GEAUX TIGER
6S TRAINING

6S to Success

GEAUX TIGER 6S

(Wheel diagram)
- 01 SORT
- 02 SET IN ORDER
- 03 SHINE
- 04 STANDARDIZE
- 05 SUSTAIN
- 06 SAFETY

1 SORT
Eliminate objects in the workspace that are not in use. Store or discard them.

2 SET IN ORDER
Arrange any items used on a daily basis so they may be easily accessed and quickly stored.

3 SHINE
Everything is clean and functioning properly.

4 STANDARDIZE
Develop a discipline for SORT, SET and SHINE.

5 SUSTAIN
Create a culture that follows these steps on a daily basis.

6 SAFETY
Identify and eliminate all hazards for a zero accident and injury free workplace.

Overview

- Simply put, **GEAUX TIGER / 6S** is a systematic approach to workplace organization.
- But it's also much more than that. **GEAUX TIGER** is about efficiency, competitiveness, and survival.
- It is a deceptively simple system that creates an organized and productive workplace.
- It's not just about cleaning up and eliminating unneeded items. **GEAUX TIGER** creates a workplace environment that can adapt and succeed.
- Chaos and unproductivity are your enemies; organization and efficiency are your allies.

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Cost Efficiency

If implemented correctly and followed diligently, **GEAUX TIGER** will lead to $!

- ✓ Lower costs
- ✓ Better quality
- ✓ Improved safety
- ✓ Increased productivity
- ✓ Higher employee satisfaction

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The six steps/pillars of 6S are:

1. Sort
2. Set in Order
3. Shine
4. Standardize
5. Sustain
6. Safety

1 Sort

- The GOAL of *SORT* is to eliminate all the unneeded tools and materials and create a space free of clutter.
- A good rule of thumb is : "If you do not use it on a daily basis, throw it out." Leave only the things you need to get your job done. This includes tool, materials and machinery.
- When executing the *SORT* step, you must be vigilant and ruthless!

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Sorting Process with Red Tags

- Red Tags help identify items that you feel may need to be removed from the workplace.
- On the Red Tag indicate what action should be taken:

1. Leave item where it is
2. Relocate the item
3. Dispose of the item
4. Recycle the item
5. Place in "Red Tag Holding Area"

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#2 Set in Order

- ***SET IN ORDER*** is the process of putting everything in a place that is easy to get to.

- All items should be clearly marked so anyone can easily find is proper home.

BEFORE

AFTER

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Setting in Order

SOME GUIDELINES TO CONSIDER:

- ✓ Put frequently used items closest to the user.
- ✓ If items are used together, store them together.
- ✓ Place items so the user does not have to bend or twist much to access them.

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Setting in Order

LABELING IS A KEY COMPONENT IN THE SHOP

- ✓ Tool Boxes
- ✓ Floors…, i.e. Trash Cans, Welding Machine, etc..
- ✓ Walls…, i.e. Brooms, Batteries, Fire Extinguishers
- ✓ Walkways
- ✓ Safety Banners
- ✓ **GEAUX TIGER** Reminders

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Setting in Order

Here is an example of a tool box that is 6S / TIGER Ready…

- Note the Labelling on the drawers.
- Frequently used items should be the easiest to access.

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Setting in Order

Here is an example of Floors that are 6S / TIGER Ready…

- Note the Designated Walk Paths.

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#3 Shine

- *SHINE* means removing all the dirt and grime and keeping the workplace clean on a daily basis.
- You want to get it clean and keep it clean!
- Cleaning is not the only facet of *SHINE*. The daily Shine ritual should also include **inspection** and **routine maintenance**.

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Shine

When you implement this, two things will happen…

1. Employees will like coming to work in a clean environment.

2. Because you are keeping the equipment and your surroundings in great shape, you will have fewer injuries and fewer equipment breakdowns.

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Shine

- The Goal for *SHINE* is to keep everything in great working order so it lasts as long as possible and doesn't break down.
- Clean and properly maintained tools and equipment also increase safety in the workplace!

#4 Standardize

- *STANDARDIZE* creates a system of tasks and procedures that will ensure the principles of **GEAUX TIGER / 6S** are performed on a daily basis.

- The *STANDARDIZE* pillar utilizes a set of schedules and checklists that can be easily followed so each step of **GEAUX TIGER / 6S** is performed exactly the same way every day.

* That way, each employee knows what he needs to do, when he needs to do it, and exactly how to do it.

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Standardize

There is no room for uncertainty!

STANDARDIZE uses three steps to make sure that the **GEAUX TIGER / 6S** pillars are getting done consistently and correctly.

1. Make sure each employee knows his responsibilities.
2. Make it part of their daily routine.
3. Periodic evaluation.

#5 Sustain

- *SUSTAIN* gives your staff the commitment and motivation to follow each step, day in and day out.

- Once you start the **GEAUX TIGER / 6S** method at your branch, you will see improvements very quickly.

- BUT, the key to long term success is simple: *DILIGENCE*

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#6 Safety

SAFETY IS THE 6TH ELEMENT ADDED TO THE PROCESS THAT TIGER FEELS IS THE MOST IMPORTANT!

Safety

Some *SAFETY* Items:

- Eye Wash / Shower Station

Safety

Some *SAFETY* Item

- First Aid Kits

- Trucks & Shops

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Safety

Some *SAFETY* Items:

- PPE (Personal Protective Equipment)

Safety

Some *SAFETY* Items:

- First Aid / CPR Certifications
- AED (Automated External Defibrillator

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Safety

Some *SAFETY* Items:

- **Forklift Safety**

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