



San Francisco Bay University Policy on Workplace Violence Prevention Program

Category: Campus Operations

Responsible Office: Campus Operations/Human Resources

Responsible Administrator: Human Resources Director

Responsible Emergency Response Lead: Director of Campus Operations

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Policy Summary

The San Francisco Bay University Workplace Violence Prevention Plan (WVPP) addresses the [hazards known to be associated with the four types of workplace violence as defined by Labor Code \(LC\) section 6401.9.](#)

Definitions

- a. **Emergency** - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.
- b. **Engineering controls** - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.
- c. **Inspection** - an organized examination of a workplace to ensure compliance with safety and health regulations. It typically involves a compliance officer reviewing conditions, practices, and records to identify any hazards that could harm employees.
- d. **Log** - The violent incident log is required by LC section 6401.9.
- e. **Plan** - The workplace violence prevention plan is required by LC section 6401.9.
- f. **Serious injury or illness** - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.
- g. **Threat of violence** - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.
- h. **Workplace violence** - Any act of violence or threat of violence that occurs in a place of employment. It includes, but is not limited to, the following:
 - **Type 1 violence** - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.
 - **Type 2 violence** - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.
 - **Type 3 violence** - Workplace violence against an employee by a present or former employee, supervisor, or manager.
 - **Type 4 violence** - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

- i. **Work practice controls** - Procedures and rules used to reduce workplace violence hazards effectively.

Responsibilities

The WVPP administrator is the Human Resources Director and has the authority and responsibility for implementing the provisions of this plan for San Francisco Bay University.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Sheri Boscaro	Chief Financial Officer	Ms. Boscaro will review the final plan and any changes that must be implemented.	510-803-SFBU (7328) ext. 140	sheri.boscaro@sfbu.edu
Newsha Firoozye	Human Resources Director	Responsible for employee involvement and training; Newsha or her designee organizes safety meetings, updates training materials, and handles any reports of workplace violence.	510-803-SFBU (7328) ext. 110	newsha.firoozye@sfbu.edu
Dustin Lewis	Director of Campus Operations	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	925-260-9041	dustin.lewis@sfbu.edu

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

I. Employee Interactive Involvement

- a. San Francisco Bay University ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:
 - i. The administration (director level and above) will work with and allow employees and authorized employee representatives, as designated by the Cabinet, to participate in:
 - ii. Identifying, evaluating, and determining corrective measures to prevent workplace violence.

- iii. The administration will have safety meetings with employees and their representatives to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them.
- iv. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
- v. Employees will be involved in reviewing incident logs, participating in walkthrough inspections, and recommending corrective actions.

2. Workplace Violence And Reporting Procedures

- a. San Francisco Bay University will implement the following effective procedures to ensure that:
 - i. All threats or acts of workplace violence are reported to an employee's supervisor, who will inform the Director of Campus Operations, the Human Resources Director, or their designees.
 - At any time a person feels threatened, they can and should call 911 first.
 - Employees can report incidents anonymously on the website through the Feedback Form as found on the employee portal.
 - ii. A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

3. Emergency Response Procedures

- a. San Francisco Bay University has in place the following specific measures to handle actual or potential workplace violence emergencies:
 - i. Effective means to alert employees of the presence, location, and nature of workplace violence emergencies through the use of the Rave Emergency Response System.
 - ii. San Francisco Bay University has evacuation and/or sheltering plans that are described within the Emergency Action Plan and Posted Signage. If there is immediate danger, call for emergency assistance by calling 911, and then notify the Director of Campus Operations or their designee.
- b. In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email

Dustin Lewis	Director of Campus Operations	Responsible for emergency response, hazard identification, and coordination with other employers; conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.	925-260-9041	dustin.lewis@sfbu.edu
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- I. Employees will communicate via Rave Emergency Response System (RAVE) alert, radios (Campus Ops), and internal teams channels.

4. Workplace Violence Identification And Evaluation

- a. The following policies and procedures are established and required to be conducted by San Francisco Bay University to ensure that workplace violence hazards are identified and evaluated:
 - i. Inspections shall be conducted when the plan is established, after each workplace violence incident, and when the employer is made aware of a new or previously unrecognized hazard.

