



VIOLENT INCIDENT REPORT

A VIOLENT INCIDENT encompasses any aggressive act that causes physical or emotional harm to a member and includes violence or any threatening statement that gives the member reasonable cause to believe there is a risk of physical or emotional harm. Intent is not a factor in determining risk to members. It does not matter that an assailant may be incapable of making a reasoned judgement prior to acting.

ETFO members who have been victims of violence at work should complete this report as soon as possible. Upon completion, send one copy to your Local President and keep one copy for your records. The purpose of the Violent Incident Report, which will be kept confidential, is to gather information about the extent and nature of such incidents, and to assist ETFO in developing strategies to improve the safety and health of ETFO members. The aggregate data will also be used to develop reports, to be submitted to your employer or other bodies, as appropriate.

PLEASE NOTE: ETFO members must also complete any incident reports required under Board policy, WSIB, etc.

1. IDENTIFYING INFORMATION

Name: _____ Local: _____

Job Title: _____ Worksite: _____

2. ASSAILANT (please check)

Student ___ Grade: ___ Parent ___ Visitor/Member of the Public ___ Other (specify): _____

Gender: _____ Age: _____

3. INCIDENT AND INJURY INFORMATION

Date of incident: _____ Time: ___ AM ___ PM

Types of Violence:

___ Pinching ___ Spitting ___ Biting ___ Pushing ___ Striking ___ Hair Pulling ___ Scratching

___ Threatening ___ Kicking ___ Sexual ___ Verbal ___ Other: _____

Location: _____

4. RESPONSE

Medical attention received? ___ Yes ___ No

First aid obtained ___ Yes ___ No

WSIB forms completed? ___ Yes ___ No

Police called? ___ Yes ___ No

Reported to supervisor? ___ Yes ___ No

Action taken: _____

5. OTHER INFORMATION

Has the assailant been involved in any previous violent incidents with staff? ___ Yes ___ No ___ Don't know

Are there any measures in place to prevent a similar incident? ___ Yes ___ No ___ Don't know

Please provide any other information you think is relevant: _____