	(530) 826-3261 Ext. 6005/6011	jpowell@husdschools.org
Cris Oseguera	High School Principal	<i>Coordinates emergency response procedures for Hamilton High School</i>	(530) 826-3261 Ext. 1008/1009	cosequera@husdschools.org
Ulises Tellechea	Elementary School Principal	<i>Coordinates emergency response procedures for Hamilton Elementary School</i>	(530) 826-3474 Ext. 5004/5006	utellechea@husdschools.org
Jolene Towne	HR/Payroll Specialist	<i>Communicates with other employers about the plan</i>	(530) 826-3261 Ext. 6004	jtowne@husdschools.org
Alan Joksch	Director of MTO	<i>Conducts safety inspections</i>	(530) 826-3261 Ext. 6020, (530) 228-5550	ajoksch@husdschools.org

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by Hamilton Unified School District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.
 - Review all submitted/reported concerns of potential hazards:
 - Online anonymous survey for reporting workplace violence hazards
 - Voicemail/email/text messages
 - Handwritten notifications

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted annually.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Alan Joksch, Director of Maintenance & Transportation	All School Sites and all School Facilities
Jeremy Powell, Superintendent	In collaboration with the Director of Maintenance & Transportation, all school sites and all school facilities
Cris Oseguera, High School Principal	Hamilton High School Site
Ulises Tellechea, Hamilton Elementary School	Hamilton Elementary School

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. Hamilton Unified School District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) , all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. School and District Administrators will respond to imminent workplace violence hazards.
- All corrective actions taken will be documented and dated on the appropriate forms. The Violence

- Incident Log (last page of this document) will be used for all Workplace Hazard Reporting.
- Corrective measures for workplace violence hazards will be specific to a given work area.
- To avoid workplace violence hazards, the District will maintain the following:
 - Security surveillance cameras in and around the workplace.
 - Workplace violence systems, door locks and emergency alarms.
 - Emergency telephone numbers for law enforcement, fire, and medical services are posted in classrooms and common areas of each school site.
 - The District requires all visitors (including recently discharged employees) to sign in at the main office before entering campus. Should an employee have a dispute with another employee or someone outside of the workplace, the employee should notify their director supervisor who should immediately notify the Superintendent and HR.
 - Beyond a personal cell phone, all employees have access to a telephone with an outside line (offices, classrooms, cafeteria, maintenance shop).
 - Employee training/retraining(refreshers) on the WVPP, may include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- The District will increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence annually through completing Vector Solutions Training.
- The District will limit the amount of cash on hand and use time access safes for large bills. Deposits will be done weekly.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as:
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing,

- hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.
- The District will provide resources for support, such as counseling services from Glenn County and our health insurance carrier, CVT and the employee assistance program (EAP).

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.
- Hamilton Unified School District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:
 - The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
 - How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
 - Workplace violence hazards specific to the employees' jobs, the corrective measures Hamilton Unified School District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
 - The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
 - Opportunities Hamilton Unified School District has for interactive questions and answers with a person knowledgeable about the Hamilton Unified School District plan.
 - Example:
 - Vector Solutions

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

Hamilton Unified School District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.

RECORDKEEPING

Hamilton Unified School District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
 - Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
 - Maintain violent incident logs for minimum of five (5) years.
 - Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
 - All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The Hamilton Unified School District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of Hamilton Unified School District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), Hamilton Unified School District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

PROCEDURE APPROVAL

I, Jeremy Powell, Superintendent of Hamilton Unified School District, hereby authorize and ensure the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention.

Signature of person authorizing this WVPP

Date of Signature

HAMILTON UNIFIED SCHOOL DISTRICT
 620 Canal Street, P.O. Box 488, Hamilton City, CA 95951
 P: (530) 826-3261 F: (530) 826-0440

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

District personnel must complete this form following any workplace violence incident. The District will investigate the report and explain to employee(s) the action(s) taken and any subsequent action(s), as necessary. Witness statements will be attached to this form.

Name:	Phone Number:
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School / Site Name:

Exact Location of Incident:

Date of Incident:	Did you notify your immediate supervisor? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Time of Incident: <input type="checkbox"/> AM <input type="checkbox"/> PM	Email:
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Type of Violence (check all that apply)

Type 1 - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Classify the type of person committing the violence (e.g., family member, coworker, spouse, parent, student or stranger with criminal intent):

**If a student, please provide name. Student name will be kept confidential.*

Were you injured? YES NO
 If yes, please complete the Incident/Injury Report Form (See Human Resources for form).

Type of Violence (check all that apply)

Physical attack without a weapon (e.g., biting, choking, grabbing, kicking, punching, pushing/pulling, or spitting).

Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.

Threat of physical force or threat of the use of a weapon or other object.

Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.

Animal attack.

Other: _____

Describe the Incident (use additional sheets if needed)

**The description must include a classification of circumstances including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed in their duties, working during low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in a new or unfamiliar location.*

Law enforcement notified? YES NO Case #:

Person(s) involved/Witnesses (use additional sheet if required)

Name:	Phone:
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Name:	Phone:
-------	--------

Signature

Signature of Person Completing Report:

Date:	Time:
-------	-------

