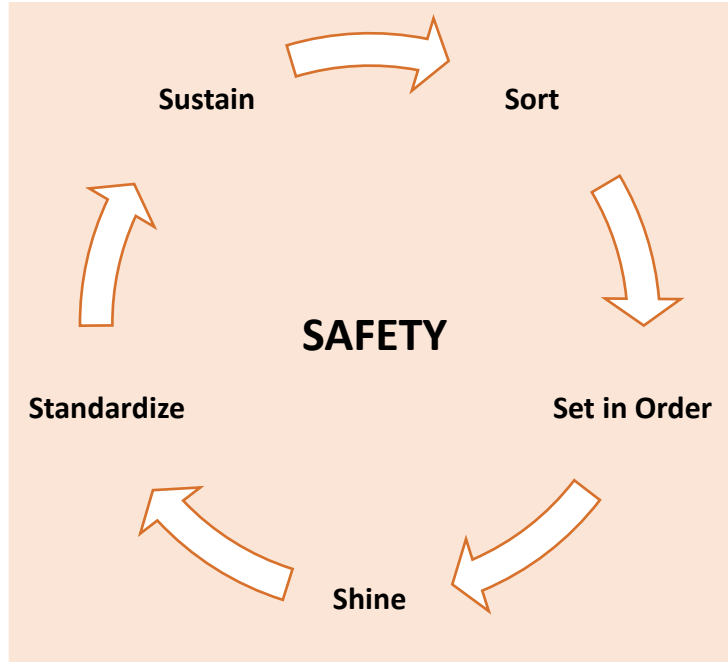


6S Reference Guide

This tool is used to eliminate waste in your workspace to enable value-added performance. By applying the 6S' you will organize, eliminate unneeded materials and enable the continued maintenance of the improved workspace.



SORT:

- Separate the necessary from the unnecessary
- Remove things not required for the process
- Add things that are missing
- Discard stuff you don't need



Red tag items:

- Not sure if you need it
- Someone else might need it

Give it 2 weeks – did you use it?

SET IN ORDER:

- Provide the tools needed at each workstation
- Organize for convenience, eliminate unnecessary movement
- Find a convenient, central location for shared items
- Move items out of drawers so they are easy to see and retrieve
- Label, Label, Label

SHINE:

- Clean ALL work surfaces, including under and behind equipment
- Make sure it's clear where things go
- Make everything look new!



GOAL: create a visual workspace that minimizes errors

STANDARDIZE:

- Develop a task-sheet for each 6S component
- Assign someone to be own each 6S component
- Consider developing a 'scoring method'

SUSTAIN:

- Set aside time at the end of each shift to Set in Order and Shine
- Schedule a monthly audit of each 6S component, display results
- Iterate – if it's not working, schedule another 6S tailored to that issue
- Schedule a larger 6S annually – continuous improvement!

SAFETY:

- Check safety equipment – make sure its operational!
- Utilize the City's Ergonomic Assessment resources
- Utilize the City's SSRM resources
- Create a work order, on the spot, for things not resolvable during 6S

TRICKS OF THE TRADE:

- Keep the scope small (Water Process Lab vs Water Treatment Plant)
- Involve everyone who uses the space
- Involve people who don't use the space daily
 - They ask the best questions: *"why do you have it set up this way?"*
- Plan to do this a few times – seeking perfection results in excellence
- The worse before, the better after!
- TAKE LOTS OF PICTURES!
- Involve management in support of sustaining the changes