

EMPLOYEE VIOLENT INCIDENT REPORT

The Pembina Trails School Division recognizes that employees have a right to a working environment free from all forms of violence. To maintain a safe environment, it is important that all incidents of violence involving staff be reported so that appropriate action and follow-up may be taken. Violent incidents include, but are not limited to, physical violence, verbal abuse, threats, harassment, theft and vandalism of personal property. The incidents may involve personal contact, written material or electronically transmitted material.

Name of Injured Person: _____ Work Site: _____

Position/Assignment: _____ Date & Time of Incident: _____

Location of Incident: _____

A. EMPLOYEE REPORT

1. Please describe the incident, in detail, including the names of persons involved and any witnesses.

2. Please describe the nature of any injury or loss you have sustained.

3. Please describe the response provided, to date, to this incident by school/divisional personnel and include the names of persons and/or agencies contacted.

B. SUPERVISOR'S COMMENTS

Supervisor Signature _____ Date _____

C. ADDITIONAL EMPLOYEE COMMENTS/OBSERVATIONS

Employee Signature _____ Date _____

D. ASSISTANT SUPERINTENDENT HUMAN RESOURCES COMMENTS

Assistant Superintendent Signature _____ Date _____

E. Do you wish to be contacted to discuss this report by:

Association/Union Officials Senior Administration Not at this time

Do you wish to have a copy of this report provided to your Association/Union President:

Yes No

Copies of this report have been provided to the following individuals:

- Employee
- Supervisor
- Assistant Superintendent Human Resources