## Appendix D–3:
Unit Workplace Violence Incident or Accident Analysis Collection Tool *(OSACH 2006)*

Unit Name:

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Classification of Violence</th>
<th>Accident Type</th>
<th>Nature of Injury</th>
<th>Incident Type</th>
<th>Location</th>
<th>Work Activity</th>
<th>Other Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dept</td>
<td>Type I Type II Type III Type IV</td>
<td>Near Miss/Hazard First Aid Medical Aid Lost Time Days Lost Claim Cost Nature of Injury Incident Type Location Work Activity Other Factors</td>
<td></td>
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</tbody>
</table>

### Legend:

**Classification:**

- **Type I:** Perpetrator has no relationship to organization
- **Type II:** Client to staff; staff to client
- **Type III:** Worker to worker
- **Type IV:** Personal relationship to worker (domestic violence)

**Accident Type**

- 1. Near Miss/Hazard: no employee injury/illness – potential for injury
- 2. First Aid: Employee incurred an injury/illness, but did not require medical attention beyond first aid
- 3. Medical Aid: employee incurred and injury/illness and sought medical attention from a treating practitioner
- 4. Lost Time: employee lost time from work beyond initial day of accident.

**Nature of Injury:**

- 1. Strain or sprain
- 2. Cut or laceration
- 3. Contusion
- 4. Bite
- 5. Pinch
- 6. Psychological

**Incident Type:**

- 1. Threat
- 2. Physical Assault
- 3. Verbal Abuse
- 4. Discrimination or harassment
- 5. Carrying a weapon
- 6. Robbery, arson, vandalism

**Location:**

- 1. Client care area
- 2. Parking lot or walkway
- 3. Public areas on-site
- 4. Restricted areas on-site
- 5. Community
- 6. Client’s home

**Work Activity:**

- 1. Client Care
- 2. Emergency response team
- 3. Support work functions
- 4. Reception work
- 5. Working alone in remote location
- 6. Communicating with family or visitors