





# CITY OF PHILADELPHIA ACCIDENT, INJURY & ILLNESS (COPA II) REPORT

*Immediate Supervisor MUST Complete This Form*

## PART V FUNDAMENTAL CAUSE & CORRECTIVE ACTION

46. THE IMMEDIATE SUPERVISOR ON DUTY SHALL CHECK **ALL** THAT APPLY:

	CONDITIONS	POSSIBLE CORRECTIVE ACTIONS
EQUIPMENT	A. A DEFECT IN EQUIPMENT, TOOLS, OR MATERIALS CONTRIBUTED TO THE HAZARDOUS CONDITION.	REVIEW PROCEDURES FOR INSPECTING, REPORTING, MAINTAINING, REPAIRING, AND REPLACING EQUIPMENT, TOOLS, AND/OR MATERIALS USED.
	B. AN EQUIPMENT INSPECTION PROCEDURE WAS NOT IN PLACE TO DETECT THE HAZARDOUS CONDITION.	DEVELOP AND IMPLEMENT A PERIODIC INSPECTION PROCESS (DAILY, WEEKLY, ETC.) TO DETECT HAZARDOUS CONDITIONS.
	C. THE CORRECT EQUIPMENT, TOOLS, OR MATERIALS WERE NOT USED OR WERE NOT READILY AVAILABLE.	SPECIFY AND PROVIDE CORRECT EQUIPMENT, TOOLS, AND MATERIALS IN JOB PROCEDURES.
	D. SUBSTITUTE EQUIPMENT, TOOLS, OR MATERIALS WERE USED IN PLACE OF CORRECT ONES.	PROVIDE CORRECT EQUIPMENT, TOOLS, OR MATERIALS, AND ADVISE AGAINST USE OF SUBSTITUTES IN PLACE OF THE PROPER ONES IDENTIFIED FOR THE JOB PROCEDURE.
	E. THE DESIGN OF THE EQUIPMENT, TOOLS, OR MATERIALS CONTRIBUTED TO THE HAZARDOUS CONDITION OR CREATED OPERATOR ERROR.	REVIEW HUMAN FACTORS AND ENGINEERING PRINCIPLES. ENCOURAGE EMPLOYEES TO REPORT HAZARDOUS CONDITIONS CREATED BY EQUIPMENT DESIGN.
	F. OTHER EQUIPMENT FACTORS NOT LISTED ABOVE CONTRIBUTED TO HAZARDOUS CONDITION (NO GUARDING, WEIGHT/SIZE EQUIPMENT, ERGONOMICS).	INSTALL/REPLACE GUARDS, AND EVALUATE IF EQUIPMENT SHOULD BE REDESIGNED OR REPLACED.
ENVIRONMENT	G. THE LOCATION/POSITION OF EQUIPMENT/MATERIAL/EMPLOYEE CONTRIBUTED TO THE HAZARDOUS CONDITION.	PERFORM A SAFETY ANALYSIS. CHANGE LOCATION, POSITION, OR LAYOUT OF EQUIPMENT. REPOSITION EMPLOYEE IF NECESSARY. PROVIDE GUARDRAILS, BARRIERS, WARNING LIGHTS, SIGNS, AND/OR SIGNALS.
	H. EMPLOYEE SHOULD NOT HAVE BEEN IN THE VICINITY OF THE EQUIPMENT/MATERIAL OR THERE WAS NOT SUFFICIENT WORKSPACE.	REVIEW JOB PROCEDURES, EVALUATE WORKSPACE REQUIREMENTS, AND MODIFY IF REQUIRED.
	I. ENVIRONMENTAL CONDITIONS SUCH AS NOISE LEVELS, ILLUMINATION, VENTILATION, VIBRATION, TEMPERATURE EXTREMES, OR RADIATION WERE A CONTRIBUTING FACTOR.	PERIODICALLY CHECK ENVIRONMENTAL CONDITIONS AS REQUIRED. CHECK RESULTS AGAINST ACCEPTABLE LEVELS AND INITIATE ACTION FOR THOSE FOUND UNACCEPTABLE.
	J. OTHER ENVIRONMENTAL FACTORS NOT LISTED ABOVE CONTRIBUTED TO A HAZARDOUS CONDITION (WEATHER, EROSION, DECAY OF METAL).	INSPECT WORK AREA AND PROVIDE PROTECTION AGAINST ENVIRONMENTAL FACTORS.
PEOPLE	K. THERE ARE NO WRITTEN OR KNOWN PROCEDURES OR RULES FOR THIS JOB.	PERFORM A JOB SAFETY ANALYSIS AND DEVELOP SAFE JOB/STANDARD OPERATING PROCEDURES.
	L. WORK PROCEDURES IN PLACE DID NOT ANTICIPATE OR DETECT THE FACTORS THAT CONTRIBUTED TO THE INCIDENT.	RE-EVALUATE PRESENT JOB PROCEDURES. PERFORM A JOB SAFETY ANALYSIS TO DETERMINE IF A CHANGE IN JOB PROCEDURES IS NECESSARY.
