

What to Expect After Reporting a Violent Incident

Reporting a violent incident is an important step toward improving workplace safety—not only for you, but for your colleagues as well. Understanding what happens after you submit a Violent Incident Report can help you know what to expect throughout the process.



The Investigation Process

Once a Violent Incident Report has been submitted, an investigation should begin. The severity of the incident and any injuries sustained will determine who is responsible for conducting the investigation. Regardless of who conducts it, the investigation should include the following:

Gathering Information

The investigator will collect information about the incident, including:

- The names of the affected employee, the individual responsible for the incident (where applicable), and any witnesses.
- Relevant details about what occurred before, during, and after the incident.

Reviewing the Scene

The location where the incident occurred may be examined to document important details. This may include:

- Photographs
- Measurements
- Sketches or diagrams
- Other relevant environmental information

Collecting Statements

The investigator may ask the affected employee and witnesses to provide written statements or participate in interviews.

Identifying Contributing Factors

The investigation should consider both the immediate cause of the incident and any contributing factors, such as:

- Inadequate training or preparation
- Known behavioural triggers
- Environmental or situational factors
- Gaps in existing safety procedures or supports

Sharing the Results

Once the investigation is complete, the employer should communicate:

- The findings of the investigation
- The control measures that will be implemented to reduce the risk of future incidents

Control Measures

Control measures are the actions the employer takes to eliminate or reduce the risk of workplace violence. These measures should be communicated to the affected employee following the investigation.

Examples may include:

- Additional training (e.g., WEVAS, NVCI, or other relevant programs)
- Personal protective equipment, where appropriate
- Changes to classroom or room layout
- Updates to a student's Behaviour Plan in consultation with appropriate specialists (e.g., Occupational Therapists, psychologists, behaviour consultants)
- New or revised proactive and reactive strategies, including clear procedures for when and how a student may be removed from a situation to ensure safety

If You Have Questions or Concerns

If you have questions about the investigation process, the measures being implemented, or whether appropriate steps are being taken to address workplace safety, contact your union representative. Your union can help you understand your rights, advocate for a thorough investigation, and support you throughout the process.

Remember: Reporting workplace violence is an important part of creating safer learning and working environments. Every report contributes to identifying hazards, improving practices, and supporting the safety of educators and students alike.