



School District 5 (Southeast Kootenay) Violence/Threat Report Form

This form is to be used by workers to report incidents of violence/threats and submit to the employer.

Name and contact information of person who received the threat or act of violence (if multiple people feel threatened or the victim of an act of violence, please fill out forms individually)

Name(s) of person(s) who conducted the threat and/or act of violence

Personal Statement

Please describe in as much detail as possible the violence/threat incident(s), including:

- the names of the parties involved
- any witnesses to the incident(s)
- the location, date, and time of the incident(s)
- details about the incident(s) (behaviour and/or words used)
- any additional details that would help with an investigation.

Attach any supporting documents, such as emails, electronic communications, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, should also be submitted.

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Signature of employee

Date

Note: The use of this form does not preclude, nor dissuade the rights of an employee in filing a WorkSafe claim

Upon completion, please forward a copy to:

Your Supervisor/Principal,
IEP Manager, if applicable,
District Health and Safety Officer, School Board Office, and
Your Association Representative (CFTA, CUPE, PVPA, etc.)