



Evergreen School Division

8.98 A: Employee Violent Incident Report

(to be completed within 24 hours of incident)

The 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 on 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?
 Medical attention or First Aid rendered?
 Police called?
 Reported to Supervisor?
 For non-teaching staff, if you missed work or sought
 medical attention, please fill out a WCB form.

Yes No
 Yes No
 Yes No
 Yes No
 Not yet
 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(s):

- 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 <i>on behalf of employee</i> 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 ESD Student Services Coordinator, Superintendent / Assistant 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 ESD Student Services Coordinator.
- If other person involved was an adult (employee or non - employee), Principal/ Supervisor must forward a copy of this completed report to Assistant Superintendent.
- Principal / Supervisor must forward a copy of this completed report to ESD Safety Officer.

Any further responses need to be documented below.

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