



ATTACHMENT A POLICY 770 THREAT/VIOLENCE REPORT

Definition of violence: "The attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that they are at risk of injury." *WorksafeBC Regulation Part 4 Section 27.*

Please print clearly. Use a separate form for each employee. If necessary, please provide additional information on a separate sheet.

School District Facility: _____ Date of Incident: _____

Exact Location of Incident: _____ Time of Incident: _____

Full Name of Employee Involved: _____

Occupation: _____

TYPE OF INCIDENT: (Check appropriate boxes)

- Assault
- Physical
- Weapon included
- Other _____
- Intimidation
- Verbal
- Written

PERSON COMMITTING ASSAULT/THREAT:

Full Name: _____

Address: _____

- Intruder
- Student
- Parent
- Staff
- Other

Name of Investigating Police Officer: _____ Police Case File No. _____

Criminal Charges Pending: Yes No

DESCRIBE INCIDENT: (include what acts or failure to act, weapons, property damage and/or conditions contributed to this incident, what persons involved said/did).

DESCRIPTION OF PERSON COMMITTING ASSAULT/THREAT: (if intruder not known and court action possible)

Male Female Age: _____ Weight: _____ Height: _____ Hair Color & Length: _____

Clothing: _____

Other identifying marks: (Scars, tattoos, birth marks, etc.) _____

WITNESSES: (if any) _____

To be completed by worker

To be completed by Administrator

ACTION TAKEN:

WORKER'S DESCRIPTION OF INJURY: (if any)

District Student Support Services Notified

Safety Officer Notified

Parent/Guardian Notified

Police Notified

Attending Physician:

Yes No

Site Staff Notified Date: _____ Time: _____

Time Loss:

Yes No

NOTIFICATION RATIONALE:

RECOMMENDATIONS: (regarding training, communication skills, building security, etc.)

COMPLETED BY: _____
Worker

REVIEWED BY: _____
Principal/Supervisor

Superintendent

Secretary-Treasurer