

Abuse and Violence Reporting Checklist

Violence: any act that results in injury or threat of injury, real or perceived, by an individual, including but not limited to; acts of aggression (whether intentional or not), verbal or written threats, or vandalism of personal property.

If you experience violence or abuse in your workplace:

1. Report the incident to your immediate supervisor.
2. Seek medical treatment if necessary (it's the employer's responsibility to recommend this measure immediately).
3. Document the incident using your employer Incident Reporting Process.
4. Notify your immediate supervisor if you need to leave the facility.
5. Report the incident as a work related injury to WCB. Even if there is not a loss time result, physiotherapy and psychological treatment may be necessary post incident.
6. Ensure your workplace union representative is aware of the incident, so they can work with you on the report and review process.
7. Speak to your manager about the need to seek critical incident or trauma counseling.
8. Ensure the employer gets back to the nurse(s) as soon as reasonably possible to discuss ways to avoid future incidents of abuse, violence and/or aggression. Incident de-briefs should/can include the nurse, union representative and employer reps such as manager, Occupational Health Professional, Human Resources.

Contact the MNU Violence Free Health and Safety Hotline 1- 877- 942- 0805 and report the incident.