

WORKPLACE VIOLENCE PREVENTION WORKSHEET

Transportation Security Administration



BEHAVIORS ASSOCIATED WITH WORKPLACE VIOLENCE MUST BE REPORTED TO THE LOCAL WORKPLACE VIOLENCE PREVENTION COORDINATOR. IF YOU WITNESS BEHAVIORS ASSOCIATED WITH WORKPLACE VIOLENCE, USE THIS WORKSHEET TO ASSIST YOU IN GATHERING RELEVANT INFORMATION TO REPORT.

Name of Person Completing Worksheet: _____ Title: _____ Work Location: _____

Name of Local WVP Coordinator Notified: _____ Telephone No. _____ Date Notified: _____

Name of Person Alleged to be Acting Inappropriately: _____ Work Location: _____

Date on which this event occurred: _____ Place in which this event occurred: _____

REVIEW THE BROAD RANGE OF BEHAVIORS THAT FALL AT DIFFERENT POINTS ALONG A SPECTRUM.

Inappropriate statements include:

- Verbal or written threats
- Verbal abuse
- Inappropriate references to death, suicide, violence, assassinations, weapons or terrorism
- Obsessive interest in another employee
- Claims of mental illness prompting problematic behavior

Inappropriate behaviors include:

- Bullying and or frightening other employees
- Suspicious activity
- Stalking
- Violent or threatening gestures
- Research into personal life of another employee

Physical aggression includes:

- Intimidating behavior
- Brandishing a weapon—real, toy, or imaginary
- Aggressive emotions
- Violence against inanimate objects
- Throwing things randomly

Physical assaults include:

- Inappropriate physical contact with another employee
- Physical assault
- Damaging or destroying property
- Acting out anger
- Use of fists, feet, or body as a weapon

Assault with a weapon includes:

- Use of a firearm
- Use of an edged weapon
- Use of bombs or incendiary devices
- Use of weapon of opportunity, such as loose objects or equipment
- Throwing things at another person

Who or what was threatened?

What was said? Use exact quotes when possible.

Did physical action accompany the threat? If so, describe.

What was the person's demeanor?

What weapons were used, if any?

Who else was present? Include name, department, address, and telephone number.

Has this happened before? When and where did previous episode occur?

Was it reported?

Please include additional relevant information: