

City of Winston-Salem Workplace Violence Reporting Form

Complete each section thoroughly. Ask the supervisor to whom you reported this incident of workplace violence to explain any part which is not clear to you. Please write anything which you believe will help the city respond to this situation.

Report filed by: _____ Employed in: _____
Date completed: _____
Date supervisor notified: _____
Name of supervisor notified: _____

Name of person acting violently or making threats: _____

Is this person an employee -- or a citizen? (check one)

Location and date of incident: _____

What verbal threats were made?

What physical actions accompanied the verbal threat?

What weapons were used? Were tools, furniture, or any other items used as weapons?

Who else was present?

What began the situation that included the act or threat?

How did you respond?

If the person who was acted against or threatened was present, how did he/she respond?

Who physically reacted to the situation and what did they do?

Has this happened before? When and where? Was it reported?

What action do you feel should be taken?

Supervisor: If the incident involves a non-employee, complete, sign, place a copy in your files and forward to the Workplace Violence Team Chair. If the incident involves an employee but is immediately resolved (i.e., a fight resulting in termination or an incident of harassment with employee counseled by supervisor), place a copy in your files and send to Human Resources with other documentation of action taken.

Signature of Reporting Employee:

Date:

Signature of Supervisor Notified:

Date:

Policy on Violence in the Workplace 12/01/99 updated 5/06/03

cc: Julie Carter (Risk Management), Marquis Barnett (HR), and Angela Carmon (City Attorney)

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