



County of Henrico Human Resources

Verification	Originator	Revised	Issued
Initials	Risk Management	Risk Management	Risk Management
Date	05/01/2015	03/30/2017	05/01/2018

Safety/Loss Prevention Manual

Chapter 1 OSHA Reporting Requirements for Fatalities and Severe Injuries

Area of Application:	County of Henrico General Government & Schools		
Document Location:	http://employees.henrico.us/info/safety-manual/		
Revisions			
Rev. No.	Date	Description	
001	03/30/17	Updated phone numbers and reporting information. Deleted defunct email addresses.	
002			

Purpose:

This chapter provides guidelines to ensure the County of Henrico General Government & Schools follows the most current reporting requirements of the Virginia Department of Labor & Industry (DOLI) for Virginia Occupational Safety & Health (VOSH).
<https://www.osha.gov/recordkeeping2014/OSHA3745.pdf>

Scope:

This policy applies to all County of Henrico General Government and Schools.

Program Administration:

Through the guidance of Risk Management, each agency will establish written procedures that outline how the requirements of the reporting requirements will be met.

Responsibilities:

A. Fatality/Injury/Hospitalization Notifications:

[Virginia Code § 40.1-51.1.D](#) provides that every employer shall report to the Virginia Department of Labor & Industry within eight hours any work-related incident resulting in a fatality, or within 24 hours any work-related incident resulting in (i) the inpatient hospitalization of one or more persons, (ii) an amputation, or (iii) the loss of an eye, as prescribed in the rules and regulations of the Safety and Health Codes Board."

If an employer does not learn of a fatality or catastrophe at the time that it occurs, and the incident would otherwise be reportable to DOLI, the employer is required by law to report the incident within 8 hours of the time that it is made known to any agent or employee of the employer.

If an employee dies as a result of the incident, the employer is required to report the death to DOLI within 8 hours of learning of the death.



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B. How to Report:

All reports must be made by using the link below, via telephone to the numbers listed below, or in person to the Central Region DOLI office. **Risk Management or the Agency/Department Head will make the official notification by telephone or in person.** Under no circumstances will fatality or catastrophe reports be sent via e-mail.

OSHA.gov link <https://osha.gov/report.html>

1. During normal business hours (8:15 a.m. - 5:00 p.m.) an incident should be reported to the DOLI Central Region office at the following number: **(804) 371- 3104**.
2. Emergency Numbers or 24-Hour Contact Information - Before or after normal business hours or on weekends and holidays, incidents can be reported by calling the Richmond Region Office at **(804) 229-4666**.

Procedure:

- A. Department Heads, or their designees, shall have procedures in place to notify the County Manager/Superintendent of Schools of a fatality or severe injury or injuries.
- B. Immediately notify Risk Management; appropriate contacts include:
 1. Risk Manager - 551-3169 (County Cell)
 2. Safety Officers - 399-9011 / 201-1062 (County Cells)
 3. Risk Management Main Office Number – 501-5661

Disclaimer:

Although every effort has been made to ensure this Policy addresses all applicable regulations, it is the operational manager's responsibility to ensure all rules and regulations are identified and followed.