

Violent Incident Reporting Process

- Any concerns should be immediately reported to the Principal/Supervisor.
- If there is an incident, a Violent Incident Report Form is to be filled out and given to the Principal/Supervisor. (Teachers should e-mail a copy to the VIWTU President.)
- If there is an incident and an injury occurs, the employee must report to First Aid first, which will start the flow of paperwork required for WorkSafeBC (three business days for all reports).
- The Principal/Supervisor will conduct an investigation, in consultation with the person involved and with the help of a member(s) of the OH&S Committee.
- Appropriate action will be taken (see last page of report) which may include a safety plan or a threat assessment.
- All Violent Incident Reports involving teachers are reviewed at each WRC meeting.
- All Violent Incident Reports are reviewed by the District OH&S Committee.