	M. NO ONE DETECTED, ANTICIPATED, OR REPORTED A HAZARDOUS CONDITION.	IMPROVE EMPLOYEE CAPABILITY IN HAZARD RECOGNITION AND REPORTING. TRAIN ON REMOVING THE HAZARD.
	N. THERE WAS A FAILURE TO DETECT OR CORRECT DEVIATIONS FROM JOB PROCEDURE.	REVIEW SAFETY PROCEDURES. MONITOR JOB PROCEDURES AND CORRECT DEVIATIONS.
	O. EMPLOYEE DID NOT KNOW THE JOB PROCEDURE OR THE EMPLOYEE DEVIATED FROM KNOWN JOB INSTRUCTIONS.	IMPROVE JOB INSTRUCTION AND TRAIN EMPLOYEE ON CORRECT PROCEDURE. REVIEW PROCEDURE TO DETERMINE WHY DEVIATION OCCURRED AND MODIFY IF NECESSARY. COUNSEL EMPLOYEE AND PROVIDE CLOSER SUPERVISION.
	P. THERE WAS A LACK OF SKILL OR KNOWLEDGE FOR THIS WORK ACTIVITY.	PROVIDE TRAINING/EDUCATION ON WORK ACTIVITY.
	Q. JOB PROCEDURES WERE TOO DIFFICULT TO PERFORM BECAUSE OF PHYSICAL FACTORS OR THE COMPLEXITY OF THE TASK.	CONSIDER CHANGE IN JOB DESIGN AND PROCEDURES.
	R. A PREVIOUSLY IDENTIFIED AND/OR REPORTED HAZARD CONTRIBUTED TO THIS INCIDENT.	IMPROVE PROCESS TO CORRECT HAZARDS. ESTABLISH PRIORITIES BASED ON POTENTIAL INJURY SEVERITY AND PROBABILITY. REVIEW RESPONSIBILITY TO INITIATE AND CARRY OUT CORRECTIVE ACTIONS.
	S. INDIVIDUALS WERE NOT ADEQUATELY TRAINED IN ACCIDENT PREVENTION AND AWARENESS.	TRAIN INDIVIDUALS IN ACCIDENT PREVENTION FUNDAMENTALS.
	T. INADEQUATE ENGINEERING, MAINTENANCE, OR WORK STANDARDS CONTRIBUTED TO THIS INCIDENT.	RE-ENGINEER, START PREVENTIVE MAINTENANCE PROGRAM, OR INSTITUTE BASIC WORK STANDARDS.
PPE	U. NO PERSONAL PROTECTIVE EQUIPMENT (PPE) WAS SPECIFIED OR PROVIDED FOR THE TASK.	REVIEW METHODS TO SPECIFY BOTH PPE REQUIREMENTS AND PROPER PPE DISTRIBUTION AVAILABILITY.
	V. EMPLOYEE WAS NOT AWARE OF THE SPECIFIC PPE REQUIRED OR HOW TO MAINTAIN THE PPE.	REVIEW JOB INSTRUCTIONS AND PROCEDURES, AS MAINTENANCE OF PPE IS ACCOMPLISHED WITH PROPER STORAGE AND INSPECTION PRIOR TO USE.
	W. PPE WAS INADEQUATE OR WAS IMPROPERLY USED WHEN THE INJURY OCCURRED.	IMPLEMENT PROCEDURES TO MONITOR AND ENFORCE PROPER USE OF PPE. CHECK PPE REQUIREMENTS, STANDARDS, SPECIFICATIONS, AND APPROPRIATENESS. TRAIN PERSONNEL ON PPE USE.
	X. EMERGENCY PPE WAS NOT SPECIFIED FOR THIS JOB; EMERGENCY PPE WAS NOT READILY AVAILABLE AND/OR IMPROPERLY USED; THE EMERGENCY PPE DID NOT FUNCTION PROPERLY.	IDENTIFY NEED FOR EMERGENCY PPE. PROVIDE AND INSTALL EMERGENCY EQUIPMENT AT APPROPRIATE LOCATIONS. TRAIN ON PROPER USE AND ESTABLISH AN INSPECTION SYSTEM. REPAIR DEFECTS IN EQUIPMENT IMMEDIATELY.
	Y. OTHER PPE FACTORS NOT INCLUDED CONTRIBUTED TO THE HAZARDOUS CONDITION (TEARS, RIPS IN PPE, HOT WEATHER).	PERIODICALLY SELF-INSPECT PPE BEFORE, DURING, AND AFTER USE. ESTABLISH INSPECTION SYSTEM.

47. THE IMMEDIATE/UNIT SUPERVISOR SHALL LIST OR DESCRIBE **ALL** RECOMMENDED CORRECTIVE ACTIONS:

48. DATE RECOMMENDATIONS IMPLEMENTED

(MM/DD/YYYY) \_\_\_\_/\_\_\_\_/\_\_\_\_