

## Employee Violent Incident Reporting Process

Violent incident occurs at work

- Report to the First Aid Attendant and Administrator/Supervisor
- After hours, to the Site Manager/Principal by phone
- Within three hours of the violent incident

Completion and submission of *Policy 770 Threat/Violence Report*

- Complete a WCB Form 6A
- Submit form to Site Manager/Principal

Employees who miss work beyond the day of injury can call WCB using teleclaim by calling toll free at 1-888-967-5377.

*Using teleclaim does not mean the employee has reported to the employer.  
The Form 6A must still be completed and sent in to the Secretary-Treasurer's office.*