

# Correcting 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 »

2

Log in with your user name and password.

User name

Password

Remember me

Login

3

Click on the magnifying glass icon in the WPV Reference ID field here.

Workplace Violent Incident Online Report

Please see the FAQ's for discussion of reportable incidents and the definition of injury for reporting purposes. <http://www.dir.ca.gov/dosh/Workplace-violence-reporting-for-hospitals.html>

WPV Reference ID

► More information

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Click on the number of the report you would like to correct.  
Double check the number you select. Do not type in the WPV Reference ID field.

Number	Assigned to	Assignment group
WPV0001243	(empty)	(empty)
WPV0001244	(empty)	(empty)
WPV0001245	(empty)	(empty)
WPV0001293	(empty)	(empty)

The WPV Reference ID field will auto-fill with the selected Number.

WPV Reference ID  
More information  
WPV0001244

**Helpful tip:** If the report list is too long to scroll through, use the "Go To" function to filter.

Go to Number Search  
for text  
Number  
Assigned to  
Assignment group  
Short Description

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Complete the incident report, entering the corrected information.  
You must re-enter all the data.

\* 17. Which of the following are planned or under consideration for addressing the continuing threat? (check all that apply)  
More information

Engineering control modifications

Work practice control modifications

Other type of modification

Further investigation to identify appropriate exposure control measures is in progress (investigation includes speaking with involved employees).

N/A -No continuing threat to employees

Submit

Click "Submit" when you've completed the corrected report.

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You will receive an email receipt for your corrected report with a new incident ID number

This email serves as a receipt for your hospital facility's recent submission of a workplace violent incident report. Below we are providing the unique incident identification number and a summary of the information submitted. If you have any questions or concerns about the information below, please email [DOSHWPV@dir.ca.gov](mailto:DOSHWPV@dir.ca.gov). You must include the incident ID# in your email.

INCIDENT # WPV0001754

Notes:

- You can only correct reports that you have submitted.
- The original report will be marked "inactive" in the Status field on the report list and will not be counted.
- For more information, watch the tutorial *Reviewing and Revising Submitted Reports* here: <https://youtu.be/ABATINFE3K0>