

Completed by:

- P/VP or Supervisor,
- Worker with knowledge and/or JOHS Worker Rep

If worker or JOHS Worker Rep not available they will review and sign as they become available.
 -Complete preliminary within 2 working days and full within 20 calendar days.

Form 2



Violence Risk Assessment/Incident Investigation

Date:	School/Site:	P/VP or Supervisor:
Worker:	Title:	JOHS Worker Rep:
Aggressor's Name: _____		
<input type="checkbox"/> Student DOB: _____ Grade: ____ <input type="checkbox"/> Parent <input type="checkbox"/> Other _____		
Existing Worker Safety Plan (Form 3): Y / N		

Documentation – Sequence of Events (including preceding incident)

Preliminary Incident Description (complete within 2 working days):
Full Incident Description (complete within 20 calendar days):

same as preliminary

Assessed Risk Level (Baseline)

Intensity of Behaviour				Exposure to Behaviour (Incl. threats)	
If an incident has occurred, how severe was the injury? (circle risk level)				How often are incidents likely to occur?	
Physical		Emotional/Physiological		Frequency	
High	resulted in hospitalization or lost time >5 days	High	felt imminent threat/risk of violence resulted in lost time	High	at least once a week up to once or more per day
Moderate	resulted in moderate injury that required medical aid or time loss <5 days	Moderate	felt ongoing impact	Moderate	at least once a month up to once a week
Low	resulted in a minor injury such as a bruise or scratch, site first aid administered	Low	felt uncomfortable/unsafe	Low	at least once a year up to once a month
None	no physical injury	None	felt no impact	None	no previous incidents known

* If physical and/or emotional risk level is moderate or high DVRA will be conducted with District support

Date(s)/Time(s) of exposure to risk	Date(s): _____ Time(s): _____
Who is at risk?	<input type="checkbox"/> All Staff <input type="checkbox"/> EAG/DEA/EAP <input type="checkbox"/> YFC <input type="checkbox"/> P/VP/Manager <input type="checkbox"/> Teacher <input type="checkbox"/> Custodian <input type="checkbox"/> Bus Driver <input type="checkbox"/> TOC <input type="checkbox"/> Spareboard EA <input type="checkbox"/> Clerical <input type="checkbox"/> Other _____
Where are workers at risk? (Describe specific locations in workplace)	<input type="checkbox"/> All areas in workplace <input type="checkbox"/> School grounds/playground <input type="checkbox"/> Classroom <input type="checkbox"/> Library <input type="checkbox"/> Gym <input type="checkbox"/> Shop/Lab Class <input type="checkbox"/> Field Trip <input type="checkbox"/> Other _____
When are workers at risk?	<input type="checkbox"/> Time of Day: _____ <input type="checkbox"/> Working Alone <input type="checkbox"/> During Specific Activities: _____

Form 2 (cont'd)



Violence Risk Assessment/Incident Investigation

Worker Group: GVTA CUPE 382 CUPE 947 ASA OTHER _____

Date of incident: _____ Time: _____

Witnesses: none

Name: _____ Title: _____ Name: _____ Title: _____

<p>Preliminary Contributing Factors/History/Background</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Preliminary Root Cause(s)/Antecedent to Event</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Full Contributing Factors <input type="checkbox"/> same as preliminary</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Full Root Cause(s) <input type="checkbox"/> same as preliminary</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Preliminary Corrective Actions (complete within 2 working days)	Person Responsible	Action Date	Status
1.			
2.			
3.			
4.			
Full Corrective Actions <input type="checkbox"/> same as preliminary			
1.			
2.			
3.			
4.			

Recommendations to be completed by: _____ (Month/Day/Year)

Parties involved in investigation:

P/VP or Supervisor: _____
 Name / Signature Date

JOHS Worker Rep: _____
 Name / Signature Date

Other: _____
 Name / Signature Date

Provide copies to: - Associate Superintendent (via email) - P/VP/Supervisor - HR (mpledger@sd61.bc.ca) - District Behavioral Consultant (dmarchant@sd61.bc.ca) - Worker and JOHS (**redacted**)

Revised: January 2019

Reviewed: March 2020