**TEAM BASED ANALYSIS TOOL**

Applying a Human Factors Framework

**PEOPLE**
- Individual e.g. physical, psychological, personality or social issues; cognitive factors, competence, skills, attitudes, risk perception, training issues
- Team e.g. roles, support, communication, leadership
- Patient e.g. clinical condition, physical, social, psychological, relationship factors
- Others e.g. other health and social services

**ACTIVITY**
- Complexity of work process or task guidelines, policies and procedures e.g. not up-to-date, not available, unclear/unsuitable, not followed
- Design or organisation of work process or system e.g. level of complexity, workload, poor design
- Equipment e.g. positioning, not available, not working, not calibrated, usability issues

**ENVIRONMENT**
- Work setting e.g. staffing, environmental conditions, workload or hours of work, design of physical environment, administrative and/or time factors
- Organisational e.g. safety culture, priorities, external risks, organisational structure
- Communication e.g. verbal, written, non-verbal systems, poor communication, failure to communicate
- Education and Training e.g. supervision, competence, availability/accessibility, appropriateness
- Societal, Cultural and Regulatory Influences

**INTRODUCTION**
- Human factors science helps explain interactions contributing to significant events.
- Focusing SEA on the three areas outlined herein may identify systems to be improved, reducing risk.
- The personal impact of an event may impede its analysis - consider your feelings about the event, support others and be sensitive to their feelings.

**PROCESS**
1. Agree who will minute the discussion and complete the SEA report.
2. Express any concerns before commencing the analysis.
3. Analyse the event by exploring potential contributory factors in each of the three headed areas.
4. Complete the enhanced SEA report and distribute for comment/agreement.

**NOTES:**

**Interactions**

- **PEOPLE**
- **ENVIRONMENT**
- **ACTIVITY**