



# Employee Violent Incident Report Administrative Procedure 8.98A

8.0 Safe Schools

Evergreen School Division recognizes that employees have a right to a safe working environment. To maintain a safe environment, it is important that **incidents of violence** be reported so that steps can be taken to increase safety.

*“Violence is the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives someone reason to believe that physical force will be used against them.”*

## PART A

### 1. Identifying Information

Name of Employee: \_\_\_\_\_ Occupation: \_\_\_\_\_

School/Site: \_\_\_\_\_ Location of Incident: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Person Reporting: \_\_\_\_\_ Time of Report: \_\_\_\_\_

### 2. Type of Incident:

#### Verbal/Written

verbal abuse       verbal threat in person       verbal threat by telephone

written abuse       written threat (paper, e-mail/social media)

#### Physical

struck       kicked       bitten       scratched

pushed       spit       sexual       other: \_\_\_\_\_

### 3. Information of Other Person Involved:

Adult       Employee       Non-Employee       Student

Name (if known): \_\_\_\_\_

4. Injury Information

Describe injury:

Did the injury require medical treatment at a hospital?       Yes       No

Medical attention or First Aid rendered?       Yes       No

Police called?       Yes       No

Reported to Supervisor?       Yes       No

For support staff, if you missed work or sought medical attention, please fill our a WCB form.       Done       N/A

5. Details of Incident

Who was involved in incident? \_\_\_\_\_

Who witnessed the incident? \_\_\_\_\_

BEFORE: What was going on at the time? (what, where, when, etc.)

DURING: What happened? Who did what?

AFTER: How did it end? What follow-up are you aware of? Did anyone get hurt?

Any other information?

**Reflecting Back/Thinking Ahead:** What do you think needs to happen to help you feel safer at work? How can the School/Division support you?

6. Employee Signature

- This report needs to be submitted to your **Principal / Supervisor**.
- Response(s) will follow as soon as possible depending on the nature of the incident.
- See **8.98 Violence Prevention Procedure** for more details on possible responses.

This report was completed by employee.

Signature: \_\_\_\_\_

This report was completed *on behalf of employee by:* \_\_\_\_\_

Signature: \_\_\_\_\_

**PART B – Follow-Up**

- **Principal/Supervisor** must respond to all **Employee Violent Incident Reports**.
- Attempts should be made to resolve issue at the school level.
- This may involve the Principal/Supervisor **consulting** with Director of Programs and Student Services, Superintendent or ESD Safety Officer.
- Document any actions taken below.

Immediate Actions Taken (by whom, when, etc.):

Further Actions Planned (by whom, when, etc.):

Other Recommendations (longer term):

How were these responses shared with employee?

Signature of Principal/Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Others involved in investigation: \_\_\_\_\_

- If other person involved was a student, Principal must forward a copy of this completed report to Director of Programs and Student Services.
- If other person involved was an adult (employee or non-employee), Principal/Supervisor must forward a copy of this completed report to Superintendent.
- Principal/Supervisor must forward a copy of this completed report to ESD Safety Officer.

**Any further responses need to be documented below.**