

INJURY REPORTING PROCEDURE



March 2026

IF AN ACCIDENT, INJURY, OR NEAR MISS OCCURS

Serious Injury
Life-threatening situations involving airway, breathing, circulation, unconsciousness

Who?
Any UFRA employee, adjunct instructor, or student

What to do?
Call 911 and/or utilize the closest EMS or medical facility. No exceptions!
Scan the QR code and fill out the UVU Incident report form

Minor Injury & Near Misses
Bumps, sprains, bruises, minor cuts, lacerations that require a couple of stitches

Who?
Any UFRA employee, adjunct instructor, or student

What to do?
Provide first aid with resources available
Scan the QR code and fill out the UVU Incident report form

Contact UFRA Risk Management Program Manager ASAP
Jennifer Brown @ 801-404-0139 or your Regional Program Manager

Risk Manager Procedures for UFRA Employees/Adjunct Instructors

1. Confirms status of injured employee and makes report to the Director about serious injuries. Notifies Assistant Director about minor injuries for employees and adjunct instructors.
2. Notifies assigned Regional Program Manager
3. Generates incident report with pertinent details

Risk Manager Procedures for UFRA Students

1. Confirms status of injured student and makes report to the Director about serious injuries. Notifies Assistant Director about minor injuries for students.
2. Notifies assigned Regional Program Manager
3. Generates incident report with pertinent details



Accident, Injury, and Near Miss Reporting

For immediate medical attention: Call 911 or go to an emergency room. EMS will be called in any life-threatening situation involving airway, breathing, circulation, or unconsciousness. **NO EXCEPTIONS!**

All accidents, injuries, and near misses, regardless of severity, will be reported according to the guidelines of this document.

NOTE: Employee benefits may be lost if forms are not filled out and submitted within 8 hours for major injuries (OSHA requirement) and 24 hours for minor injuries (Workers Compensation requirement).

1. Complete necessary documentation:

A scannable QR code is located on the inside of each trailer and prop. Paper forms are discouraged and should only be used if the digital form / QR code is not accessible.

Employees and Students:

Click on the QR Code provided in each trailer or prop to access the UVU Incident Report Form.

Or follow this link https://uvu.qualtrics.com/jfe/form/SV_5arU6Dey0W7jMWO

- a. Please follow all instructions and be as detailed as possible when describing the injury/accident.
- b. If no medical treatment is needed at the time of injury, it should be indicated in the report.

Employees:

- a. If minor medical attention is needed, when possible, report to Intermountain WorkMed or Work Care. (See the list of WorkMed locations included in this document.)

2. Notify UFRA Risk Management or your Regional Program Manager of all accident, injuries and near misses: Jennifer Brown: 801-404-0139 or your Regional Program Manager

Report major injuries ASAP to the following:

- a. UFRA's Risk Management or your Regional Program Manager
- b. UVU Campus Police (when necessary, or at the UFRA campus)

Report minor injuries (such as bumps, sprains, bruises, minor cuts, or lacerations that require a couple of stitches) ASAP to the UFRA's Risk Management Department or your Regional Program Manager.

UFRA's Risk Management will follow up with appropriate UFRA personnel, UFRA's Director, Assistant Director, and Regional Program Manager, and UVU's Office of People and Culture (Human Resources) and Risk Management.

WorkMed Locations

Cache Valley, Box Elder, Northern Utah

Logan WorkMed

412 N 200 E
Logan, UT 84341
435-713-2850
435-713-2860

Tremonton WorkMed

905 N 1000 W
Tremonton, UT 84337
435-207-4512
435-207-4667

Ogden, Morgan, North Davis County

Layton WorkMed

2075 N University Park Blvd
Layton, UT 84041
801-776-4444
801-776-1791

Ogden WorkMed

1355 W Hinckley Dr
Ogden, UT 84401
801-387-6150
801-399-2572

Salt Lake Valley

Salt Lake WorkMed

1685 W 2200 S
Salt Lake City, UT 84119
801-972-8850
801-973-9671

Murray WorkMed

201 E 5900 S Ste 100
Murray, UT 84107
801-288-4900

South Jordan WorkMed

1091 W South Jordan Pkwy,
Ste 500
South Jordan, UT 84095
385-887-7200
385-887-7290

St. George, Cedar City, Southern Utah

St. George WorkMed

385 N 3050 E
St. George, UT 84790
435-251-2630
435-627-0316

Cedar City WorkMed

962 Sage Dr
Cedar City, UT 84720
435-865-3460
435-865-3465

Utah County, Park City, Heber, Wasatch Valley

Orem WorkMed

830 N 980 W
Orem, UT 84057
801-724-4000
801-724-4001

Springville WorkMed

385 S 400 E
Springville, UT 84663
801-491-6400
801-491-6449

Park City WorkMed

1750 Sidewinder Dr
Park City, UT 84060
435-649-7640

Contact Information

UFRA Risk Management Program Manager

Jennifer Brown
3131 Mike Jense Parkway, Provo, UT 84601 801-863-7708 or 801-404-0139
JBrown@uvu.edu

UFRA Regional Program Managers

Jeff Comeau: 801-540-6889, Northern
Joy Montoya: 801-699-7312, Wasatch
Paul Sullivan: 801-430-0554, Eastern
Daniel Gallegos: 801-332-0844, Central
Jason Earl: 801-592-5246, Southern

UVU Campus Police

911 or
801-863-5555

UFRA Director

Brad Wardle 801-863-7718
Bradley.Wardle@uvu.edu

UFRA Deputy Director

Marc McElreath
801-863-7740
MarcM@uvu.edu

UFRA Certification Program Manager

Sarah Head
801-863-8353
Sara.Head@uvu.edu

UVU Office of People and Culture (Human Resources)

Workers Compensation

Cameron Evans 801-863-8389
Cameron.Evans@uvu.edu