

# Recognize Violence. Report it.

UNSAFE WORKPLACES HURT PATIENTS TOO

[www.ona.org/violence](http://www.ona.org/violence)

Being struck, threatened or otherwise abused is **not** part of your job. When these things happen, or if you know of conditions that may lead to violence, you are required by law to report them to your manager.

## What to Report:

- When you witness or experience:
  - Threats of violence
  - Assaults (for example: spitting, pushing, pinching, hitting with a hand, fist or object, kicking, grabbing, holding, choking, stabbing, etc.)
- All injuries (scratches, bruises, sprains, fractures, etc.)
- Hazards that may contribute to violence. For example:
  - inadequate panic alarms
  - inadequate training
  - potential weapons, e.g. metal bedpans
  - actual weapons brought into workplace
  - increased patient census and/or acuity
  - insufficient staff

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## Form for Reporting a Health and Safety Hazard to Manager

TO: \_\_\_\_\_

(your direct manager)

I am required by the *Occupational Health and Safety Act (OHSA)* to report to you any hazard(s) and any absence of or defect in equipment which may endanger workers.

The hazard(s) I am reporting is: \_\_\_\_\_

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\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date