Violent Incident Log

One entry per workplace violence incident. California Labor Code 6401.9(d).

COREDINATE by nomadia

Do not record names, addresses, email addresses, phone numbers, Social Security numbers or any other detail that identifies a person, alone or combined with public information (California Labor Code 6401.9(d)(1)(B)). Describe people by role: "officer 1", "visitor", "witness 2".

1. When and where

Log entry no.		**Date of incident**	
Time of incident		**Site / client**	
Exact location		**Related incident report no.**	

Where it occurred:

- ☐ In the workplace
- ☐ Parking lot or other area outside the workplace
- ☐ Other area

2. Type of workplace violence and type of incident

Workplace violence type (tick all that apply):

- ☐ Type 1: person with no legitimate business at the worksite
- ☐ Type 2: customer, client, patient, student, inmate or visitor
- ☐ Type 3: present or former employee, supervisor or manager
- ☐ Type 4: person with a personal relationship to an employee

Type of incident:

- ☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hitting, pushing, spitting)
- ☐ Attack with a weapon or object (firearm, knife or other object)
- ☐ Threat of physical force or of the use of a weapon or other object
- ☐ Sexual assault or threat
- ☐ Animal attack
- ☐ Other

3. What happened

Detailed description of the incident

Based on what the employees who experienced it reported, witness statements and investigation findings.

Who committed the violence:

- ☐ 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
- ☐ Other

Circumstances at the time of the incident:

- ☐ Completing usual job duties
- ☐ Low staffing level
- ☐ Working in a community setting
- ☐ Working in a poorly lit area
- ☐ Isolated or alone
- ☐ Unfamiliar or new location
- ☐ Rushed
- ☐ Unable to get help or assistance
- ☐ Other

4. Consequences

Was security or law enforcement contacted? What was their response?

Actions taken to protect employees from a continuing threat or other hazards found

Multiemployer site: copy sent to controlling employer (date)		**Sent to (role, company)**	

5. Person completing this log

Name		**Job title**	
Date completed		**Signature**	

Violent Incident Log - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

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1. When and where

Log entry no.	2026-014	**Date of incident**	08/21/2026
Time of incident	23:40	**Site / client**	Site 11, logistics hub (fictional)
Exact location	Truck gate, yard side	**Related incident report no.**	IR-2026-0387

Where it occurred:

- ☒ In the workplace
- ☐ Parking lot or other area outside the workplace
- ☐ Other area

2. Type of workplace violence and type of incident

Workplace violence type (tick all that apply):

- ☒ Type 1: person with no legitimate business at the worksite
- ☐ Type 2: customer, client, patient, student, inmate or visitor
- ☐ Type 3: present or former employee, supervisor or manager
- ☐ Type 4: person with a personal relationship to an employee

Type of incident:

- ☐ Physical attack without a weapon (e.g. biting, choking, grabbing, hitting, pushing, spitting)
- ☐ Attack with a weapon or object (firearm, knife or other object)
- ☒ Threat of physical force or of the use of a weapon or other object
- ☐ Sexual assault or threat
- ☐ Animal attack
- ☐ Other

3. What happened

Detailed description of the incident

On the 23:30 yard patrol officer 1 saw a man climbing the truck gate from outside. Officer 1 called out "Security, this is private property" and radioed the control room. The man dropped back to the road side, picked up a metal bar and shouted that he would "come back and deal with" the officer. He struck the gate twice with the bar and left on foot when officer 1 said the police had been called. No physical contact, officer 1 not injured. A truck driver waiting in the queue gave a witness statement. CCTV of the gate secured.

Who committed the violence:

- ☐ 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
- ☐ Other

Circumstances at the time of the incident:

- ☒ Completing usual job duties
- ☐ Working in a poorly lit area
- ☐ Rushed
- ☐ Low staffing level
- ☒ Isolated or alone
- ☐ Unable to get help or assistance
- ☐ Working in a community setting
- ☐ Unfamiliar or new location
- ☐ Other

4. Consequences

Was security or law enforcement contacted? What was their response?

Control room called 911 at 23:43; police attended 00:20, report number recorded in IR-2026-0387. Mobile patrol on site 23:58.

Actions taken to protect employees from a continuing threat or other hazards found

Officer 1 relieved for 30 minutes and offered a debrief. Second officer posted at the gate for the next 7 nights. Client asked to repair the gate lighting and add anti-climb topping. Hazard added to plan section 8.

Multiemployer site: copy sent to controlling employer (date)	08/22/2026	**Sent to (role, company)**	Site security lead, client

5. Person completing this log

Name	J. Morgan (fictional)	**Job title**	Field Supervisor
Date completed	08/22/2026	**Signature**	