A reportable violent incident is any threatening remark or overt act of physical violence against a person(s) or property. Do not include a patient's name or any health information that may compromise a patient's right to privacy.

1. **Member name:**

2. **Facility name:** Incident report filed with hospital: □ yes □ no

3. **Date & time of incident:**

4. **Specific location of incident** (ex.; hallway, pt. room, garage, etc.):

5. **Type of unit** (ex.; emergency room, ICU, med-surg, etc.):

6. **Violence directed toward:** □ patient □ staff □ visitor □ other
   - **Assailant:** □ patient □ staff □ visitor □ other
   - **Assailant:** □ unarmed □ armed □ specify weapon:

7. **Assailant gender:**

8. **Predisposing factors** (check all that apply): □ short staffing □ drug/alcohol use □ dissatisfied with care/waiting time □ grief reaction □ prior history of violence □ gang related □ other (describe):

9. **Description of incident** (check all that apply): □ physical abuse □ verbal abuse □ sexual abuse □ other
   - **Describe:**

10. **Injuries:** □ no □ yes □ Describe:

11. **Were there witnesses?** □ yes □ no

12. **Were you able to get help and get to a safe area?** □ yes □ no

13. **Were you relieved of your assignment?** □ yes □ no

14. **Notifications:** □ supervisor □ yes □ no □ hospital security □ yes □ no □ police □ yes □ no □ local MNA committee member or MNA staff □ yes □ no

15. **Disposition of assailant:** □ stayed on premises □ escorted from premises □ left on own □ other
   - **Describe:**

16. **What measures do you think could be taken to prevent further incidents of this type?**

17. **Would you like someone from your local MNA committee or MNA staff to contact you?** □ yes □ no
   - □ MNA committee □ MNA staff

If yes, please provide a non-work email and/or phone number where you can be reached:

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**Complete form online at:** https://forms.massnurses.org/forms/workplace-violence-reporting-form

**Downloaded PDF forms, fax to MNA, Attn: Division of Health & Safety at 781-821-4445.**

The MNA is committed to decreasing incidents of workplace violence for the health and safety of all healthcare workers and believes that employers have a responsibility to provide safe and healthful working conditions. This includes preventing and addressing conditions that lead to violence and abuse by implementing effective security and administrative work practices to protect the safety and health of workers. This form was modified from a sample report form, published by OSHA, 3148-01R, (2004). Guidelines for Preventing Workplace Violence for Health Care and Social Service Workers. Retrieved from https://www.osha.gov/Publications/osha3148.pdf.