WORKPLACE VIOLENCE INCIDENT LOG
2024

Log of Workplace Violence Incidents

Year: 2024

- **Violent incident logs will be maintained for seven (7) years.** Information recorded is based on information provided by the employees who experienced the incident, witness statements, and all other investigation findings
- **No element of personal identifying information** sufficient to allow identification of any person involved in a violent incident, such as names, addresses, email addresses, telephone numbers, social security numbers, or other information that, alone or in combination with other information, reveals the person's identity will be noted.
- **The log will be made available to employees and their representatives**, upon request and without cost, for examination and copying withing 15 days of a request

California Institute of Technology (Caltech)

	Date / Time		Who Committed the Violent Act		Location of Incident		Workplace Violence Type			Type of Incident	Circumstances of the Incident (mark all that apply)									Consequences of the Incident									Person Completing Report			
Incident No.	Date of Incident MM/DD/YYYY	Time of Incident /a.m./p.m.	Select one	Additional Info	Select one	Additional info	Select one	Additional Info	Workplace Violence Category - Select from Drop Down Type 1-4	Select from the drop down if any of the following were involved	Usual Job Duties	Poorly lit Area	Employee was Rushed	Low Staffing Level	Isolated/ Alone	Unable to get help	Community Setting	Unfamiliar Location	Describe the Incident	Contacted Emergency Services/Law Enforcement (Yes/No)	If contacted, what was their response?	Emergency Medical responders contacted (fire dept, paramedics)? (Yes/No)	If contacted, what was their response?	Was anyone injured? (Yes/No)	If injured, provide a description.	If injured did severity require Cal/OSHA reporting?	If reported, list date, time, and Cal/OSHA representative contacted	Actions taken to protect employees from continuing threat or hazard (describe):	Name	Job Title	E-Signature/ Confirm Completion	Date Completed
									No incidents reported as of 7/11/24																								

Other:

Type 1 violence means workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workpalce or approaches workers with the intent to commit a crime.
Type 2 violence means workplace violence directed at employees by customers, clients, patients, students, inmates , or visitors
Type 3 violence means workplace violence against an employee by a present or former employee, supervisor, or manager
Type 4 violence means workplace violence committed in teh workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee

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