

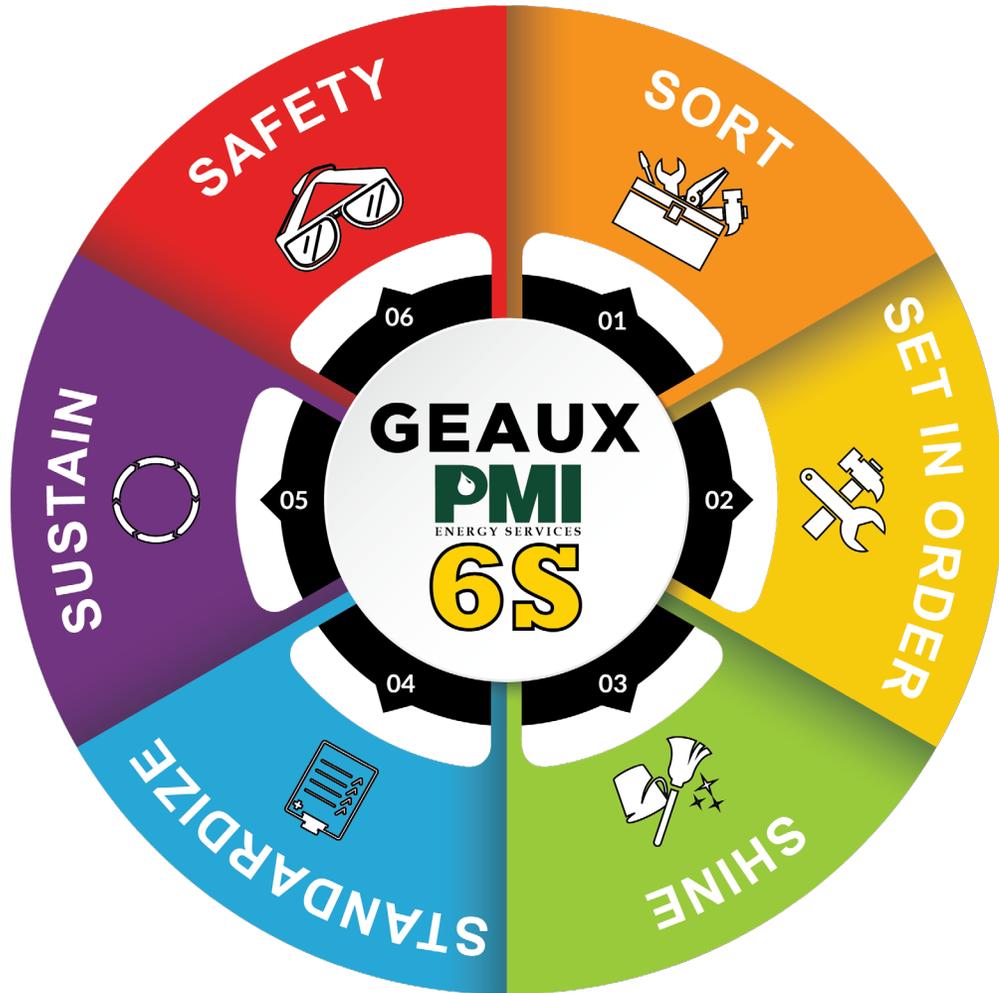


ENERGY SERVICES

GEAUX PMI

6S TRAINING

6S to Success



- 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 PMI / 6S** is a systematic approach to workplace organization.
- But it's also much more than that. **GEAUX PMI** 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 PMI** creates a workplace environment that can adapt and succeed.
- Chaos and unproductivity are your enemies; organization and efficiency are your allies.

