



## **Steps for Employees:** **Completing a [WPVP](#) Violence Incident Report**

### **1. Address the Incident Immediately**

- If you are involved in a workplace violence incident, report it to your immediate Supervisor right away.
- If you sustained an injury, file a [Workers' Compensation Claim](#).
- Inform the **School Health Specialist and/or Company Nurse at 877-806-9917** for evaluation and further guidance.

### **2. Complete the WPVP Violence Incident Report Form\***

Obtain the Workplace Violence Incident Report (WVIR) [form](#) from your supervisor. You are responsible for completing Sections 1 through 7 of the form.

- Section 1: Individual Completing the Violence Incident Report
- Section 2: Incident Information
- Section 3: Type of Workplace Violence: Type 1 through 4
- Section 4: Classification of the Violent Individual
- Section 5: Classification of Circumstances at the time of the Incident
- Section 6: Type of Violent Incident
- Section 7: Were the police/security contacted

### **3. Submit the Completed Form to Your Supervisor**

- Your Supervisor will complete Sections 8 through 9 after they have investigated.
- Your Supervisor will notify you once the investigation is complete and will follow up on any actions or supports resulting from the incident.

### **4. Follow up**

- Upon the completion of the investigation and WVIR form, the Supervisor will determine appropriate steps, including the implementation of any necessary safety measures.
- All WVIR forms will be kept on file at District Office as required by law and district policy.

*\*All reports will be treated with the highest level of confidentiality permitted by law. Retaliation against any individual who reports workplace violence in good faith is strictly prohibited and will not be tolerated."*