



NAVIGATOR COMPLIANCE

# Sample Incident Report Form

## Workplace Violence Incident Report Form

Employers are required to keep a log of violent incidents in the workplace. Use this sample form to capture all required data points in a consistent, compliant format.

1. **Date & Time of Incident:** \_\_\_\_\_
2. **Location of Incident:** \_\_\_\_\_
3. **Type of Incident:** (☐ Threat ☐ Physical Assault ☐ Harassment ☐ Other)
4. **Individuals Involved:**
  - Employee(s): \_\_\_\_\_
  - Other Party (visitor, patient, customer, etc.): \_\_\_\_\_

5. **Description of Incident (facts only):**

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6. **Immediate Response/Action Taken:**

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7. **Witnesses:** \_\_\_\_\_

8. **Follow-up Measures Planned/Completed:**

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9. **Reported By (Name & Title):** \_\_\_\_\_

10. **Supervisor Review:**

- Signature: \_\_\_\_\_
- Date: \_\_\_\_\_

*Employers must retain incident logs for at least five years. This sample is provided for informational purposes and should be adapted to your workplace.*

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