**Spotlight on Safety**

**Event**

*(brief description including any relevant background information)*

Contributing Factors

**Staffing / Human Resources**

*(workload/shift patterns, staffing/skills mix, administration/managerial support)*

**Work Environment**

*(noise/distractions, congestion)*

**Team**

*(verbal communication, written communication, supervision/seeking help)*

**Task**

*(clarity/design, availability of policies/procedures)*

**Knowledge**

*(orientation/training, resources)*

**Organizational**

*(culture)*

**Individual**

*(performance, competence, history of similar events)*

Action

*(disclosure, root cause analysis, incident review)*

Opportunities for Improvement