

Workplace Violence Incident Log

Incident date: _____

Incident time: _____

Incident location: _____

Workplace violence type:

- (I) "Type 1 violence," which means 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 workers with the intent to commit a crime.
- (II) "Type 2 violence," which means workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
- (III) "Type 3 violence," which means workplace violence against an employee by a present or former employee, supervisor, or manager.
- (IV) "Type 4 violence," which means 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.

Detailed description of the incident:

Information on 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:

Information on the 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:

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:

Provide incident details here:

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; and, information about the person completing the log, including their name, job title, and the date completed:

A large, empty rectangular box with a thin black border, intended for recording the consequences of an incident, including contact with security or law enforcement, protective actions, and the identity of the person completing the log.