Visual Metrics:
Audits & Safety Team Performance

You won’t GET LEAN... until you GET VISUAL!
**Visual Information is Essential to Make Safe Decisions at Your Facility**

**Make Your Facility Safe — Make it Visual!**

Visual Workplace products and training resources provide all the tools you need to foster visual management processes in your facility.

More importantly, these fast and easy-to-use resources will engage your staff to actively participate in continuous improvement for your company by creating a visual workplace. Success follows success. As your employees become educated on the principles of Visual Management, they’ll learn to see for themselves the opportunities for improvement.*

**Benefits include:**

- Increased quality
- Increased machine efficiency
- Increased throughput
- Reduced scrap
- Reduced setup time
- Reduced inventory
- Reduced injuries
- Standardized work
- Sustainable workplace organization

*Don’t Take our Word for It!*

Here’s a few of the world’s leading companies that use the Visual Workplace Mobile In-House Sign Shop and our other products in their operations:

- BASF
- Del Monte
- John Deere
- Kellogg’s
- Energizer
- Pepsi
- GE
- Snap-on Tools
- Sylvania
- Caterpillar
- Campbells
- General Mills
- Harley Davidson
- Johnson & Johnson
- Nike

Click here to view more customers and read what they have to say about Visual Workplace products and services.

If your facility is lacking in any of these areas because systems are not in place, or poorly maintained, this document is designed to help. For more information or to address a specific situation, please have your safety team contact Visual Workplace.

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<thead>
<tr>
<th></th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Safety audit results are visually posted on a regular basis and improvements are documented.</td>
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<td>2</td>
<td>Safety performance goals are identified and tracked. Improvements are addressed.</td>
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<td>3</td>
<td>Visual tools, such as the safety cross, are utilized to track days without recordable injuries.</td>
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<td>4</td>
<td>Standardized work instructions are established for handling chemicals. Personal protective equipment requirements are identified and are available to the team members.</td>
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<td>5</td>
<td>Safety items (fire extinguishers, eye wash stations, personal protective equipment) are visually identified, unobstructed and inspected regularly.</td>
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<tr>
<td>6</td>
<td>Emergency evacuation procedures and routes are visually displayed for all team members.</td>
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<td>7</td>
<td>All exits are clearly marked and unobstructed.</td>
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<td>8</td>
<td>First aid supplies are controlled using a kanban or visual system.</td>
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<td>9</td>
<td>First responders for the facility are visually identified by department and/or shift.</td>
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<td>10</td>
<td>Hazardous waste has a clearly identified location and disposal instructions are visually displayed.</td>
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<td>11</td>
<td>Electric circuit breaker panels and emergency shut-offs are labeled and unobstructed.</td>
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<tr>
<td>12</td>
<td>High-noise areas are clearly identified and hearing protection is available and used.</td>
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How does your facility score on these safety concerns?
Click here for a comprehensive visual management self-assessment to evaluate where you’re at now and identify opportunities for improvement.
Safety: Metrics to Measure Success

Metrics

Is there an opportunity to incorporate safety and workplace organization metrics together?

Performance

Is your safety team clearly identified and the organization’s performance displayed?

Daily Huddles

Are safety audits visually posted and discussed with the team?
Scoreboard

- Color-coded tasks are displayed to communicate daily, weekly, and monthly cleaning requirements
- Departmental information includes: suggestions, action items, monthly audit, work instructions, board owner and cleaning tasks

Above is an example of a visual system used to sustain cleanliness that incorporates the entire team. Tasks are first divided into daily, weekly, and monthly frequency.

A card is created for each task and then filed in a card holder. The color of the card identifies the frequency of the task and what action is required. When the task is complete, the card is turned over. It is easy to see when tasks have not been completed or if the team is behind schedule. At the beginning of each cycle, the cards are turned back over to be completed again.

The owners of the scoreboard are clearly displayed. If questions come up, you know who to ask.

Additional data points for Suggestions, Open Action Items and Audits are available at a glance.

Safety Sam

Not every visual system requires a sign. Use your creativity when developing visual systems!

In this facility, a manikin near the companies KPI center is “employed”. His name is Safety Sam.

When this facility has a recordable injury, Safety Sam’s hat is changed from green to red for the day. His “workstation” in the plant is located where nearly every employee walks by, so that Sam’s message reaches just about everyone.

Bottom line: Safety can be made easy; even a dummy can do it!

Metrics

Sam wears a display that shows year-to-date performance at a glance. The display shows how many injuries to date had been recorded using the safety cross.

Trends

Department performance is tracked and used by the management team to further analyze root cause.

For this company, safety is very important, and they go to great lengths to keep everyone
Visual Workplace Specializes in Workplace Signage

Signage and visuals are essential to workplace organization and efficiency. Visual Workplace specializes in signage for your workplace and provides many different product options.

Please follow the links below for more information on any of these products.

MAKE YOUR OWN SIGNS
Using the Mobile In-House Sign Shop
- Signs on demand
- Signs of all sizes
- Signs inexpensively

ORDER SIGNS & BANNERS
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- Banners
- Dry Erase Boards

PRODUCTS TO ORGANIZE YOUR WORKPLACE
- Floor-Mark
- Shadow-Mark
- Quick-Grids and more!

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