

Appendix 4

Violence & Harassment Incident Investigation Procedure & Investigation Checklist

Steps Required to Conduct the Investigation:

1. Notify appropriate personnel (first aiders, security, medical personnel, management, outside agencies as directed/required) of the time and nature of occurrence.
2. Secure the scene, as appropriate, to reduce the risk of recurrence.
3. Secure evidence in order to ensure that evidence remains undisturbed during the investigation.
4. Complete the incident investigation reports.
5. The investigation team should identify and interview witnesses (eye and material) that may be able to assist in information gathering.
6. The investigation team shall investigate the circumstances of the incident using the Incident Report and Witness Statements. The scope of the investigation shall be such that the team becomes thoroughly familiar with the circumstances, determines the immediate and basic causes.
7. The completed investigation report form shall be submitted, reviewed and filed with the Executive Director. The staff member involved in the incident investigation or the ED and/or DMO shall ensure that responsibilities have been assigned for any agreed upon corrective actions.

Investigation Checklist:

- An investigation is required for all minor and major incidents of violence or harassment. The following checklist will assist you in ensuring all details have been documented:
- Names, addresses, telephone numbers of complainants, assailants, and witnesses Occupation of complainants, assailants, and witnesses
- Date and time of incident
- Date and time incident reported to employer Exact location of incident
- Exact location of complainants, assailants, and witnesses
- Activities of complainants, assailants, and witnesses before, during, and after incident Statements of witnesses and their locations
- Detailed explanation of events in order of sequence of occurrence Complainant's account of events
- Description of assailant(s)
- Description of any vehicles involved in incident Assailant's account of events
- What participants said and did immediately before and after the incident Physical conditions of work environment at the time of the incident Assailant's physical and mental state prior to and at the time of incident Unusual activity that may have contributed to incident
- Substance use or abuse
- Relationship between complainant and assailant (if any) Investigator's relationship to complainant and assailant (if any) Photographs or sketch of incident site
- Diagram of incident site, location or injured worker and witness Inform workers of the risk of violence (involve Human Resources)