

John E. Hare, Supervisor  
David Koebelin, Councilman  
Kathy Martin, Councilman  
Jim Hitchcock, Councilman  
Robert Parker, Councilman  
Mary M. Peck, Town Clerk



Wendy A. Tuttle, Town Attorney  
John M. Moshier, Highway Supt.  
Diana Piccioli, Comptroller  
Mary M. Peck, Receiver of Taxes  
Bobbi Elderkin, Assessor  
Gerard E. Dzurhoff, C.E.O

## Workplace Violence Incident Report

Today's Date \_\_\_\_\_

Date of Incident \_\_\_\_\_  
Time of Incident \_\_\_\_\_  
Case Number \_\_\_\_\_

Employee Name \_\_\_\_\_  
Title \_\_\_\_\_  
Workplace Location \_\_\_\_\_

What was the employee doing just prior to the incident?

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Incident Description (Minimally include names of involved employees, extent of injuries and names of witnesses):

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Provide information on preventative actions that the Town of Allegany has taken or is considering as a result of the incident to prevent against further like occurrences:

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After the occurrence of a workplace violence incident, the Town of Allegany shall consider global (all public employer worksites) prevention enhancements, which may be necessary to properly protect employees.

Note: The Town of Allegany is responsible for maintaining copies of reports which shall be used when the program is reviewed and updated.