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## VIOLENT INCIDENT INVESTIGATION Addendum B

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The Human Resources Department / Designee will complete the investigation into the violent incident. Further investigation and resolution of the incident is expected within seven (7) days in addition to submitting a copy of the completed investigation to Human Resources / Designee.

### Incident Analysis To Be Completed by Human Resources / Designee

Has this type of incident occurred before at the workplace?  Yes  No

What were the main factors that contributed to the incident?

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What could have prevented or at least minimized the damage caused by this incident?

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### Post-Incident Response

- Yes  No Did the employee(s)/Contractor require medical attention as a result of the incident?
- Yes  No Did the employee(s) miss work as a result of the incident?
- Yes  No Did the employee(s) apply for workers' compensation?
- Yes  No Was security contacted?
- Yes  No Was immediate counseling provided to affected workers and witnesses?
- Yes  No Was critical incident debriefing provided to all affected staff / contractors who desired it?
- Yes  No Was post-trauma counseling provided to affected staff who desired it?
- Yes  No Was all counseling provided by a professional counselor?

Has there been follow-up with the employee(s)/Contractor(s)

Yes  No

Are there modifications to be made to WVPP to reflect updated practices?

Yes  No

Describe updates to WVP \_\_\_\_\_

Investigation completed by: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_