## Log of Workplace Violence Incidents

**California Institute of Technology (Caltech)**

<table>
<thead>
<tr>
<th>Incident No.</th>
<th>Date of Incident MM/DD/YYYY</th>
<th>Time of Incident /a.m./p.m.</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>
</tr>
</thead>
</table>

**Circumstances of the Incident (mark all that apply)**

- [ ] Violent incident reported to security
- [ ] Violent incident reported to law enforcement
- [ ] Violent incident reported to Cal/OSHA

**Actions taken to protect employees from continuing threat or hazard (describe):**

- [ ] 

**Contacted Security/Law Enforcement (Yes/No):**

- [ ] Yes

**If contacted, what was their response?**

- [ ] 

**Emergency medical responders contacted (Yes/No):**

- [ ] Yes

**If contacted, what was their response?**

- [ ] 

**Was anyone injured? (Yes/No):**

- [ ] Yes

**If injured, provide a description.**

- [ ] 

**If injured, did severity require Cal/OSHA reporting?**

- [ ] Yes

**If reported, list date, time, and Cal/OSHA representative contacted:**

- [ ] 

**Type 1 violence means workplace violence committed by a person who has no legitimate business at the workplace, and includes acts committed by anyone who enters the workplace or approaches workers with the intent to commit a crime.**

**Type 2 violence means workplace violence directed at 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.**

Violent incident logs will be maintained 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.

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.

No element of personal identifying information sufficient to allow identification of any person involved in a violent incident, such as names, addresses, email addresses, phone numbers, social security numbers, or other information that, alone or in combination with other information, reveals the person's identity will be noted.

Other:

- [ ] 

- [ ] 

- [ ] 

- [ ] 

- [ ] 

- [ ] 

- [ ]