Cost Efficiency

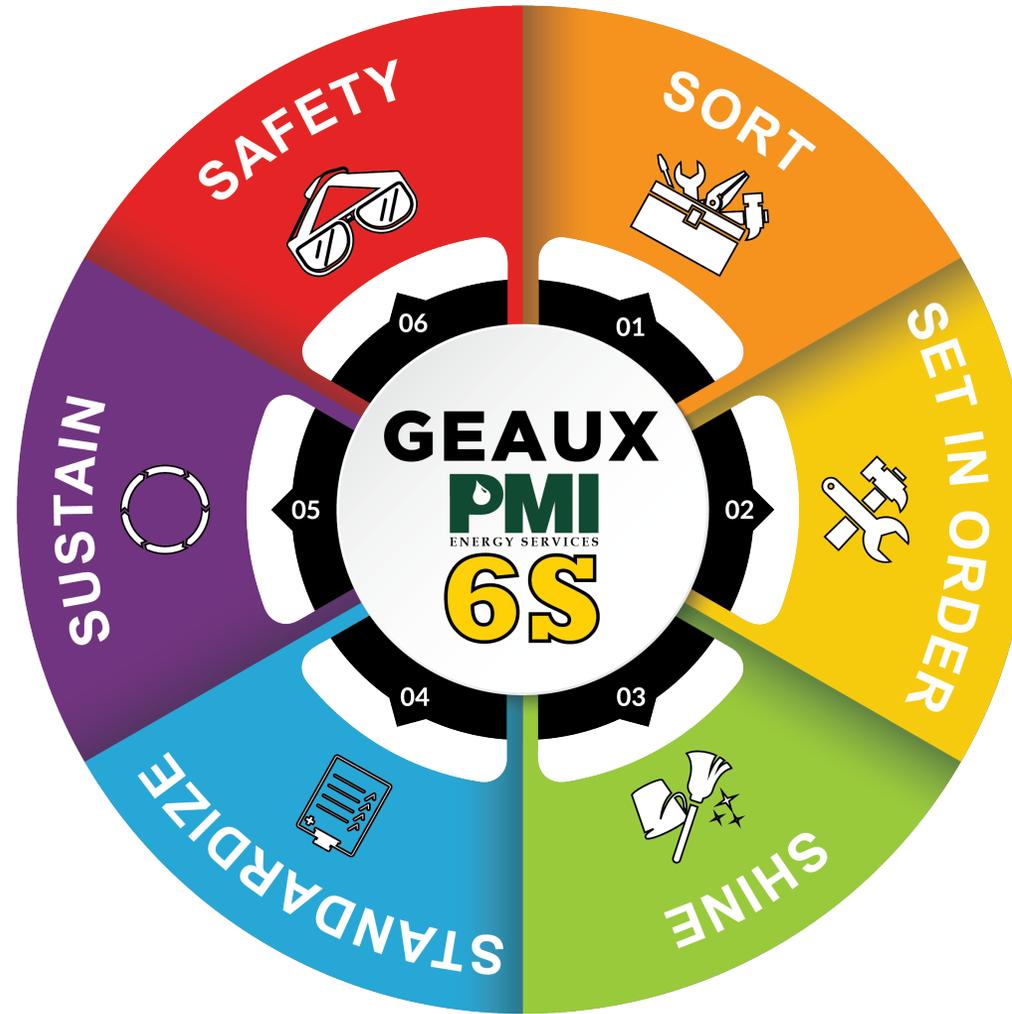


If implemented correctly and followed diligently, **GEAUX PMI** will lead to! **\$**

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

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!



