Creating a Safe Work Environment

Did you know that 83% of what we learn is visual?

- Learning is essential to safety and should be continual.
- Visuals should be utilized in the workplace to direct behavior the same way they direct us in our daily life.
  - Airports
  - Roadways
  - Shopping Centers
  - Hospitals
- To successfully create a safe work environment you must reinforce the safety behaviors taught.
- Visuals reinforce teaching.
- How effective are your safety visuals in your facility?
A safe workplace is a visual workplace!

A Visual workplace is

...an environment that speaks for itself.

- Identifies and eliminates abnormal situations
- Directs behavior
- Eliminates missing information
- Reduces injury
- Uses Key Performance Indicators (KPI) to reveal opportunities for improvement
A visual workplace creates employee engagement paving a path for continuous improvement.

- Increased quality
- Increased machine efficiency
- Increased throughput
- Reduced scrap
- Reduced setup time
- Reduced inventory
- **Reduced injuries**
- Standardized work
- Sustainable workplace organization
A Road Map for a Visual Workplace

Visual Workplace

- Learn to see waste and opportunities for improvement
- Organize your workplace
- Set standards for each element of a visual workplace
  - Leadership
  - Territories
  - Process
  - Work instructions
  - Scoreboards
- **Safety**
  - Measure your performance and improve
Safety Road Map

A safe workplace requires more than just a few signs here and there!
What information is missing in your facility?
Creating a Safety Road Map

Step 1

- Start by making sure that safety items have procedures are visually identified, unobstructed and inspected regularly.
Creating a Safety Road Map

Step 2

- Identify missing information by asking questions. A repeated question in the workplace usually indicates a need for a visual system.
## Creating a Safety Road Map

### Step 3
- Translate the missing information into your road map.

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First Aid

Are first aid supplies controlled using kanban cards and indicate instruction for use?
Safety Road Map

First Responders

Are first responders for the facility visually identified by department or shift?
Use your creativity when developing visual systems!

When this facility has a recordable injury, Safety Sam’s hat is changed from Green to Red for that day.
Year to date performance is displayed at a glance!

SAM SAYS

If you take your eyes off Safety you are looking for trouble.
Safety Road Map

Trends

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

Accessibility

Are safety stations stocked regularly and easily accessible?
Safety Road Map

Lock Out/Tag Out

Are procedures clearly identified and include the proper items for Lock Out / Tag Out processes?
Safety Road Map

PPE

Do you have the necessary equipment available at the point of use?
Safety Road Map

PPE

Are your PPE instructions clearly displayed and at the point of use?
Is your maintenance area organized to support operational safety?
Distinction

Do you use color to communicate differentiation?
Is there an opportunity to incorporate safety and workplace organization metrics together?
Safety Road Map

Daily Huddles

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

- 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
  - Cleaning Tasks
Is your safety team clearly identified and is the organization’s performance displayed?
Safety Road Map

Deliveries

Are the safety requirements for truck drivers and material handlers displayed at the point of use?

BEFORE DRIVING A HILO ONTO A TRUCK:
- Truck must be in place and tires chocked
- Dock plate extended and verified in place
- Remove chain blocking doorway
Safety Road Map

MSDS

Are your MSDS stations organized and do they communicate the requirements for use?
Road Map

Reduce Time Searching

Before

After
Safety Road Map

Evacuation

Are emergency evacuation procedures rehearsed and routes visibly displayed for all team members?
Safety Road Map

Pinch Points

How do you communicate where it is safe to be?
Doorways

Can you see through passage ways and if not, are cautions displayed?
Hazardous Materials

Are materials clearly identified and disposition instructions visual?
Pipe Markings

Are pipe markings visual to reduce error and eliminate time spent searching?
Safety Road Map

Fire Safety

Is it clearly obvious what is supposed to happen?
Safety Road Map

Standard Work

Do you communicate standard work instructions with visual aids.
Material Handling

Are the material handling requirements posted at critical paths?
Safety Road Map

Exits

Are all exits clearly marked and unobstructed?
Do you add reminders to prevent injuries?
Safety Road Map

Do Not Block

Are circuit breakers and charging stations clearly marked and unobstructed?
Safety Road Map

Noise

Are high noise areas identified and hearing protection available at the point of use?
Are aisles unobstructed and storage requirements clear?
Are stacking restrictions signified by color or the placement of signage that obstructs stacking anything higher than the sign?
Visual information is essential for making safe decisions!
Safety Road Map

Never underestimate the power of visuals!

PLEASE BE SAFE.
Do not stand, sit, climb or lean on fences. If you fall, animals could eat you and that might make them sick. Thank you.