



## County of Henrico, Virginia INTER-OFFICE MEMORANDUM

**TO:** Agency Heads & Key Officials

**SUBJECT:** Fatality, Hospitalization & Injury  
Reporting Requirements

**FROM:** Emergency Management & Workplace Safety

**DATE:** September 05, 2025

Virginia Department of Labor & Industry (DOLI) regulations require employers to report an employee fatality, inpatient hospitalization, amputation, or the loss of an eye to the Department of Labor & Industry within a specified time frame.

Code of Virginia § 40.1-51.1.D (Duties of employers): 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.

In order to maintain consistent and timely reporting compliance the Department of Emergency Management & Workplace Safety (EMWS) will report qualifying incidents to DOLI directly. Please notify EMWS and Risk Management staff **immediately upon knowledge of such an incident** (see below).

- Medical events, such as heart attacks or mental health events that result in hospitalization must also be reported.
- If an employer does not learn of a fatality at the time that it occurs, and the incident is otherwise reportable to DOLI, the employer shall 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.

Notify EMWS and Risk Management staff according to the table below:

	Contact Person and Title	Phone
EMWS Primary	Rob Rowley Chief of EMWS	<b>804-316-3563</b>
Risk Management Primary	Jeanetta Lee Director of Risk Management	<b>804-382-4885</b>
EMWS Alternate	Craig Collins Environmental Health & Safety Coordinator	<b>804-370-8362</b>
Risk Management Alternate	Jo Ann Adkins Liability Claims Manager	<b>804-317-0452</b>

If EMWS is unable to assist, Departments must report the fatality, hospitalization, or injury to the DOLI Central Region Office directly:

Virginia Department of Labor & Industry Central Region Office  
Normal Business Hours (8:15 AM- 4:30 PM): **804-371-3104**  
Outside Business Hours, Weekends, Holidays: **804-229-2666**

Please remember to complete the Risk Management incident /claim [reporting process](#) and any agency-specific reporting requirements as necessary.

Rob Rowley, Chief of EMWS