



County of Henrico
Department of Emergency
Management &
Workplace Safety

Verification	Originator	Revised	Issued
Initials	EMWS	EMWS	EMWS
Date	05/01/2015	07/24/2023	08/01/2023

Safety Manual

Chapter 1 OSHA Reporting Requirements for Fatalities and Severe Injuries & Hospitalizations

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 EMWS telephone numbers and email addresses.
003	08/12/20	Updated EMWS telephone numbers, email addresses and added a link for the on-line reporting surveys for COVID-19.
004	03/25/22	Updated COVID-19 reporting criteria
005	07/28/2022	Removed COVID-19 reporting requirements. Aligned EMWS titles and terminology.

Purpose:

This chapter provides guidelines to ensure the County of Henrico Government and Schools comply with the most current reporting requirements of the Virginia Department of Labor & Industry (DOLI) and the Virginia Occupational Safety & Health (VOSH) Standard, 29 CFR 1904.39.

Scope:

This chapter applies to all County of Henrico Departments and Schools.

Program Administration:

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

Responsibilities:

A. Fatality/Severe Injury/Hospitalization notifications:

1. [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 in-patient 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."



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2. Contact EMWS as soon as feasible once it has been determined that an employee's incident or injury has resulted in a fatality, an in-patient hospitalization, an amputation, or the loss of an eye. During business hours, call 804-501-5497. After hours, call the 24-hour reporting number at 804-370-8362.
3. Once an incident with a qualifying injury or illness has been received by EMWS, **EMWS staff will make the official notification to the VOSH Area Office by telephone.**
4. If a Department Head (or a designee) prefers to report an incident directly to VOSH, please ensure that the notification is by phone. Do not leave a voicemail, rather call the on-call number given in the outgoing message. Under no circumstances should a fatality or reportable incident be submitted to VOSH via e-mail.

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.