

UTP Productions, Inc

STEWARD ACCIDENT CHECKLIST

Eugene – Local 675

- Provide first aid if trained person is available.
- Send injured worker to the nearest urgent care facility for treatment if the injury or illness is not life threatening but in need of medical care. Approved medical center is Eugene Urgent Care 598 E 13th Ave (541-636-3473). If the injured employee requires emergency care go to the nearest hospital emergency room or call 911.
- The employee must fill out the report of injury or illness form, and fax to the UTP Group office (801 328-1307). This includes documented incidents that may not require immediate medical attention. All reports must be received within 24 hours of the incident.
- Contact Lonnie Harkness (801 918-1121) or Julie Vigos (801 654-8289) of UTP Productions and leave a detailed message of the injury. Provide return contact information and phone number.
- Investigate the accident scene – provide detailed description of accident and equipment involved.
- Provide witness statements and any environmental factors contributing to the accident.
- Once information is gathered UTP Productions will file the accident claim with the insurance carrier.
- Insurance Co: California Insurance Co.
Policy #73-862575-01-01
- Other important phone numbers
Local 675 541-344-6306
UTP Productions 801 328-1298
Julie Vigos Human Resource Manager
Email: julie@utpgroup.com