



County of Henrico
Office of Emergency Management
And Workplace Safety

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	03/30/2017	08/01/2019

Safety 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	07/15/19	Updated phone numbers and email address.

Purpose:

This chapter provides guidelines to ensure the County of Henrico Government & Schools adheres to 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 chapter applies to all County of Henrico Departments and Schools.

Program Administration:

With guidance from the Office of Emergency Management and Workplace Safety (EMWS), each department will establish procedures that meet the requirements of the VOSH reporting requirements.

Responsibilities:

A. Fatality/Injury/Hospitalization Notifications:

[Virginia Code § 40.1-51.1.D](#) states 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. **The Office of EMWS or the 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 the Office of EMWS; and the appropriate contacts are:
 1. EMWS Division Director – 804-317-4451
 2. Safety Officers – 804-399-9011 / 804-201-1062 (County Cells) or 804-501-5497.
 3. Office of EMWS Main Number – 501-5661

Disclaimer:

Although every effort has been made to ensure this Chapter addresses all applicable regulations, it is the responsibility of each department to maintain compliance.