

Duplicate or Erroneous Reports – Quick Reference Guide

WORKPLACE VIOLENT INCIDENT REPORTING SYSTEM FOR HOSPITALS

DEPARTMENT OF INDUSTRIAL RELATIONS - DIVISION OF OCCUPATIONAL SAFETY AND HEALTH



DUPLICATE REPORTS

If you submit a duplicate report:

- Email DOSHWPV@dir.ca.gov
- Provide the incident ID numbers for both reports.
- Indicate which report you would like us to retain.



ERRONEOUS REPORTS

If you submit a report in error:

- Email DOSHWPV@dir.ca.gov
- Provide the incident ID number for the erroneous report.

Cal/OSHA will:

- Mark the report “duplicate” or “error” on the report list.
- Not count the report in our statistics.

The screenshot shows a web interface for the Workplace Violence Incident Reporting System. At the top, there is a search bar with the text "wpvs Go to Number" and a search button. Below the search bar, there is a table with columns: "Number", "Created by", "Short Description", "Created", and "Status". The table contains one row of data:

Number	Created by	Short Description	Created	Status
WPV0001726	karasuno@gmail.com	Workplace Violence Incident Online Report	04-11-2017 10:05:15	Error

The "Error" status in the table is highlighted with a red box. A blue arrow points from the "Cal/OSHA will:" text block to the "Error" status in the table.

Notes:

- The duplicate or erroneous report remains in the system but you have read-only access.
- For more information, watch the tutorial *Reviewing and Revising Submitted Reports* here: <https://youtu.be/ABATINFE3K0>