

Workplace Violence Incident and Hazard Reporting Flowchart

*See the complete Workplace Violence Prevention Plan in the Employee Compliance Handbook on the SCCOE Intranet.



Immediately report all workplace violence incidents (threat or use of physical force) and/or potential workplace hazards (danger or risk) through any (or all) of the following methods:

<ul style="list-style-type: none"> • Supervisor • Emergency Preparedness, School Safety & Security Administrator, and/or • Manager, Risk & Liability 	<p>Anonymous Workplace Violence Report at: Anonymous Workplace Violence Report Form</p>	<p>Call 9-1-1 to contact emergency personnel (police/fire/paramedic)</p>
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The Division designee; the Emergency Preparedness, School Safety & Security Administrator; and/or the Manager, Risk and Liability will conduct a Post-Incident Response and Investigation.

The Division designee; the Emergency Preparedness, School Safety & Security Administrator; and/or the Manager, Risk and Liability will conduct a timely review of the reported concern. Safety hazards that pose a threat of injury, illness or death will be resolved immediately. SCCOE also conducts bi-annual periodic inspections to identify and correct potentially unsafe conditions and work practices.

Every workplace violence incident will be documented in the Record of Workplace Violence Incident Investigation and the Violent Incident Log. The Record of Workplace Violence Incident Investigation and the Violent Incident Log will not include any identifying information of the person(s) involved in a violent incident.

If an imminent workplace hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Emergency personnel (police/fire/paramedic) will be contacted as needed.

All corrective actions taken will be documented in the Record of Workplace Violence Incident Investigation and the Violent Incident Log.

Every workplace hazard and correction will be documented in the Record of Workplace Hazard Identification.

The employee(s) will be informed of the results of the investigation/evaluation and any corrective actions to be taken.

Additional Workplace Violence Prevention Training will be provided as needed following an incident and/or hazard identification.

At a non-SCCOE worksite/school, if any SCCOE employees experience a workplace violence incident or a workplace hazard is reported, SCCOE shall investigate the incident/hazard, complete the appropriate Records/Log, and coordinate with the host site as necessary.