

## VIOLENCE AND HARASSMENT REPORTING FORM

<b>PART 1 – INCIDENT DETAILS</b> (to be completed by party reporting incident)		
Date of report		
Reporter's name		
Location of incident		
Date of incident		
Time of incident	_____   _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Victim's name		
Relationship to (co. name)		
Contact information		
Additional witnesses	<b>Name</b>	<b>Contact Information</b>
Injuries and damage	<b>Yes</b>	<b>No</b>
Were there any injuries or property damage reported?		
Medical attention/first aid obtained?		
Any time missed from work as a result of the incident?		
WSIB Form 7 submitted?	Yes	No
If "yes" to any of above provide details of injuries, property damage, treatment and/or repairs.		

**PART 2 – DESCRIPTION OF INCIDENT** (to be completed by party reporting incident)

In your own words, please provide detailed description of the incident based on what you experienced or was reported to you and other pertinent information.

Describe immediate actions taken (e.g., contacted supervisor, told Respondent to stop behaviour, called 911, etc.).

**Describe your recommendations for corrective and preventive actions, if any.**



Reporter's signature

**PART 3 – INVESTIGATION INTERVIEWS** (to be completed by Investigator)

Interviews with victim, alleged perpetrator and witness shall be conducted where possible. Where such interviews are not conducted this report shall indicate why.

Name of person interviewed

Event role (victim, alleged perpetrator or witness)

Person conducting the interview

Date of interview

**Interview Notes**

**PART 4 – OTHER INFORMATION PERTINENT** (to be completed by Investigator)

Identify pertinent information possibly including but not limited to:

- Police report
- Violence risks and controls from risk assessment
- Past incidents
- Worker training

**PART 5 – INVESTIGATION CONCLUSIONS** (to be completed by Investigator)

***Based on the evidence revealed on investigation, it is the opinion of the investigator that:***

<b><i>the reported incident of</i></b> (circle one)	workplace violence	workplace harassment	workplace sexual harassment
<b><i>was</i></b> (circle one)	adequately substantiated	not adequately substantiated	fabricated with malicious intent
Additional comments from Investigator			

**PART 6 – CORRECTIVE AND PREVENTIVE ACTIONS** (to be completed by Investigator)

<b>Actions</b>	<b>Responsible</b>	<b>Target Date</b>	<b>Completion Date</b>

<b>PART 7 – COMMUNICATION OF RESULTS</b>			
<b>Party</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Investigator			
Victim			
Alleged perpetrator			