Violent incident reporting process

Violent incident occurs

↓

Report to: administrator (6A Form),
health and safety rep, first aid attendant

↓

Report to WorkSafeBC through
Teleclaim: 1-888-WORKERS
(Remember, injuries are not only physical)

↓

See your doctor

↓

Investigation by members of JH&S committee

↓

Risk assessment for all workers associated with violent person –
by members of the joint committee and affected workers

↓

Recommendations for corrective action go to employer in writing

Prevention plan created from risk assessment—by members of joint committee and affected workers

↓

All affected workers trained in the plan

Plan for regular reviews of the plan

Plan to train workers after regular school breaks, e.g. new semester/term

Plan to train all new workers

↓

Prevention plan posted where on-call workers have access and can receive training