

APPENDIX F: SAMPLE HAZARD AND INCIDENT REPORTING TRACKING TOOL

PURPOSE OF THIS TOOL

The purpose of this tool is to provide a sample workplace violence Incident and Hazard Analysis Tool for organizations to use as part of their collective investigation of workplace violence hazards and incidents. This tool allows for the analysis and trending of workplace violence incidents/hazards for prevention recommendations and corrective actions.

This analysis should be conducted at least annually and more often if required. Workplaces may track this data manually or electronically using data collection software and leverage the information for quality improvement purposes.

The attributes presented in the tool (e.g., date, time, location, etc.) are only examples and can be revised as needed for each workplace.

Note that an Excel version of this form with dropdown menus is available online.

WHO USES THIS TOOL

The workplace must identify the person responsible for analyzing workplace violence incidents and completing the tracking tool. The person may also be responsible for overseeing incident and hazard reporting activities and documentation. Examples of responsible persons include:

- Risk Manager
- Occupational Health and Safety Professional
- Workplace Violence Prevention Program Lead
- Manager/Supervisor with Health and Safety Oversight or delegate

HOW TO USE THIS TOOL

- The person responsible should collect data for each workplace violence hazard or incident and input it into the sample tracking tool.
- The tool contains sixteen workplace violence-related attributes (e.g., date, time, location, etc.) across the top row.
- After the first row, there are fifteen rows, so fifteen different workplace violence hazards or incidents can be tracked or added into the tool (more rows can be added in the excel file if needed).
- The page after the rows can be used to summarize findings and list recommendations.
- Each incident tracked in the tool (i.e., incidents #1-15) requires its own summary and accompanying recommendations. Use the Legend at the bottom of the tool to assist with completing each cell.
- Provide a report to management and/or the JHSC/HSR. Where appropriate, make recommendations for improvement and/or recommend further investigation.

Note that when completing this tool, privacy and confidentiality standards must be considered and upheld.

WORKPLACE VIOLENCE HAZARDS AND INCIDENT REPORTING TRACKING TOOL

#	Date	Time	Dept	Incident Location	Describe Task / Situation	WPV Type 1-4	Incident / Hazard Type	WPV Description	WPV Behavior	Description of Behavior	Psychological / Physical Harm	Known Triggers	Critical / Fatal Injury	Body Part Injured	Nature of Injury	WSIB Reporting Type
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																
11																
12																
13																

14

15

Legend

<p>Describe Task / Situation</p> <ul style="list-style-type: none"> • Direct Care or Treatment • Transition of Care – receiving, escort/moving, sending • Redirecting Care recipient • Non-Care recipient care • Other - describe 	<p>Workplace Violence Type</p> <ul style="list-style-type: none"> • External Perpetrator • Care Recipient / Visitor / Family • Employment Related • Domestic 	<p>Workplace Violence Incident / Hazard Type</p> <ul style="list-style-type: none"> • Hazard – Potential for incident • No Injury Incident – No harm incidents and near misses • Injury Incident – Harmful incident 	<p>Workplace violence Description (based on OHS Act definition)</p> <ul style="list-style-type: none"> • <i>Hazard</i> – Potential of Physical Force • <i>Threat</i> of Physical Force • <i>Attempt</i> of Physical Force • <i>Physical Force</i>
<p>Workplace Violence Behaviour</p> <ul style="list-style-type: none"> • Aggressive Behaviour e.g., non-intentional • Responsive Behaviour e.g., non-intentional • Unknown or not sure 	<p>Description of Observed Behaviour</p> <ul style="list-style-type: none"> • Confused • Irritable • Boisterous • Verbal threats • Physical threats • Attacking objects • Agitated / Impulsive • Paranoid / suspicious • Substance intoxication / withdrawal • Socially inappropriate / disruptive behaviour • Body language 		<p>Psychological / Physical Harm</p> <ul style="list-style-type: none"> • Psychological Harm • Physical Harm • Both • Unknown
<p>Critical /Fatal Injury</p> <ul style="list-style-type: none"> • Yes - Critical • Yes - Fatal • No - No critical / Fatal Injury. • See OHS Act for Critical Injury Definition 	<p>WSIB Reporting Type</p> <ul style="list-style-type: none"> • Hazard • First Aid • Healthcare • Lost Time 		<p>Nature of Injury</p> <ul style="list-style-type: none"> • Bruise/Contusion • Cut/Scrape • Abrasion • Puncture Wound • Musculoskeletal Disorder • Crush Injury • Burn • Amputation • Concussion • Head Injury • Fracture • Dislocation • Internal Injury • Psychological • Other
<p>Body Part Injured</p> <ul style="list-style-type: none"> • Name body part(s) 			