**Swiss Cheese Model**Question 4 - Loss of patient records

Decision-makers (corporate management and regulatory authorities)

* Out of date recording / reporting systems
* Lack of file digitalization

Line management (people who are responsible for implementing the decisions)

* Damaged or compromised data
* Lack of familiarity with systems (under qualified)
* Reporting hierarchy

Preconditions (the condition for workforce)

* Overwork (Too many hours, double shifts)
* Workers unaware of proper procedures

Unsafe acts (unsafe acts carried out by the workers/operators.)

* Misplacing paperwork
* Improper data disposal/destruction
* Leaving records in plain site

Last Barrier

* Backups
* Secure health record storage