### Log of Workplace Violence Incidents

<table>
<thead>
<tr>
<th>No.</th>
<th>Date of Incident</th>
<th>Time of Incident</th>
<th>Type of Incident</th>
<th>Usual Job Duties</th>
<th>Poorly lit Area</th>
<th>Employee was Rushed</th>
<th>Low Staffing Level</th>
<th>Isolated/Alone</th>
<th>Unable to get help</th>
<th>Community Setting</th>
<th>Unfamiliar Location</th>
<th>Contacted Security/Law Enforcement (Yes/No)</th>
<th>Emergency medical responders contacted (fire dept, paramedics) (Yes/No)</th>
<th>Was anyone injured? (Yes/No)</th>
<th>If injured, provide a description.</th>
<th>If injured did severity require Cal/OSHA reporting?</th>
<th>Actions taken to protect employees from continuing threat or hazard (describe):</th>
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</table>

**No incidents reported as of 7/11/24**

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1. **Violent incident logs will be maintained for seven (7) years.**
2. Information recorded is based on information provided by the employees who experienced the incident, witness statements, and all other investigation findings.
3. The log will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 days of a request.

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**Cal/OSHA Reporting Requirements:**

- Information recorded is based on information provided by the employees who experienced the incident, witness statements, and all other investigation findings.
- Information that could harm an employer or employee is not recorded.
- The log will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 days of a request.

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**Violence Categories:**

- **Type 1 violence** means workplace violence committed by a person who has no legitimate business at the workplace and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
- **Type 2 violence** means workplace violence directed against employees by customers, clients, patients, students, inmates, or visitors.
- **Type 3 violence** means workplace violence against an employee by a present or former employee, supervisor, or manager.
- **Type 4 violence** means workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

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**Violence Incidents Log:**

- Violent incidents will be logged for seven (7) years.
- Information recorded is based on information provided by the employees who experienced the incident, witness statements, and all other investigation findings.
- No element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as names, addresses, email addresses, or other information that, alone or in combination with other information, would make a person's identity known, will be noted.
- The log will be made available to employees and their representatives, upon request and without cost, for examination and copying within 15 days of a request.

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**Workplace Violence Incident Log 2024**

- **California Institute of Technology (Caltech)**
- **Year:** 2024

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**Additional Information:**

- **Circumstances of the Incident (mark all that apply):**
  - Person Completing Report
  - Who Committed the Violent Act
  - Location of Incident
  - Date/Time
  - Consequences of the Incident
  - Workplace Violence Type

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**Updated 7/11/2024**