

Project Details

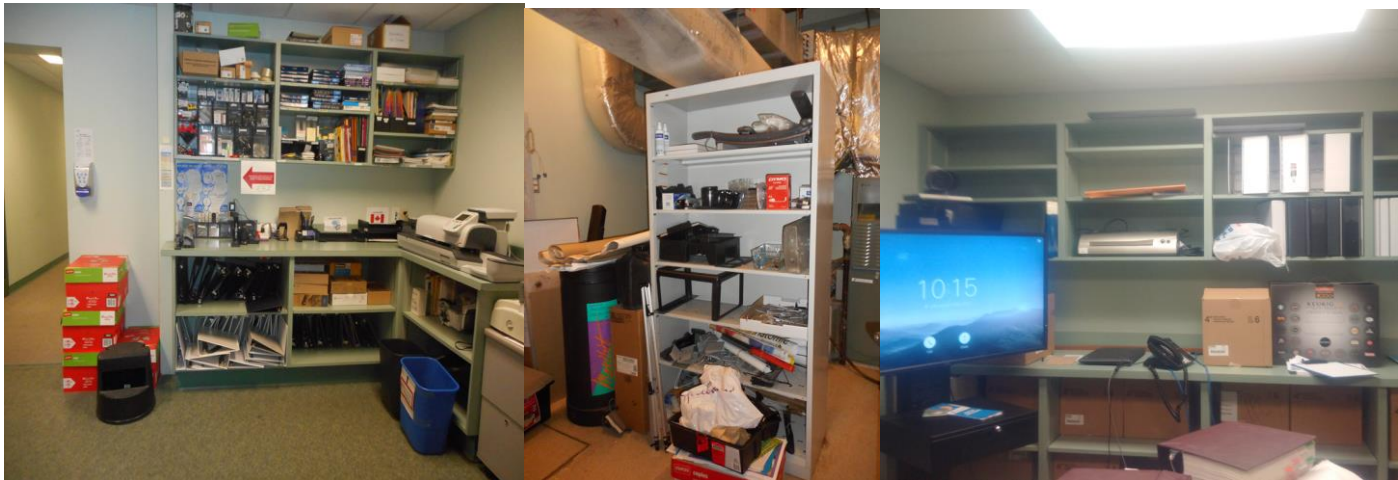
Problem Statement

Organization	Southern Health-Santé Sud	Facility	La Broquerie Regional Office
Project Name	C-LEAN Team Project	Project Facilitator/Belt Level	Darlene Anderson (green belt)
Project Sponsor	Marie Lacey	Project Team	Erin Penner, Janelle Sawatzky, Monique Jeanson, Shawna Moodie, Tamara Martins
Project Start Date	June 24, 2016	Project End Date	November 2016

At the La Broquerie Regional Office there are both excess supplies and equipment that are not needed and some supplies that are needed are out of stock or not readily available. The supplies/equipment are not consistently located or in working order. This leads to frustration of staff, wasted time, crowded disorganized storage spaces and a cluttered work environment.

Current State Analysis - What's the Data Story?

The office supply area, storage rooms and meeting spaces are cluttered and space is not use effectively.



The ordering supply process was reviewed and showed opportunities for improvement and clarification.

Project Aim

Utilize space more effectively, remove excess items and declutter storage room, meeting room and office supply area. Streamline the ordering process so we do not run out of supplies and are not storing excess items.

Implementation Plan

- 1) Staff were asked to remove all the extra office supplies from their work stations. These were collected and inventoried.
- 2) The C-LEAN team removed extra items from the office supply area, adjacent storage room and the meeting room.
- 3) Worked through the 5S process, sort, set in order, shine, standardize and sustain. We utilized a red tag area and distributed excess items to other areas in the region as needed.
- 4) The ordering process was improved and clarified.

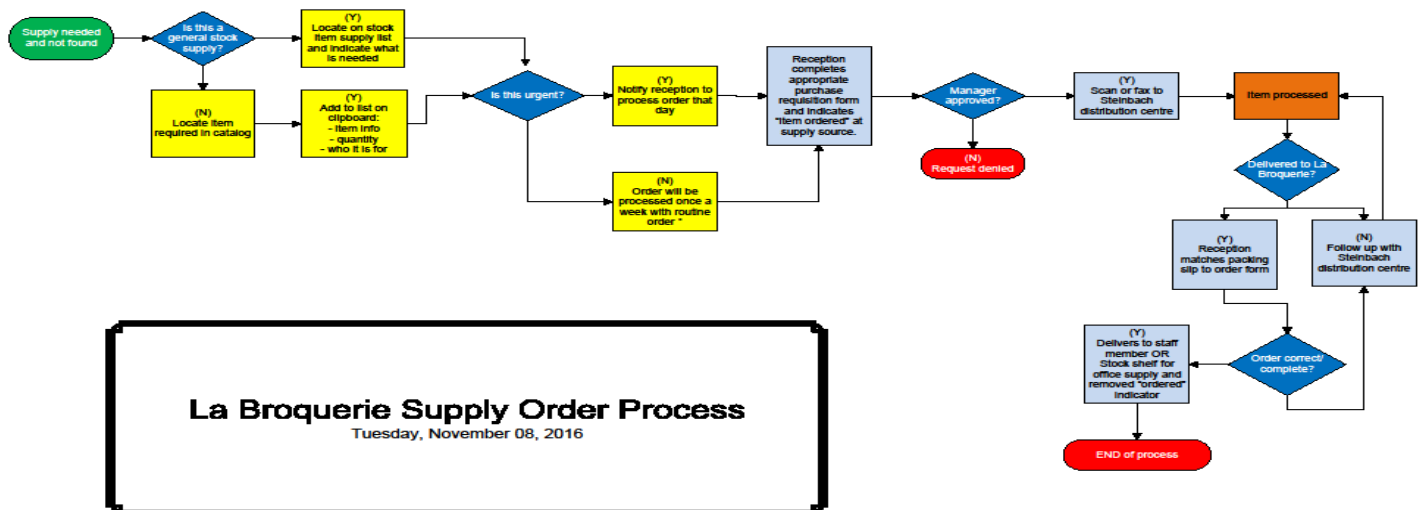
Controls Utilized

Standard work was established for the ordering process and ensuring supplies were stocked. Visual controls were used both in the storage area to keep areas of the floor clear and in the office supply room to identify where items are to be placed. Cues were established to ensure supplies were ordered when needed (re-order marks on bins and cards for re-ordering). A 5S audit was established for monitoring.

Outcomes – Qualitative and Quantitative Outcomes



Over \$9,000 worth of excess supplies/equipment was collected from the work stations. This was either put back into general stock, redistributed throughout the region or disposed of if no longer needed. Ordering process was streamlined.



* Excess supplies may be requested on site as appropriate.