

UTP Productions Accident Checklist



- Provide first aid** if a trained person is available.
- If the injury is life threatening, then please call 911. **Otherwise, please call UTP’s main office line at: (801) 328-1298 during business hours 8am to 4pm MST Monday - Friday. If it is after hours or on weekends you can call our dedicated injury hotline at: (801) 209-9193. You will be guided through the injury reporting process.** If there is no answer, please leave a detailed message about the injury. Please provide contact information including a phone number so we can return your call as soon as possible.
- If help is needed in arranging transportation to a medical facility, please request assistance when you call our office or hotline.** We can arrange to have injured workers taken to the medical facility through a transportation service for many types of injuries.
- The employee, supervisor, and any witnesses must fill out the necessary reports.** This can be accomplished at utpgroup.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 the 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