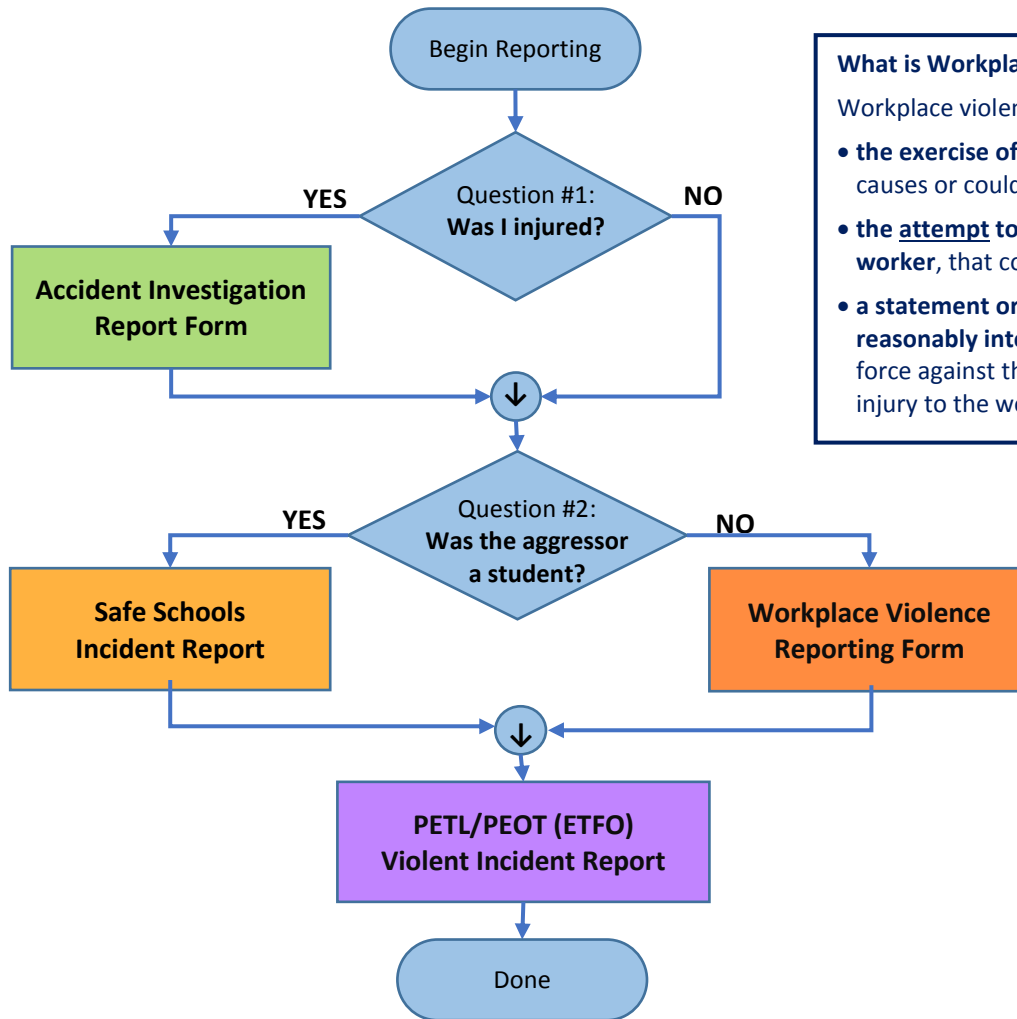


Reporting Workplace Violence

After the violent incident is over and you are safe, it is important that you report the incident. You will need to fill out at least 2 forms, possibly 3. Use this chart to help you determine which forms need to be filled out.




What is Workplace Violence?

Workplace violence is defined as any of the following:

- the **exercise of physical force** against a **worker**, that causes or could cause physical injury
- the **attempt to exercise physical force** against a **worker**, that could cause physical injury
- a **statement or behaviour that a worker could reasonably interpret as a threat** to exercise physical force against the **worker**, that could cause physical injury to the worker

Accident Investigation Report Form: All injuries, no matter how minor, should be reported to the principal. The principal will fill out the online form using the information you provide. A copy of the completed form will be sent to you, the principal, the Board office, and a PETL representative on the Multi-Workplace Joint Health & Safety Committee.

Safe Schools Incident Report: Teachers and other school employees are **legally obligated** to complete this form. A link to the form can be found by clicking on the “Quicklinks” icon  on the Board’s Intranet. Special Education or identified students are NOT EXEMPT from these reporting requirements. Please refer to the PETL memo regarding Safe Schools reporting, which can be found in the Member Secure Area of the PETL website.

Workplace Violence Reporting Form: This form can be found on the Board’s Health & Safety department intranet page.

PETL/PEOT (ETFO) Violent Incident Report: This form is only for ETFO members and is available in the [Member Secure Area](#) on the PETL website. This report will be kept confidential and is used to gather information about the extent and nature of such incidents in order to support our members who are experiencing workplace violence. The aggregate data collected from these reports will be used to help develop strategies to improve the safety and health of our members.