Use this form to document student/worker interactions that involve physical force that could cause injury to a worker or any threatening statement/behaviour that gives a worker reasonable cause to believe that he/she is at risk of injury.

<table>
<thead>
<tr>
<th>Location/Facility</th>
<th>Date of Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exact Location of Incident</td>
<td>Time of Incident</td>
</tr>
<tr>
<td>Worker Involved (Full Name)</td>
<td>Worker’s Job Title</td>
</tr>
<tr>
<td>Student Involved (Full Name)</td>
<td>Student’s Grade</td>
</tr>
</tbody>
</table>

**Incident Section to be completed by Worker Involved**

**Type of Incident**
- □ Physical Interaction
- □ Verbal Threat
- □ Violent Assault
- □ Intimidation
- □ Weapon Involved
- □ Other

**Incident Description**
Initiated by:
- □ Transition between locations
- □ Change in routine/activity
- □ Reaction to request
- □ Other (please describe)

**Brief Summary of Incident**

**Witness Names (if any)**

**Report and Recommendation Section to be completed by Administrator**

**Worker Injury**
Did worker sustain an injury requiring First Aid (FA), medical treatment beyond FA, or time away from work?
- □ No
- □ Yes, I will complete and submit an Incident Investigation Report (IIR) to Health & Safety within 24 hours

Briefly describe nature of injury (body area/type of injury):

**Recommendations to prevent reoccurrence**
- □ Review student antecedents
- □ Review IEP
- □ Review Behaviour Plan/Risk Reduction Plan
- □ Worker Training: □ CPI □ Restitution □ other
- □ Communication: □ Parent □ District team □ other
- □ School Based Team Meeting
- □ Facility/Equipment: □ building security □ 2way radio

**Additional Comments**

**Notifications made by Administrator**
- □ District Student Support Services Notified
- □ District Health and Safety Notified
- □ Joint Site Safety Committee Notified
- □ Parent/Guardian Notified
- □ School Staff Notified  Date ___________ Time ________
- □ Police Notified

**Signature of Principal/Supervisor**

Send to: 1) Health & Safety - scan/email to healthandsafety@saanichschools.ca or fax to 250-652-7391
2) Joint Health & Safety Committee