5. Periodic Inspections

- a. Periodic (inspections will occur quarterly) inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require an assessment for more than one type of workplace violence.
- b. Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Director of Campus Operations	Operations/G&A
Human Resources Director	Operations/G&A

- c. Inspections for workplace violence hazards include assessing:
 - i. The exterior and interior of the workplace for potential security risks.
 - ii. Whether surveillance measures, including lighting, cameras, locks, etc., should be increased.
 - iii. Employees can report incidents to their supervisor, the Director of Campus Operations, the Human Resources Director, or through an anonymous online [Violent Incident Form](#).
 - iv. To report workplace safety or health hazards to Cal/OSHA, choose one or both of the following: Call the nearest [Cal/OSHA Enforcement District Office](#) to your worksite during normal business hours (8 am to 5 pm Monday through Friday) to file a confidential complaint.

- v. Email the nearest [Cal/OSHA Enforcement District Office](#) to your worksite. Cal/OSHA will receive your email during normal business hours and will contact you if there are questions about the complaint.

6. Workplace Violence Hazard Correction

- a. Workplace violence hazards will be evaluated and corrected in a timely manner. The Director of Campus Operations will implement the following effective procedures to correct workplace violence hazards that are identified:
 - i. If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. Those employees necessary to correct the hazardous condition will be determined by the Director of Campus Operations and as outlined in the University's Emergency Action Plan.
 - ii. The Director of Campus Operations will document and date all corrective actions taken on the appropriate forms.
 - iii. Corrective measures for workplace violence hazards will be specific to a given work area.
 - iv. When the corrective measures have been identified and completed, the measure and action taken will be documented on the [Corrective Action Log](#).
 - v. Corrective actions will be reviewed with affected employees before implementation.

7. Procedures For Post-Incident Response And Prevention

- a. After a workplace incident, the Director of Campus Operations or their designee will implement the following post-incident procedures:
 - i. Visit the scene of an incident as soon as it is safe and practicable.
 - ii. Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
 - iii. Review security footage of existing security cameras, if applicable.
 - iv. Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
 - v. Determine the cause of the incident.
 - vi. Take corrective action to prevent similar incidents from occurring.
 - vii. Record the findings and ensure corrective actions are taken.
 - viii. Obtain any reports completed by law enforcement.
 - ix. The annual [Violent Incident Log](#) will be used for every workplace violence incident and will include all relevant information as required in the [Violent Incident Log](#).
 - x. The date, time, and location of the incident.
 - 1. The workplace violence type or types involved in the incident.
 - 2. A detailed description of the incident.
 - 3. A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or

- customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or another perpetrator.
- 4. A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- 5. A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- xii. The type of incident, including, but not limited to, whether it involved any of the following:
 - 1. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - 2. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - 3. Threat of physical force or threat of the use of a weapon or other object.
 - 4. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - 5. Animal attack.
 - 6. Other
- xiii. Consequences of the incident, including, but not limited to:
 - 1. Whether security or law enforcement was contacted and their response.
 - 2. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - 3. Information about the person completing the log, including their name, job title, and the date completed.
 - 4. Reviewing all previous incidents.
- b. The University will provide information on support and resources, such as counseling services, to the affected employees.
 - 1. The University will ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal the identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.
- c. Following any incident of violence, the Director of Campus Operations and/or the Human Resources Director will convene a meeting to review and discuss the incident. The Campus Security may be included as indicated by the circumstances. The following may be included in the review and discussion:
 - 1. Events preceding that may have contributed to the incident.
 - 2. Actions taken during the incident.
 - 3. The WVPP will be updated within 30 days following any workplace violence incident.
 - 4. Post-incident response debrief will be conducted with involved employees within 48 hours.

8. Training And Instruction

All employees, including administration and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- a. When the WVPP was first established.
- b. Annually, to ensure all employees understand and comply with the plan.
- c. Whenever a new or previously unrecognized workplace violence hazard has been identified, and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

9. Designing And Implementing Training

- a. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. This could be scenario-based training, video training, in-person training in the workplace, or any other form of training deemed beneficial.

