

Workplace Violence Reporting

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Workplace Violence Incident Reporting

Any act or threat of physical violence, harassment, intimidation or other threatening disruptive behavior that occurs at the worksite should be reported in one of the following methods:

- Calling the Emergency Hotline (855)229-4911, Option 4 or
- Electronic reporting via Survey Solutions
 - Start Activity > Crisis Ops & Asset Protection > Workplace Violence Incident Intake. "Submit" report after completion.

Whether reporting via phone call or electronic process, the following incident types will be requested. Please

1. **Type 1 - "No legitimate business at the workplace"** is committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
2. **Type 2 - "Customer/Client/Visitor"** is directed at employees by customers, clients or visitors.
3. **Type 3 - "Employee/Former Employee"** is against an employee by a present or former employee, supervisor or manager.
4. **Type 4 - "Violence by outsider linked to an employee"** is 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.

Additional Reporting Requirements:

- Leaders can open an ER case by calling (866) 692-2947
- If incident results in an injury, call Emergency Hotline (855) 229-4911, Option 1

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