
Incident Reporting, Investigation, and Follow-up

All incidents must be **reported immediately** to one's supervisor or the Human Resources Director. The Administrator must then be notified immediately. An incident form will be completed and confidentiality will be respected.

The facility will contact the local police if necessary, determine if work area where disturbance occurred is safe and ensure the safety of others remaining in the area, and secure the area.

An **investigation** will occur immediately for all incidents and near misses. The investigation should:

- Collect facts on who, what, when, where and how the incident occurred
- Record information
- Identify contributing causes
- Recommend corrective action
- Encourage appropriate follow-up
- Consider changes in controls, policies, etc.

Follow-up will include meeting employee medical and psychological needs following an incident of workplace violence through usage of the Employee Assistance Program (EAP.)

Recordkeeping

Any injury that requires more than first aid, results in loss of consciousness, requires modified duty, or results in lost time from work must be logged on the OSHA 300 log, Injury and Illness Log.

An employee death resulting from an employment accident or illness caused by or related to a workplace hazard, or the hospitalization of three or more employees resulting from an employment accident or illness caused by a workplace hazard must be orally reported to OSHA within eight hours.

All minutes of the safety meetings, Threat Assessment Team meeting minutes, inspection reports, employee security surveys, and employee training records will be maintained.

Sources

<http://www.osha.gov> "Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers" and "Hospital eTool, HealthCare Wide Hazards-Workplace Violence."

<http://www.osha.gov>, "Workplace Violence, Issues in Response" Report, Critical Incident Response Group, National Center for the Analysis of Violent Crime, FBI Academy.