

Incident Log

California Workplace Violence Prevention Law - Sample Violent Incident Log

This form is designed to meet requirements for an employer's violent incident log required under California's Workplace Violence Prevention Law (WVPL) as of July 1, 2024. Under the WVPL, employers must record information in a violent incident log for every workplace violence incident that occurs in their employees' workplaces.

Completed workplace violence incident logs, along with any violent incident investigation records or hazard identification, evaluation and correction records, must be kept for a minimum of five years. Employers must also make all WVP-related records available to employees and their representatives upon request and without cost for examination and copying within 15 calendar days of a request.

Use the spaces provided below to record the required information. Add additional spaces as needed for responses.

| Company Information | |
|---------------------|--|
| <i>Company Name</i> | <i>Address</i> |
| <i>Phone Number</i> | <i>Location of Incident (If Different Than Address Listed Above)</i> |

| Incident Reported By | | |
|----------------------|---------------------|------------------|
| <i>Full Name</i> | <i>Today's Date</i> | <i>Job Title</i> |
| <i>Phone Number</i> | <i>Email</i> | <i>Address</i> |

Prepared by Arch Insurance

This sample form is of general interest and is not intended to apply to specific circumstances. It does not purport to be a comprehensive analysis of all matters relevant to its subject matter. The content should not, therefore, be regarded as constituting legal advice and not be relied upon as such. In relation to any particular problem which they may have, readers are advised to seek specific advice. Further, the law may have changed since first publication and the reader is cautioned accordingly. © 2024 Zywave, Inc. All rights reserved.

Incident Details

| <i>Date of Incident</i> | <i>Time of Incident</i> | <i>Location/Area the Incident Occurred</i> |
|-------------------------|-------------------------|--|
| | | |

Incident Circumstances

Alleged Victim's Relationship to Alleged Perpetrator

- Client or customer
- Family or friend of a client or customer
- Co-worker, supervisor or manager
- Stranger with criminal intent
- Peer (employee)
- Partner or spouse
- Parent or relative
- Other:

Circumstances at the Time of the Incident, Including Whether the Alleged Victim Was:

- Completing usual job duties
- Working in poorly lit areas
- Rushed
- Working during a low staffing level
- Isolated or alone
- Unable to get help or assistance
- Working in a community setting
- Working in an unfamiliar or new location
- Other:

Describe the Type of Incident, Including Whether It Involved:

- A physical attack without a weapon, such as:
 - Biting Kicking Pulling
 - Choking Punching Scratching
 - Grabbing Slapping Spitting
 - Hair Pulling Pushing Other:
- An attack with a weapon or object
- Threat of physical force or threat of the use of a weapon or other object
- Sexual assault or threat, such as rape, attempted rape, or physical display of unwanted verbal or physical sexual contact
- Animal attack
- Other:

Incident Description

What Was Said, What Was Done, the Sequence of Events, Etc.

Consequences of the Incident

Was Security or Law Enforcement Contacted, What Actions Has the Employer Taken to Further Protect Employees From Future Harm, Etc.?