



APPENDIX E: SAMPLE CARE RECIPIENT WORKPLACE VIOLENCE AND RESPONSIVE BEHAVIOUR JOURNAL LOG

PURPOSE OF THIS TOOL

Sometimes workplace violence situations or hazards occur frequently in short periods of time with the same care recipient. A situation may appear minor, but it has the potential to lead to a serious incident. Repeatedly completing formal hazard forms for very frequent hazardous situations can be time consuming and a deterrent for reporting them, thus hindering prevention efforts.

This tool can therefore be used to document information related to repetitive workplace violence situations for one care recipient.

WHO USES THIS TOOL

- Workers
- Supervisors/managers

HOW TO USE THIS TOOL

1. Once a situation or hazardous situation or pattern emerges, it should be reported to the supervisor/manager and, if applicable, the Journal Log is initiated.
2. The worker completes the log with input from the supervisor as applicable.

Additional Notes:

- If an incident causing harm occurs an incident report must be completed.
- This tool is NOT a substitute for formal or individual care recipient risk or behavioural assessments – the organization should continue to follow their protocols for individual care recipient risk assessment and behaviour care planning and make changes where needed, taking into consideration the findings from the Journal Log – see the [PSHSA Individual Client Risk Assessment Toolkit](#) for additional information.
- This Behavioural Journal Log can be attached to a formal hazard or incident report form providing care recipient confidentiality is maintained. It may also be used to augment the improvement of behaviour care plans.
- The Behavioural Journal Log must not be used to stigmatize care recipients but rather to understand the care recipient's workplace violence behaviours and triggers, if any.



Workplace Violence and Responsive Behaviour Journal Log											
Unit/Dept.:			Manager/Supervisor:				Client/Patient/Resident identifier:				
Event	Date and time	Description of workplace violence or responsive behaviour		Description of task or activity	History of violence		Triggers identified	Steps taken to prevent recurrence	Worker initials	Injury sustained?	
		- Confused - Irritable - Boisterous - Verbal threats - Physical threats - Attacking objects - Agitated / Impulsive	- Paranoid / suspicious - Substance intoxication / withdrawal - Socially inappropriate / disruptive behaviour - Body language		Yes	No				Yes	No
1					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
2					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
3					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
4					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
5					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>



Appendix E: Sample Care Recipient Workplace Violence and Responsive Behaviour Journal Log

6					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
7					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
8					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
9					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
10					<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Disclaimer: This tool is NOT a substitute for formal or clinical client/patient/resident risk or behavioural assessments. If an injury occurs, report injury to the Manager/Supervisor, seek care if required and complete a full incident report.