

UTP Productions Accident Checklist



- Provide first aid** if a trained person is available.
- If the injury is life threatening, then please call 911. **Otherwise, call UTP's office during business hours (801) 328-1298 M-F. Or call our dedicated injury hotline at (801) 209-9193 after hours and on weekends. You will be guided through the process.** If there is no answer, please leave a detailed message of the injury. Please provide contact information including a phone number so we can return your call as soon as possible.
- The employee, supervisor and witnesses must fill out the necessary reports.** This can be accomplished at utpproductions.com for your easiest solution. The forms may also be printed and either emailed or faxed to us. This includes incidents that may not require immediate medical attention. **All reports must be received within 24 hours of the incident.**
- Investigate the accident scene – provide detailed description of accident and equipment involved. Pictures may also be taken with a cell phone and sent via text message to (801)209-9193.**
- Any accidents/incidents that involve death, amputation, loss of an eye or inpatient hospitalization require that the scene be preserved per OSHA requirements!**
- Other important contact information:
UTP Productions Phone: 801 328-1298
Fax: 801-328-1307
email: workcomp@utpgroup.com