

## Visual Efficiency Improvement Checklist

As 70%\* of our sensory receptors are found in our eyes, it's time to get visual. At Signet, this is vital to our everyday activities and we have shared some of our insights below.

Why should **visual efficiency**, a vital part of Continuous Improvement, be a key focus of your business? Because we all want a safe working environment, as well as valuable time and cost savings.

| Checklist  | YES | NO |  |
|--|-----|----|--|
| <p><b>Tip 1 - Incorporate clear signage in all areas</b></p> <p>Use signage in all areas of the workplace, and place critical information where it is easily seen, including:</p> <ul style="list-style-type: none"> <li>✓ SOPs</li> <li>✓ Workplace Instructions</li> <li>✓ Key Data on Huddle Boards</li> </ul> <p>Make sure individuals can easily see what item the information relates to.</p>                  |     |    |  |
| <p><b>Tip 2 – Create a designated area for your cleaning products</b></p> <p>Keep all cleaning supplies in a clearly labelled area, and ensure that each item is easily identified. If a spillage occurs in a high traffic area, individuals are able to clean up the spill quickly as they don't have to struggle to find the right product for the job.</p>  |     |    | <p><b>Tip:</b> Create further visual efficiency by colour coding cleaning products to a specific area or task.</p> |
| <p><b>Tip 3 – Use visual boards to keep your tools organised</b></p> <p>Being able to quickly find the right tools is an easy way to speed up a process. Remove cupboards, draws or any other type of storage that is easily forgotten about and prone to becoming unorganised. <b>Opt for visual boards to keep your workplace in check!</b></p>  |     |    |  |
| <p><b>Tip 4 – Incorporate visual reorder cues to keep track of your PPE</b></p> <p>Similarly to storing frequently used tools on a nearby visual board, PPE can also be organised in the same way. To create even more efficiency, place a mark on clear storage containers that could be used to store hair nets or ear plugs, so you can quickly see when the item needs to be reordered – before running out!</p> |     |    |  |

### HOW DO YOU CREATE A DESIGNATED AREA FOR ITEMS IN YOUR WORKPLACE?

Creating a specific area for your items is a key part of visual efficiency. Effectively mark and maintain the area using the steps below:

- Determine the right spot at the start – make sure that it is not in the way of other activities or processes that may occur and is easy to access when required
- Use a diagram to show where the item lives in your warehouse to ensure it is always returned to the same spot
- Use labels where possible
- Physically mark the area on the floor with floor marking tape or paint

At Signet, helping our customers achieve success is key. That is why we have a range of resources to help you choose the best product for the job and complete the job correctly.

To find out more, head to our Resource Centre [www.signet.net.au/resources](http://www.signet.net.au/resources)

