



Portage la Prairie School Division recognizes that employees have a right to a safe working environment. To maintain this environment, it is important to report incidents of violence so that steps can be taken to increase safety.

"Violence is the attempted or actual exercise of physical force against a person and any threatening statement or behaviour that gives someone reason to believe that physical force will be used against them."

IDENTIFYING INFORMATION

Name of Employee: _____ Occupation: _____

School/Site: _____ Location of Incident: _____

Date of Incident: _____ Time of Incident: _____

Person Reporting: _____ Time of Report: _____

TYPE OF INCIDENT

Verbal/Written

- ☐ Verbal Abuse ☐ Written Abuse ☐ Threat in Person
☐ Threat by Telephone ☐ Written Threat (paper, email, social media)

Physical

- ☐ Struck ☐ Kicked ☐ Bitten ☐ Spit
☐ Scratched ☐ Pushed ☐ Sexual ☐ Other _____

INFORMATION ON OTHER PERSON INVOLVED:

- ☐ Adult ☐ Employee ☐ Non-Employee ☐ Student

Name (if known): _____

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EMPLOYEE TO COMPLETE IF THERE WAS AN INJURY

- Describe Injury: _____
 - Did the injury require medical treatment at a hospital? ☐ Yes ☐ No
 - Did the injury require First Aid? ☐ Yes ☐ No
 - Did the injury require police contact? ☐ Yes ☐ No
-

EMPLOYEE DETAILS OF THE INCIDENT:

- Who was involved in the incident?
 - Who witnessed the incident?
-

BEFORE INCIDENT: What was going on at the time? (what, where, when, etc.)

DURING THE INCIDENT: What happened? Who did what?

AFTER THE INCIDENT: How did it end? What follow-up are you aware of? Did anyone get hurt?

What other information would you like to share?

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REFLECTING AND THINKING AHEAD: What do you think needs to happen to help you feel safer at work? How can the school/division support you?

EMPLOYEE SIGNATURE(S)

- The employee shall submit this report to the principal/supervisor.

A) Employee completed this report.

Signature: _____

B) This report was completed on behalf of the employee by: _____

Signature: _____

Principal/Supervisor Description of the Investigation and Investigation Results

Immediate Actions Taken (by whom, when, etc.):

Long-Term Actions to be Taken (by whom, when, etc.)

How will immediate and long-term actions be communicated to employees and staff?

Signature of Principal/Supervisor: _____ Date: _____

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