

Sample 2

The following items serve merely as an example of what might be used or modified by employers in these industries to help prevent workplace violence.

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.

1. **Date:** _____ Day of Week: _____ Time: _____ Assailant: Female Male

2. **Specific Location:** _____

3. **Violence Directed Toward:** Patient Staff Visitor Other

Assailant: Patient Staff Visitor Other

Assailant's Name: _____

Assailant: Unarmed Armed (weapon)

4. Predisposing Factors:

Intoxication Dissatisfied with Care/Waiting Time

Grief Reaction Prior History of Violence

Gang Related Other (Describe) _____

5. **Description of Incident:** Physical Abuse Verbal Abuse Other

6. **Injuries:** Yes No

7. **Extent of Injuries:** _____

8. **Detailed Description of the Incident:** _____

9. Did Any Person Leave the Area because of Incident?

Yes No Unable to Determine

10. Present at Time of Incident:

Police Name of Department: _____

Hospital Security Officer

11. Needed to Call:

Police Name of 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.

Source: Reprinted with permission of the Metropolitan Chicago Healthcare Council, *Guidelines for Dealing with Violence in Health Care*, Chicago, IL, 1995.