VISUAL management techniques to create a SAFE workplace environment

Organizing a Safe Workplace:

- Personal Protective Equipment (PPE)
- Machine/Equipment/Process Protocols
- Facility Safety Instructions

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**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
- Snap-on Tools
- Sylvania
- Caterpillar
- General Mills
- Johnson & Johnson
- Harley-Davidson
- 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.

1. Safety audit results are visually posted on a regular basis and improvements are documented.
2. Safety performance goals are identified and tracked. Improvements are addressed.
3. Visual tools, such as the safety cross, are utilized to track days without recordable injuries.
4. Standardized work instructions are established for handling chemicals. Personal protective equipment requirements are identified and are available to the team members.
5. Safety items (fire extinguishers, eye wash stations, personal protective equipment) are visually identified, unobstructed and inspected regularly.
6. Emergency evacuation procedures and routes are visually displayed for all team members.
7. All exits are clearly marked and unobstructed.
8. First aid supplies are controlled using a kanban or visual system.
9. First responders for the facility are visually identified by department and/or shift.
10. Hazardous waste has a clearly identified location and disposal instructions are visually displayed.
11. Electric circuit breaker panels and emergency shut-offs are labeled and unobstructed.
12. High-noise areas are clearly identified and hearing protection is available and used.

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: Protecting Personnel

Personal Protective Equipment (PPE)

Are your PPE instructions clearly displayed and at the point of use?

Protective Work Instructions

Do you communicate required personnel protective equipments as part of standard work instructions?

Do you communicate emergency work instructions with visual aids?
**Visual At Work**

Do you control behavior and communicate in real time?

In this facility everyone is required to wear a hard hat outside the office area.

An unwanted side-effect of this safety program was that delivery truck drivers were frequently walking off with their visitor hard hat — a costly and time-consuming replacement hassle for the company.

To eliminate this from happening, the company implemented a color code system for the hats — with *pink* specifically designated for truck drivers. Immediately, the hats stopped disappearing!

For company personnel, each employee’s hard hat is individually identified, now making forklift certification and other key information visible at a glance.

**Noise**

Are high noise areas identified and hearing protection available at the point of use?

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*www.visualworkplaceinc.com  Phone: 616.583.9400*
Safety: Machine/Equipment

Organize by Color Distinction
Do you use color to communicate differentiation?

Cautionary Work Situations
Do you communicate standard work instructions with visual aids?

Lock Out/Tag Out
Are procedures clearly identified and include the proper items for Lock Out / Tag Out processes?
**Pinch Points**

How do you communicate where it is safe – and where it is not?

**Material Handling**

Are the material handling requirements posted at critical paths?

**Preventive Measures**

Do you add reminders to prevent injuries?
Safety: Facility Instruction

**Do Not Block**

Are electrical panels, charging stations and other designated areas clearly marked and unobstructed?

**Doorways**

Can you see through passage ways and if not, are cautions displayed?
Pipe Markings
Are pipe markings visual to reduce error and eliminate time spent searching?

Maintenance
Is your maintenance area organized to support operational safety?

Deliveries
Are the safety requirements for truck drivers and material handlers displayed at the point of use?
Safety: Workplace Organization

Storage

Are storage requirements clear?
Are material stacking restrictions signified with signage or are the walls color coded to signify the maximum stacking height?

Are aisles unobstructed? Before (above); after (below)
Signage and visuals are essential to workplace organization and efficiency. Visual Workplace specializes in signage for your workplace and provides many different product options.

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