Violent Incident Log (Offsite Employees)

Note 1: Be sure not to include any personal identifying information.

Note 2: The log is to be reviewed at least annually, when a deficiency is made apparent, and after a workplace violence incident.

Note 3: Maintain Log for a minimum of 5 years.

Note 4: Provide copy to controlling employer.

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| **Date of Violent Incident** | **Time of Violent Incident** | **Location of Violent Incident** |
|  |  |  |

**Circle Violence Type:** Type 1 (perpetrated by a person with no legitimate business; e.g. robbery)

 Type 2 (perpetrated by a customer, client, patient, visitor, etc.)

 Type 3 (perpetrated by a present or former employee, manager, supervisor)

 Type 4 (perpetrated by a person with a personal relationship with an employee; e.g. spouse)

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| **Description of Violent Incident:** |
| **Who committed the Violent Incident (client, manager, coworker, etc.):** |
| **Circumstances at time of Violent Incident (e.g. completing usual job duties, working in poorly lit areas, rushed, low staffing levels, alone, at an unfamiliar setting, etc.):** |
| **Classification of where Violent Incident occurred (e.g. workplace, parking lot, or other area):** |

**Circle Type of Incident:** Physical attack without a weapon.

 Attack with a weapon or object.

 Threat of physical force or use of weapon.

 Sexual assault or threat.

 Animal attack.

 Other, explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Consequences of Violent Incident (Whether security or law enforcement was contacted and their response. Actions taken to protect employees.):** |

**Person Completing this Log Entry:**

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| --- | --- | --- | --- |
|  |  |  |  |
| Name | Signature | Title | Date |