1. Online Training:



Workplace Violence Prevention and Active Shooter Response En Es

This training discusses workplace violence prevention and active shooter response. Topics include the types of workplace violence, potential warning signs and how to respond, what to do in an active shooter situation, and how to handle various forms of threats in the workplace. This training complies with California's SB 553: Mandatory Workplace Violence Prevention Plan and Injury and Illness Prevention Plan. Estimated completion time: 20 minutes.



Workplace Violence - Coworker Confrontations En Es

This training discusses common forms of workplace violence, including warning signs and behaviors, employee and employer responsibilities in preventing and reporting incidents, and components of a workplace violence prevention program. Time to complete is 15 minutes.

2. Training Short:

- [Workplace Violence Prevention Training Short 2.0](#) (On-site Training format)

3. Safety Videos:

Safety Videos



Bullying and Other Disruptive Behaviors En Es

Abusive behaviors, like bullying or harassment, cause psychological harm that can lead to depression, low morale, time away from work, decreased productivity, threats or physical violence, and other harm. In this training you will learn how to prevent and properly handle these situations. This training is for both employees and managers. Time to complete is 10 minutes.



Workplace Violence En Es

This training shows employees how to recognize the warning signs of possible violent behavior, as well as how to avoid or defuse potentially dangerous situations. Time to complete is 8 minutes.

4. Posters:

- [Workplace Violence Prevention Infographic](#)
- [Workplace Violence- Definitions](#)
- [Workplace violence- Examples](#)
- [Workplace Violence- Sources](#)

5. University administration will ensure that annual training on workplace violence will be conducted.
 - a. All employees will follow all workplace violence prevention plan directives, policies, and procedures and assist in maintaining a safe work environment. Refer to the SFBU Emergency Action Plan for further information.
 - b. University administration will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
 - c. The plan shall always be in effect in all work areas and be specific to the hazards and corrective measures for each work area and operation.

The University will provide its employees with training and instruction on the definitions found on pages 3 and 4 of this plan and the requirements listed below:

1. San Francisco Bay University WVPP, how to obtain a copy of SFBU's plan at no cost, and how to participate in the development and implementation of SFBU's plan.
 2. How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
 3. Workplace violence hazards specific to the employees' jobs, the corrective measures the University has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
 4. The [violent incident log](#) and how to obtain copies of records pertaining to hazard identification, evaluation, and correction, training records, and violent incident logs.
 5. Opportunities the University has for interactive questions and answers with a knowledgeable person about the University plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
6. How to recognize workplace violence hazards, including the risk factors associated with the four types of workplace violence.
 7. Ways to defuse hostile or threatening situations.
 - a. How to recognize alerts, alarms, or other warnings about emergency conditions, and how to use identified escape routes or locations for sheltering.
 - b. Employee routes of escape.
 - c. Emergency medical care is provided in the event of any violent act upon an employee.
 - d. Post-event trauma counseling for employees desiring such assistance.

10. Employee Access To The Written WVPP

The University ensures that the WVPP plan is in writing, available, and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by posting on the website.

11. Recordkeeping

The University will:

1. Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
2. Create and maintain training records for a minimum of one (1) year and include the following:
 - a. Training dates.
 - b. Contents or a summary of the training sessions.
 - c. Names and qualifications of persons conducting the training.
 - d. Names and job titles of all persons attending the training sessions.
 - e. Maintain violent incident logs for a minimum of five (5) years.
 - f. Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - g. The records shall not contain medical information.
 - All records of workplace violence hazard identification, evaluation, and correction; training, incident logs, and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.
 - All revisions will be documented in the WVPP Revision Log.

12. Employee Access To Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- a. Records of workplace violence hazard identification, evaluation, and correction.
- b. Training records.
- c. Violent incident logs.

13. Review And Revision Of The Wvpp

San Francisco Bay University WVPP will be reviewed for effectiveness:

- a. At least annually.
- b. When a deficiency is observed or becomes apparent.
- c. After a workplace violence incident.
- d. As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness.

- a. Review of the WVPP should include, but is not limited to:
 1. Review of incident investigations and the violent incident log.
 2. Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).

Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees.

14. Employer Reporting Responsibilities

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work- Connected Fatalities and Serious Injuries](#), San Francisco Bay University will immediately report to Cal/OSHA any serious injury or illness (as defined by 8 [CCR, §330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

APPENDIX A

15. Violent Incident Log

SFBU Violent Incident Log – 2024 Annual Summary

Instructions: [California's Senate Bill 553](#) requires public-facing employers with 10 or more employees to track all workplace violence incidents. Enter complete information about an altercation, ensuring that you fill out all the columns of this form. Retain for at least 5 years. **Note:** Omit personally identifying information for those involved in the incident.

4 Types of Workplace Violence

A combination of one or more types of workplace violence may exist in the workplace:

1. **Type 1** violence is committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches workers with the intent to commit a crime.
 2. **Type 2** violence is directed at employees by customers, clients, patients, students, inmates, or visitors.
 3. **Type 3** violence is done by an existing or former employee, supervisor, or manager.
 4. **Type 4** violence is committed in the workplace by a person who doesn't work there but has or is known to have had a personal relationship with an employee.
-

Incident No.	Date	Time	Location of Incident (Choose one)				Type of Incident	Workplace Violence Type	Description	Who Committed the Violence	Employee Circumstances	Incident Actions (Security/Law Enforcement Involved, Corrections)	Person Completing Log, Job Title, & Date Completed
			Workplace Facility/ Building	Parking Lot	Area Outside Workplace	Other							
-	MM/DD/YY	00:00 am/pm					Check one	Enter type 1-4	Briefly describe	Check one	Check all that apply	Briefly describe	Add your information
1			☐	☐	☐	☐	- Physical attack, no weapon - Attack w/ weapon - Threat - Sexual Assault - Animal Attack - Other			- Client - Immediate family member - Friend - Stranger - Supervisor - Partner/Spouse - Parent - Relative - Other	- Usual job duties - Poor lighting - Rushed - Low staffing - Alone - Unable to get help - Community setting - Unfamiliar location		
2			☐	☐	☐	☐	- Physical attack, no weapon - Attack w/ weapon - Threat - Sexual Assault - Animal Attack - Other			- Client - Immediate family member - Friend - Stranger - Supervisor - Partner/Spouse - Parent - Relative - Other	- Usual job duties - Poor lighting - Rushed - Low staffing - Alone - Unable to get help - Community setting - Unfamiliar location		
3			☐	☐	☐	☐	- Physical attack, no weapon - Attack w/ weapon - Threat - Sexual Assault - Animal Attack - Other			- Client - Immediate family member - Friend - Stranger - Supervisor - Partner/Spouse - Parent - Relative - Other	- Usual job duties - Poor lighting - Rushed - Low staffing - Alone - Unable to get help - Community setting - Unfamiliar location		

Continue logging violent incidents on the next page, if necessary.

Incident No.	Date	Time	Location of Incident (Choose one)				Type of Incident	Workplace Violence Type	Description	Who Committed the Violence	Employee Circumstances	Incident Actions (Security/Law Enforcement Involved, Corrections)	Person Completing Log, Job Title, & Date Completed
			Workplace Facility/ Building	Parking Lot	Area Outside Workplace	Other							
4	MM/DD/YY	00:00 am/pm	☐	☐	☐	☐	- Physical attack, no weapon - Attack w/ weapon - Threat - Sexual Assault - Animal Attack - Other			- Client - Immediate family member - Friend - Stranger - Supervisor - Partner/Spouse - Parent - Relative - Other	- Usual job duties - Poor lighting - Rushed - Low staffing - Alone - Unable to get help - Community setting - Unfamiliar location		
5			☐	☐	☐	☐	- Physical attack, no weapon - Attack w/ weapon - Threat - Sexual Assault - Animal Attack - Other			- Client - Immediate family member - Friend - Stranger - Supervisor - Partner/Spouse - Parent - Relative - Other	- Usual job duties - Poor lighting - Rushed - Low staffing - Alone - Unable to get help - Community setting - Unfamiliar location		
6			☐	☐	☐	☐	- Physical attack, no weapon - Attack w/ weapon - Threat - Sexual Assault - Animal Attack - Other			- Client - Immediate family member - Friend - Stranger - Supervisor - Partner/Spouse - Parent - Relative - Other	- Usual job duties - Poor lighting - Rushed - Low staffing - Alone - Unable to get help - Community setting - Unfamiliar location		

APPENDIX B

16. Corrective Action Log

SFBU Corrective Action Log – 2025 Annual Summary

Following a suggestion from an employee, visitor, a site inspection, threat of violence, or violent action, there may be actions to take to prevent future events.

