



CENTRAL OKANAGAN
"Together We Learn"

THREAT/VIOLENCE REPORT

Definition of violence: "The attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes any threatening statement or behavior which gives a worker reasonable cause to believe that he or she is at risk of injury." *WorksafeBC Regulation Part 4 Section 27.*

Please print clearly. Use a separate form for each employee. If necessary, please provide additional information on a separate sheet.

School District Facility: _____ Date of Incident: _____
Exact Location of Incident: _____ Time of Incident: _____
Full Name of Employee Involved: _____
Occupation: _____

TYPE OF INCIDENT: (Check appropriate boxes)

- Assault
- Physical
- Weapon included
- Intimidation
- Other

PERSON COMMITTING ASSAULT/THREAT:

Full Name: _____
Address: _____
 Parent Student Other
 Designated Student Designation _____

Name of Investigating Police Officer: _____ Police Case File No. _____
Criminal Charges Pending: Yes No

DESCRIBE INCIDENT: (include what acts, failure to act and/or conditions contributed to this incident, what persons involved said/did).

DESCRIPTION OF PERSON COMMITTING ASSAULT/THREAT: (if person not known and court action possible)

Male Female Age: _____ Weight: _____ Height: _____ Hair Color & Length: _____

Clothing: _____
Other identifying marks: (Scars, tattoos, birth marks, etc.) _____

WITNESSES: (if any)

ACTION TAKEN:

- District Student Support Services Notified
- Safety Officer Notified
- Parent/Guardian Notified
- Police Notified
- Site Staff Notified Date: _____ Time: _____

WORKER'S DESCRIPTION OF INJURY: (if any)

Attending Physician: Yes No
Time Loss: Yes No

NOTIFICATION RATIONALE: _____

RECOMMENDATIONS: (regarding training, communication skills, building security, etc.)

COMPLETED BY: _____ **REVIEWED BY:** _____
Worker Principal/Supervisor

Director of Instruction - Student Support Services

District Health & Safety Manager

To be completed by worker

To be completed by Administrator