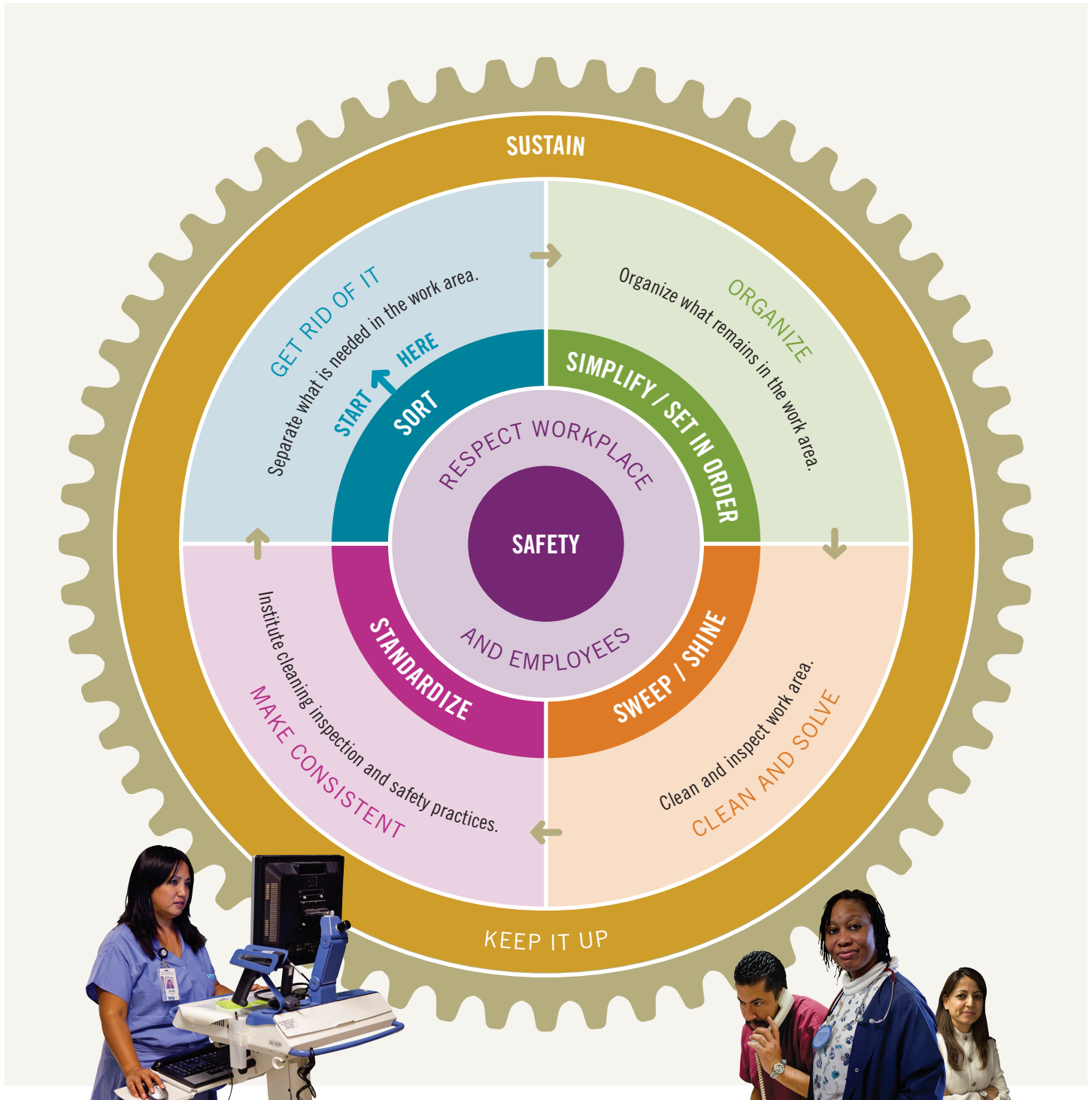


6S to Tame Chaos in the Workplace

Purpose: Primarily used as a systematic approach to organizing everything from inventory and stock to desktop and computer files. Improves inventory control, which helps save Kaiser Permanente money—as well as creating a healthier, happier workplace.

When: Use if your supplies are disorganized, or if stock is being hoarded or still on the shelf when the expiration date arrives.

Who: Level 2 team and higher. The 6S tool is not complicated and gets everyone on the team involved.



1. SORT

GOAL: Remove everything from the workplace that is not needed to do the work. Get organized.

- Take a picture of what the area looks like now.
- Decide who will lead this effort and who will do it.
- Set a deadline for finishing the 6S work.
- Sort items into three categories: keep, decide and trash/recycle.
- Once items are sorted, get feedback from all affected employees and departments.
- See if items in trash/recycle can be donated.
- Take the items from the decide group and place them in the keep or trash/recycle group.

NOTES:

2. SIMPLIFY / SET IN ORDER

GOAL: A place for everything and everything in its place.

- Organize and establish a place for the “keep” items from the Sort step.
- Locate items according to frequency of use, ease of access and ease of use. Try to color code like items.
- Label the location for each item and its quantity.
- Outline with tape the area where equipment will be stored.
- Map the new locations of items and educate employees on the proposed changes. Allow for feedback.
- Use PDSA cycle testing prior to final implementation.

NOTES:

3. SWEEP / SHINE

GOAL: A clean and neat workspace or area.

- Clean area(s) and/or equipment.
- Develop a schedule and checklist to ensure items and/or areas stay clean. Example: What will be done daily, weekly or monthly? Who does what?
- Team determines what cleaning supplies need to be kept on hand.
- Think about who else may be affected (EVS, for example) and involve them if necessary.

NOTES:

4. STANDARDIZE

GOAL: Prevent setbacks in previous three steps.

- As a team, develop checklists or work instructions.
- Create a shadow board to show where tools and equipment are stored (optional).
- As a team, determine appropriate inventory.
- Consider using “kanban” cards (color-coded cards used to signal when to order, what to order, etc.) to identify when reordering or replacement is necessary.
- Update policy and procedures manual with new way of doing work.
- Communicate with the affected people and departments and ask for feedback.

NOTES:

5. SAFETY

GOAL: Create a work environment where hazards are easily identified and then minimized or eliminated.

- Are hazardous materials properly labeled and stored?
- Are walkways, aisles and workstations free of clutter?
- Are exits clearly identified?
- Is personal protective equipment available and maintained?
- How are hazards identified and discussed?

NOTES:

6. SUSTAIN

GOAL: Setting and maintaining the proper conditions to keep 6S alive and active in the workplace.

- AWARENESS: Communicate so people know the benefits and the rewards of doing 6S.
- TIME: Build in time to do 6S and have the right people doing it.
- STRUCTURE: Make it a part of daily work.
- REWARDS AND RECOGNITION: Create and connect so praise is meaningful and timely.
- Post before and after photos.

NOTES: