

Violent Incident Reporting Process

Violent incident occurs

Report to: administrator 6A Form, health and safety rep, first aid attendant
Save: 6A Form copy for yourself
Send: copy to hs@surreyteachers.org

**Report to WorkSafeBC through
Teleclaim: 1-888-WORKERS**
(Remember, injuries are not only physical)

See your doctor

Investigation by members of JOH&S committee

Risk assessment for all workers associated with violent person
by members of the joint committee and affected workers

Recommendations for corrective
action go to employer in writing

Safety plan created from risk
assessment by members of the joint
committee and affected workers

All affected workers
need to be trained
in the plan (read
and understand
the Safety Plan)

Safety Plan must
be reviewed
regularly

If the Safety plan review is
a result of an incident the
student must stay home
until the plan is reviewed
and updated

If the Safety plan
requires Low Arousal
Training, must be done
before working with
the child (Inservice)

Prevention plan posted where on call workers have access and can receive training