Unit 4.2: Objectives

• Apply the 11 work environment improvement tools to help resolve quality-related issues
Unit 4.2: Content

• Red tags, alignment, numbering, labelling, X-Y axis, zoning, safety signs, colour coding, sign boards and mapping, symbols and 5S Corner
1. Red tags—Used in SORT (S1)

5S RED TAG

* Dept./Unit ..................
* Tagged date ............... By ...........
* Date of Re-check ............ By ...........
* □ Necessary  □ May be necessary
* □ Unnecessary
* Where to keep ..................
2. Alignment – Used in SET (S2)
3. Numbering – Used in S2

Records Office before numbering

After numbering
4. Labelling – S2

Easy access to stored items: CPGH WD 7
5. X-Y Axis – Used in S2

- Orderliness, beautification, poster display
- Remove old, out dated posters, calendars, notices regularly from N/Boards…..Tidiness
6. Zoning– S2 & S4

For identifying or proper locating of items, e.g. dustbin, couch, trolley, wheelchair
7. Safety Signs – Used in S4

- Attention to hazardous items
- Guides visitors and workers
8. Colour Coding – Used In S4

• Understand meaning by colour

• Garbage, Medical waste

• *Green* means safe
9. Signboards and Mapping – S4

To show location of places and facilities in hospitals
10. Symbols – Used in S4

Enable understand meaning of something by symbol.
May use existing notice boards
• Establish new notice boards