Rainbow District School Board

Employee Workplace Violence Report

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

WORKSITE: _____

EMPLOYEE NAME: _____ POSITION: _____

WITNESS(ES): _____

PERPETRATOR

☐ Student (specify age): _____ ☐ Board Employee ☐ Member of Public (specify): _____

TYPE OF INCIDENT

☐ Verbal Abuse ☐ Verbal Threats ☐ Punching ☐ Kicking ☐ Scratching ☐ Stalking
☐ Pinching ☐ Hair Pulling ☐ Biting ☐ Stabbing ☐ Spitting ☐ Written Threats
☐ Pushing and Shoving ☐ Smashing/Damaging Property
☐ Blocking/Restricting Movement ☐ Unwelcome Sexual Contact
☐ Other (please specify): _____

Describe antecedents and the incident.

RESPONSE

*Medical attention received ☐ Yes ☐ No First Aid obtained ☐ Yes ☐ No
WSIB forms completed ☐ Yes ☐ No Police contacted ☐ Yes ☐ No
Reported to supervisor ☐ Yes ☐ No
Other (please specify): _____
Has the perpetrator been involved in previous incidents with staff? ☐ Yes ☐ No ☐ Unknown

IMPACT OF INCIDENT ON EMPLOYEE

☐ None ☐ Employee felt threatened or frightened ☐ Employee physically injured
Other (please specify): _____

SIGNATURE OF EMPLOYEE: _____ DATE: _____

Rainbow District School Board

Employee Workplace Violence Report

SUMMARY OF FOLLOW UP ACTION TAKEN
Behaviour Safety Plan (BSP)

☐ BSP In Place ☐ BSP Needs Review ☐ BSP Required ☐ N/A

Details:

*As a result of this incident is the employee unable to perform assigned duties? ☐ Yes ☐ No

SIGNATURE OF PRINCIPAL/MANAGER: _____ DATE: _____

COPIES: Principal/Manager
Superintendent of Schools **OR** Superintendent of Business (for non-school employees)
Reporting Employee

SUPERINTENDENT'S COMMENTS

SIGNATURE OF SUPERINTENDENT: _____ DATE: _____

COPIES: Principal/Manager
Workplace Violence Prevention and Management (WVPM) Program Administrator (Designated Superintendent)
Health & Safety Officer (if * is checked)

In accordance with Section 20(2) of the Municipal Freedom of Information and Protection of Privacy Act, personal information on this form is being collected under the authority of The Education Act, Section 265(d) and 266 (2, 6, 8, 10); OSR Guideline June 1992; Violence-Free Schools Policy; and will be used for the purpose of establishing a pupil record. Questions regarding this collection should be directed to the Principal.