

Violence Incident Report Form\*

*The following items serve merely as an example of what might be used or modified by employers to help identify potential workplace violence problems.*

A reportable violent incident should be defined as any threatening remark or overt act of physical violence against a person(s) or property whether reported or observed.

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1. Date: \_\_\_\_\_ 2. Specific Location: \_\_\_\_\_  
Day of week: \_\_\_\_\_  
Time: \_\_\_\_\_  
Assailant: Female \_\_\_\_ Male \_\_\_\_

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3. Violence directed towards: \_\_\_\_ Patient \_\_\_\_ Staff \_\_\_\_ Visitor \_\_\_\_ Other  
Assailant: \_\_\_\_ Patient \_\_\_\_ Staff \_\_\_\_ Visitor \_\_\_\_ Other  
Assailant's Name: \_\_\_\_\_  
Assailant: \_\_\_\_ Unarmed \_\_\_\_ Armed (weapon)

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4. Predisposing factors: \_\_\_\_ Intoxication \_\_\_\_ Dissatisfied with care/waiting time  
\_\_\_\_ Grief reaction  
\_\_\_\_ Gang related \_\_\_\_ Prior history of violence  
\_\_\_\_ Other (Describe) \_\_\_\_\_

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5. Description of incident: \_\_\_\_ Physical abuse  
\_\_\_\_ Verbal abuse  
\_\_\_\_ Other

6. Injuries: \_\_\_\_ Yes  
\_\_\_\_ No

7. Extent of Injuries: \_\_\_\_\_  
\_\_\_\_\_

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8. Detailed description of the incident:

\_\_\_\_\_

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9. Did any person leave the area because of incident?  
\_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Unable to determine

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10. Present at time of incident:  
 Police \_\_\_\_\_  
Name of department \_\_\_\_\_  
 Hospital security officer \_\_\_\_\_

11. Needed to call:  
 Police \_\_\_\_\_  
Department \_\_\_\_\_  
 Hospital security \_\_\_\_\_

12. Termination of incident:  
Incident diffused  Yes  No  
Police notified  Yes  No  
Assailant arrested  Yes  No

13. Disposition of assailant:  
 Stayed on premises  
 Escorted off premises  
 Left on own  
 Other \_\_\_\_\_

14. Restraints used:  Yes  No  
Type: \_\_\_\_\_

15. Report completed by: \_\_\_\_\_ Title: \_\_\_\_\_  
Witnesses: \_\_\_\_\_  
Supervisor notified: \_\_\_\_\_ Time: \_\_\_\_\_

***Please put additional comments, according to numbered section,  
on reverse side of form***

\*This form was taken from: *Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers*. OSHA Publication 3148, (1996).