

# Reporting a Workplace Violence Incident

## Accessing the Incident Report

1. Select the link to the incident report provided by your organization or go to <https://app.riskandsafety.com/> and log in with your credentials
2. Select **Report an Incident** from “Quick Links” on the right-hand side of the RSS Platform homepage

## Filling out the Incident Report

1. Select **Start Form** to open the incident report
  - Any changes to the form will be automatically saved. The last update is indicated at the top of the form.
  - All sections with an asterisk (\*) must be completed in order to submit
2. If you are reporting the incident on behalf of someone else, enter their name or email address for question: “Who are you reporting this incident for?” Select the person from the search results
  - Note: If the person you are looking for is not found, have the person log in or email [service@riskandsafety.com](mailto:service@riskandsafety.com) with the name and email address of the person.
3. If the incident involves a supervisor, select **Yes** under “Does this incident involve your/their supervisor?” and the supervisor will NOT be notified
4. Enter the “Date and Time” of the incident. If uncertain, please estimate
5. Provide any location details for where the incident occurred. For events that occur in other areas, enter the details in the “Other area details” field
6. Enter the name of the building where the incident occurred
  - Note: The building’s official name may need to be entered rather than a nickname or its initials. If the location you are looking for is not found, email [service@riskandsafety.com](mailto:service@riskandsafety.com).
7. Select **Submit** to complete the incident report. You will receive a confirmation email verifying your report submission.