

Incident Reporting Form: Bullying and Harassment

Name (person reporting)	
Contact number	
Work section	
Date of incident/s	
What happened?	(Describe incident/s and/or behaviour/s)
Was physical force or threats to use physical force involved?	Please describe:
Did this happen to you or to someone else?	
Was anyone else involved?	If so, who?
Were there any witnesses?	If so, who?
How often has this happened?	
Describe what happened immediately before the incident?	
Was any action taken at the time?	If yes, explain:



Example interview record for bullying and violence from inside the workplace

EMPLOYEE DETAILS

Name:	
Position:	
Work location:	
Contact number:	
Date and time of interview:	
Interviewer:	
Contact number:	

I have read this document and agree this summary is a true and accurate record of my interview.

Signature:	Date:
Witness present:	

SUMMARY OF INCIDENT DETAILS

Brief summary of incident/s and facts presented to interviewee:	
Response by interviewee to information provided:	
Background information additional to incident/s	
Was any disciplinary action taken after the incident/s?	
What effect has the incident had on the interviewee?	
Has the type of incident occurred before or since?	
What action is being sought by the interviewee?	

