



## APPENDIX D: SAMPLE WORKPLACE VIOLENCE HAZARDS AND INCIDENTS LOG

### PURPOSE OF THIS TOOL

The workplace violence hazard and incident log can be used in any workplace or healthcare setting, especially those areas where a risk for workplace violence or responsive behaviours is a particular concern, and/or when many acts of aggressive behaviour and violence appear minor, repetitive, frequent, and/or unintended. The use of this reporting format encourages the workers and supervisors to report all hazards and incidents.

### WHO USES THIS TOOL

Supervisor, manager, or delegate of exposed worker

### HOW TO USE THIS TOOL

1. Workers complete the log and then initial the log in the space indicated.
2. Once the Worker has completed the log, they provide it to their supervisor who will complete and initial their section of the form as indicated, including conducting timely investigation, identifying the steps to prevent a recurrence, and indicating whether a full hazard or incident report form was completed per the workplace policy and procedures.
3. The supervisor will also notify the employer in the case of a workplace violence critical or fatal injury; or an injury causing a worker to be disabled from performing their usual work or where medical attention is required because of workplace violence, so that the Employer can comply with the necessary legal notifications to parties such as the JHSC/HSR, unions and if required the MLITSD in the legally specified time requirements.

#### ***Additional Notes:***

- Workers must report all workplace violence incidents and hazards to their supervisor, even if the incident or hazard appears minor.
- Where harmful incidents occur or potentially serious events could occur, full incident-injury reports must be completed (see [Appendix B for a Sample Workplace Violence Incident Reporting form](#)).
- Where a care recipient is involved, the workplace should continue to follow their protocols for care recipient assessment, care planning, and make changes where needed taking into consideration the findings from the hazard or incident investigation.
- The log should be available to the JHSC/HSR during workplace inspections. The JHSC/HSR have the right to know about hazards and injuries in the workplace and must be provided with relevant information from any occupational health and safety reports.
- Supervisors can use the log to share information with workers during huddles, staff meetings and safety talks or other communication opportunities.

**Workplace Violence Incident and Hazard Log**

Unit/Department:									Manager/Supervisor:										
Event No.	Date and time	Type/source of violence				Description of WP violence					Description of incident or hazard	Investigation and causes	Steps taken to prevent hazard or incident recurrence	Hazard or incident type				Full hazard or incident report was also completed	
		Perpetrator	Client/visitor	Employment	Domestic	Threat	Attempt	Physical	WPV hazard	Injury				No injury					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											



										Worker initials:	Supervisor initials:	Supervisor initials:							
											Date:	Date:	Communicated to affected staff <input type="checkbox"/>						
											Date:	Date:	Communicated to affected staff <input type="checkbox"/>						



Appendix D: Sample Workplace Violence Hazards and Incidents Log

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Worker initials:	Supervisor initials:	Supervisor initials:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
										Date:	Date:	Communicated to affected staff <input type="checkbox"/>				