

## UTP Productions accident checklist



- Provide first aid** if a trained person is available.
- If the injury is an emergency, then please call 911. Otherwise, **call UTP's dedicated injury hotline at (801)209-9193. 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. This number is available 24/7/365.
- The employee, supervisor and witnesses must fill out the necessary reports.** This can be accomplished at [utpproductions.com](http://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  
Julie Vigos email: [julie@utpgroup.com](mailto:julie@utpgroup.com)