



# Northern California Conference of Seventh-day Adventists

## Workplace Violence Incident Report Form

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### Section 1: Information About the Individual Completing This Log

Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Job Title: \_\_\_\_\_ Work Location/Phone #: \_\_\_\_\_

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### Section 2: Information About the Incident

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_ Parties Involved: \_\_\_\_\_

Classify the nature of the location: \_\_\_\_\_  
(e.g., workplace, parking lot, area outside of workplace, or other area, etc.)

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### Workplace Violence Type (Check one box):

- ☐ Type 1 – Violence committed by a person who has no legitimate business at the workplace
- ☐ Type 3 – Violence committed by a parent, student, customer, client or scheduled visitor
- ☐ Type 2 – Violence committed by a present or former employee, supervisor or manager
- ☐ Type 4 – Violence committed by a nonworker with a personal relationship with the employee

Classify the type of person committing the violence (e.g., customer/client or their family member, coworker, spouse, parent or other family member or stranger with criminal intent): \_\_\_\_\_

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### Type of Incident (Check all boxes that apply):

- ☐ Physical attack without a weapon (e.g., punching, kicking, spitting, biting, choking, grabbing or pushing)
- ☐ Attack with a weapon or other object (e.g., firearm, knife or other object)
- ☐ Threat of physical force or use of weapon or other object
- ☐ Sexual assault or threat of sexual assault, including but not limited to rape, attempted rape, physical display or unwanted verbal or physical sexual contact
- ☐ Animal attack or other type of action involved in the incident
- ☐ Other: \_\_\_\_\_

Describe the incident in detail\* (please use additional sheets as needed): \_\_\_\_\_

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\*The description must include a classification of circumstances including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed in their duties, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in a new or unfamiliar location.