## **Violent Incident Log**

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involve will be omitted from this log, such as:

- Names
- Addresses physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)

Check which of the following describes the type(s) of incident, and explain in detail:

**Note:** It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- 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.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

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orkplace violence committed by: [For confidentiality, only include the classification of who committed the lence, including whether the perpetrator was a client or customer, family or friend of a client or customer, anger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other petrator.]	<u>r</u>
cumstances at the time of the incident: [write/type what was happening at the time of the incident, including not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed rking during a low staffing level, isolated or alone, unable to get help or assistance, working in a communiting, or working in an unfamiliar or new location.]	,
ere the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other are side the workplace, or other area.]	ea
nsequences 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 retaken to protect employees from a continuing threat or from any other hazards identified as a retaken to protect employees from a continuing threat or from any other hazards identified as a retaken to protect employees from a continuing threat or from any other hazards identified as a retaken to protect employees from a continuing threat or from any other hazards identified as a retaken to protect employees from a continuing threat or from any other hazards identified as a retaken to protect employees from a continuing threat or from any other hazards identified as a retaken to the incident.	sult of
clude information on what the consequences of the incident were.]	
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Were there any injuries? Yes or No. Please explain:	
dicate here if there were any injuries, if so, provide description of the injuries	

<ul> <li>Were emergency medical responders other than law enforcement contact Paramedics, On-site First-aid certified personnel? Yes or No. If yes, expla</li> </ul>	
Did the severity of the injuries require reporting to Cal/OSHA? If yes, document talong with the name of the Cal/OSHA representative contacted.	
A copy of this violent incident log needs to be provided to the employer. Indicate whom.	
This violent incident log was completed by:	
[Name of person completing this log], [Job Title of person completing this log], [D	ate this log was completed]
[Signature of person completing this log]	[Date of completion]