

How to PREVENT FAILURE

Reminders, checklists, double checks
Forcing functions ie. People can't avoid doing the right thing
Automation/computerization
Simplification/standardization
Redundancy
(Do not rely only on memory, policies and procedures, "perfect" human performance or training/education).

FMEA Light WORKSHEET

How to PREPARE if FAILURE occurs

Improve detection or make errors more visible
Mitigate any adverse effects

Process/Service: _____ **Date:** _____
Team Members: _____

Note: Brainstorm all failures then prioritize most likely and most severe failures and develop prevention and mitigation strategies for these

Failure (What could go wrong?)	Cause(s) (N.B. There may be more than one cause for each failure)	How to PREVENT FAILURE (List strategies for <u>each</u> cause)	How to PREPARE if FAILURE Occurs (ie. Prevention strategies fail) (List ideas for <u>each</u> cause)