



Annual Staff Meeting Review Record

SD58-13 | Complete before October 31st

School/worksite: _____

Meeting date: _____

Principal/supervisor: _____

Agenda item title: _____

Resources reviewed

- ☐ Joint Commitment to Workplace Violence Prevention
- ☐ Employee Quick Guide - What to Do Following Violence or a Threat
- ☐ How/where to submit the Workplace Violence Incident Report
- ☐ When injury reporting is also required
- ☐ How to obtain emergency assistance
- ☐ Risk assessments and Individual Safe Work Instructions (ISWIs)
- ☐ Refusal of unsafe work process
- ☐ Location of all resources on the Employee webpage

Questions / follow-up actions

Completed by: _____ Date: _____

Retain this record in accordance with the District's annual compliance-record process.