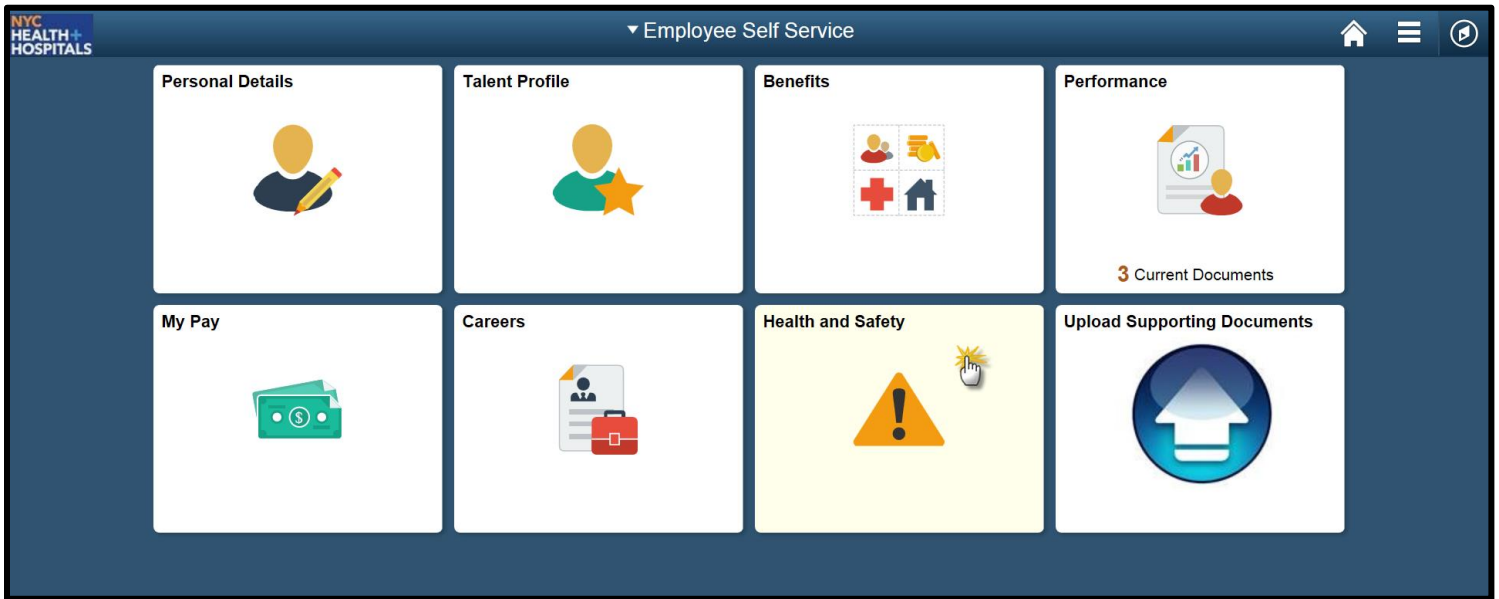


Reporting a Workplace Violence Incident

1. After successfully logging into **Employee Self Service (PeopleSoft)**, click on the **“Health and Safety”** tile on your homepage.



2. On the “WV Incident Reporting Form” page, click on the **Add a New Value** tab.

The screenshot shows the 'WV Incident Reporting Form' page within the 'Employee Self Service' system. The page title is 'Health and Safety'. On the left, there is a sidebar with a tab labeled 'Workplace Violence Inc RptForm'. The main content area has a heading 'WV Incident Reporting Form' and a subheading 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is highlighted with a red circle and a mouse cursor. Below the tabs, there is a 'Search Criteria' section with a dropdown menu for 'Incident Number' set to 'begins with'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. A footer bar contains links for 'Find an Existing Value' and 'Add a New Value'.

3. Click the **Add** button. *Do not change the Incident Number displayed.*

The screenshot shows the 'WV Incident Reporting Form' interface. At the top, there's a navigation bar with 'Employee Self Service' and 'Health and Safety'. Below this, the form title 'WV Incident Reporting Form' is displayed. A sidebar on the left contains the text 'Workplace Violence Inc RptForm'. The main content area has two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these, the 'Incident Number' is shown as '00000000'. The 'Add' button is highlighted with a red circle, and a mouse cursor is pointing at it. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

4. Fill out the form by completing all the necessary fields.

The screenshot shows the 'WV Incident Reporting Form' with the 'Workplace Violence Action' section expanded. The section includes checkboxes for 'Stalking', 'Threat', 'Physical Contact' (checked), and 'Domestic Violence'. There is also a field for 'Other(specify):'. Below this, the 'Describe the relationship between you and the alleged aggressor' section has four radio button options: 'Type 1 (No Connection to Workplace)', 'Type 2 (Customer/ Client)' (selected), 'Type 3 (Co-Worker)', and 'Type 4 (Personal/ Family Member)'. The 'Time of day / shift when incident occurred' section includes fields for 'Month/Day/Year' (03/01/2017), 'Incident Time' (1:00PM), 'Time Zone' (EST), and 'Shift Occurred' (Day selected). The 'Location where incident occurred' section has a table with columns for 'Building', 'Floor', 'Wing', and 'Room No./Name'. The 'Building' field is filled with 'Main hospital', 'Floor' with '3RD', 'Wing' with 'North', and 'Room No./Name' with '3012B'. Below this is a text area for 'Area (hallway, utility closet, etc.)'. The 'Detailed description of the incident' section has a text area with the text 'While inserting an IV, I was kicked by the patient on my right thigh.' and a note '* Text is limited to 400 characters'. The 'Nature and extent of injuries' section has a text area with the text 'Contusion on right thigh.' and a note '* Text is limited to 200 characters'.

5. Type your name in the **Signature** field and your phone number in the **Contact Number** field.

The screenshot shows the 'Workplace Violence Inc RptForm' interface. The 'Signature' field contains 'ERIC EMPLOYEE' and the 'Contact Number' field contains '212-345-6789'. Both fields are highlighted with red circles. A red text note states: 'Manually typing your name in the Signature box will be considered as an electronic signature'. The 'Completed By' field shows 'ERIC EMPLOYEE, 012345678'. The 'Date' field is empty, and the 'Privacy Case' checkbox is unchecked. The 'Work Email' is 'Eric.Employee@nychhc.org'.

6. Click the **Save** button to save the form. *The saved form can be modified and completed to submit at a later date. Saved form can only be viewed and modified by employee.* Click the **Submit** button to submit the form. *Once the form is submitted, it **CANNOT** be modified.*

The screenshot shows the 'Workplace Violence Inc RptForm' interface with the 'Save' and 'Submit' buttons highlighted with red circles. The 'Completed By' field shows 'ERIC EMPLOYEE, 012345678'. The 'Signature' field contains 'ERIC EMPLOYEE'. The 'Date' field is empty, and the 'Privacy Case' checkbox is unchecked. The 'Contact Number' field contains '212-345-6789' and the 'Work Email' is 'Eric.Employee@nychhc.org'. A text note states: 'When the Submit button is selected, the appropriate Workplace Violence Prevention Coordinator, Hospital Police and Human Resources will be notified'. Below the buttons, a box contains the following instructions: 'Once you have completed this form: 1) Review the data for accuracy 2) Click on the "Save" button 3) Click on the "Submit" button'.

Note: Only when the **Submit** button is clicked, the appropriate Workplace Violence Prevention Coordinator, Hospital Police and Human Resources representative will be notified.
The form must be submitted for your Workplace Violence Prevention Coordinator to review the workplace violence incident.