All corrective actions will be documented on the Corrective Action Log. Specific procedures that can be used to correct security hazards may include, but are not limited to, the following:

- iii. Improving lighting.
- iv. Increasing surveillance measures, such as cameras and mirrors, to provide information about what is happening outside and inside the workplace and dissuade criminal activity.
- v. Implementation of procedures for reporting suspicious persons, activities, and packages.
- vi. Posting emergency telephone numbers for law enforcement, fire, and medical services as needed.
- vii. Training employees on emergency action procedures and to recognize and handle threatening or hostile situations that may lead to violent acts by other employees.
- viii. Ensuring the adequacy of any security systems, such as door locks, security windows, physical barriers, and restraint systems.
- ix. Installing effective systems to warn others of a security danger or to summon assistance, e.g., alarms or panic buttons.
- x. Ensuring adequate employee escape routes.
- xi. Controlling access to any facility by recently discharged employees.
- xii. Providing counseling to employees who exhibit behavior that represents strain or pressure, which may lead to physical or verbal abuse to other employees.
- xiii. Ensuring that all reports of violent acts, threats of physical violence, verbal abuse, property damage, or other signs of strain or pressure are handled effectively and that the person making the report is not subject to retaliation by the person making the threat.
- xiv. Ensuring that employee disciplinary and discharge procedures address the potential for workplace violence.

On the log, document whether the action taken is related to findings from an inspection or an incident. Record the incident number, which can be found on the Violent Incident Log. Briefly describe the actions taken. The previous list of actions can be used or provide a description if not on the list.

If the action has been completed, enter the date of completion. If the action has not yet been completed, enter the anticipated completion date.

Corrective Action No.	Date	Time	Location of Corrective Action				Action Based Incident Incident No. Action Based on Inspection			Actions Taken (briefly describe)	Person Completing Log, Job Title, & Target Date of Completion
			Workplace Facility/ Building	Parking Lot	Area Outside Workplace	Other	If Incident, check one	Incident No.	Inspection Findings (briefly)		
	MM/DD/Y Y	00:00 am/pm					■ Physical attack, no weapon ■ Attack w/ weapon ■ Threat ■ Sexual Assault ■ Animal Attack a. Other				Add your information
							■ Physical attack, no weapon ■ Attack w/ weapon ■ Threat ■ Sexual Assault ■ Animal Attack b. Other				
							■ Physical attack, no weapon ■ Attack w/ weapon ■ Threat ■ Sexual Assault ■ Animal Attack c. Other				
							■ Physical attack, no weapon ■ Attack w/ weapon ■ Threat ■ Sexual Assault ■ Animal Attack d. Other				
							■ Physical attack, no weapon ■ Attack w/ weapon				

Corrective Action No.	Date	Time	Location of Corrective Action				Action Based Incident Incident No. Action Based on Inspection			Actions Taken (briefly describe)	Person Completing Log, Job Title, & Target Date of Completion
			Workplace Facility/ Building	Parking Lot	Area Outside Workplace	Other	If Incident, check one	Incident No.	Inspection Findings (briefly)		
	MM/DD/Y Y	00:00 am/pm					☐ Threat ☐ Sexual Assault ☐ Animal Attack ☐ Other				Add your information
							☐ Physical attack, no weapon ☐ Attack w/ weapon ☐ Threat ☐ Sexual Assault ☐ Animal Attack ☐ Other				
							☐ Physical attack, no weapon ☐ Attack w/ weapon ☐ Threat ☐ Sexual Assault ☐ Animal Attack ☐ Other				