

Viewing a Report – Quick Reference Guide

WORKPLACE VIOLENT INCIDENT REPORTING SYSTEM FOR HOSPITALS

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF OCCUPATIONAL SAFETY AND HEALTH



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Click "Log In" on the WPV reporting webpage:

<http://www.dir.ca.gov/dosh/workplace-violence-reporting-for-hospitals.html>

Workplace Violence Incident Reporting System

Hospital Pre-Registration

- Hospitals must pre-register with Cal/OSHA by providing the name and contact information for the Hospital Representative who has the authority to authorize user registration requests and user account deletions. Cal/OSHA sent a [letter](#) on February 1, 2017 to all licensed hospitals with instructions on how to pre-register.

To submit a report:

Log In >

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Log in with your user name and password.

User name

Password

Remember me

Login

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Click "Submitted" at the top of the incident report page.

CA Department of Industrial Relations



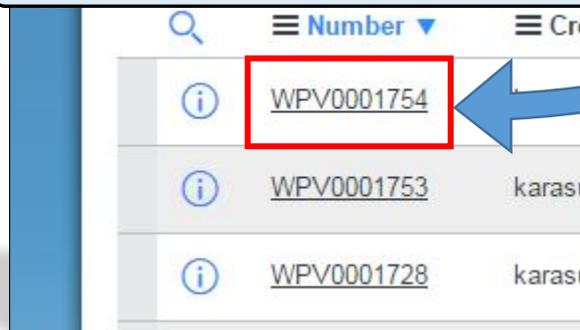
Submitted WPV Form



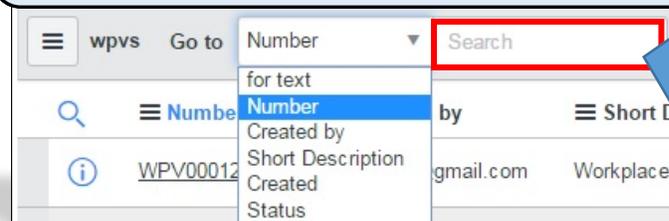
Workplace Violence form

There are several ways to find a submitted report:

- Scroll through the list & click on the number of the report to view.

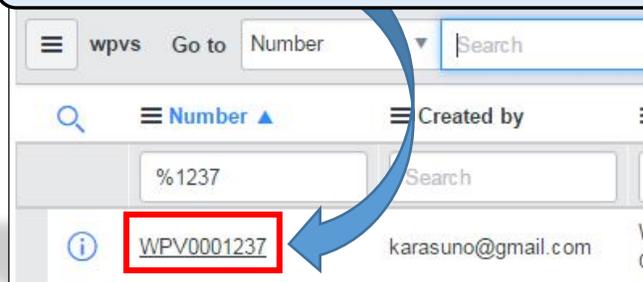


- Use the “Go to” function to search for a specific report by ID number, date and time created, or by status. Click on the dropdown menu and select your search category.



Type the search value into the search field and hit “enter”.

- The results of your search will be listed. Click on the number to open the report.



Notes:

- You can only view reports that you have submitted.
- The search value format must mirror the listed value (e.g., to search for a report submitted on March 22, 2017, enter the search value as “03-22-2017”).
- For more information, watch the tutorial *Reviewing and Revising Reports* here: <https://youtu.be/ABATINFE3KO>