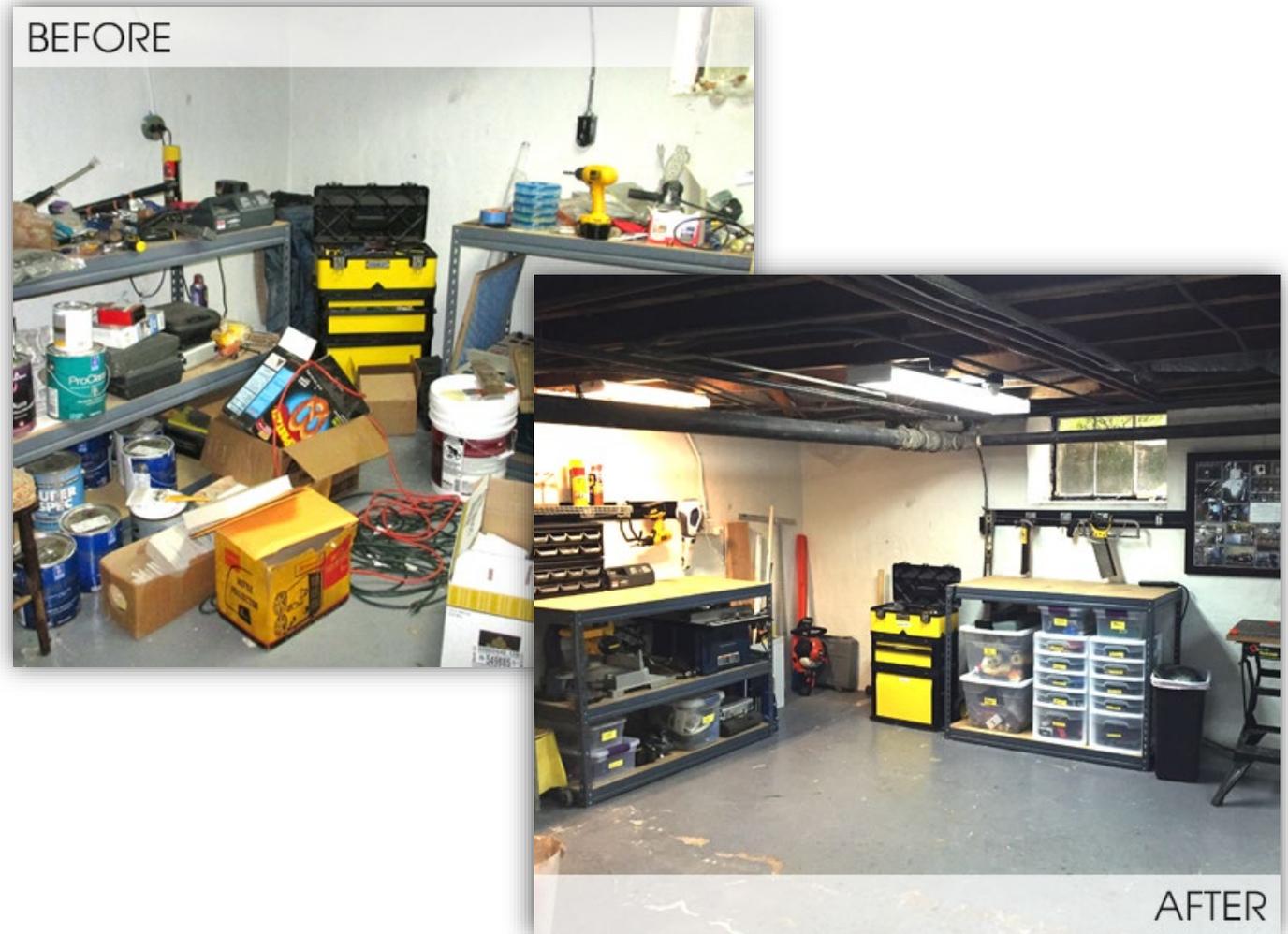
Sorting Process with Red Tags

- 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”



#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.



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.



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 PMI** Reminders



Setting in Order

Here is an example of a tool box that is 6S / PMI Ready...

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



Setting in Order

Here is an example of Floors that are 6S / PMI Ready...

- Note the Designated Walk Paths.



#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**.



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.



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!



**Be the HERO
of CLEAN**

Use the following checklist to keep housekeeping hazards under control:

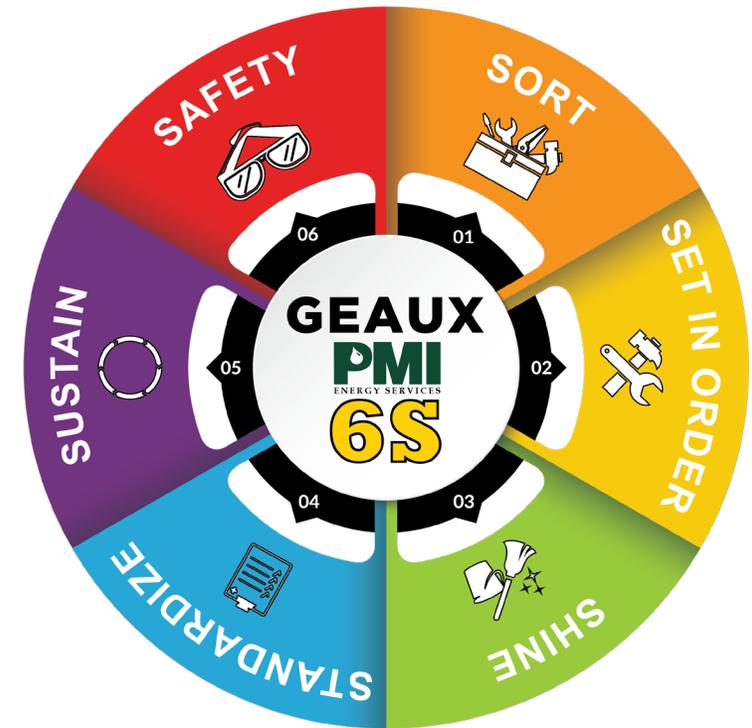
- ✓ Exits and aisles kept clear and accessible
- ✓ Carts and trucks parked out of aisles
- ✓ Fire extinguishers accessible and hanging where they belong
- ✓ Clearance under sprinkler heads and around electrical panels
- ✓ Hazardous chemicals properly closed and stored
- ✓ Floors cleared of debris, swept, and mopped
- ✓ Materials stored stably on shelves
- ✓ Food kept away from toxic materials, prohibited from restrooms, and thrown away in leak-proof cans with covers

Take pride in a
clean and safe workplace.



#4 Standardize

- **STANDARDIZE** creates a system of tasks and procedures that will ensure the principles of **GEAUX PMI / 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 PMI / 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.

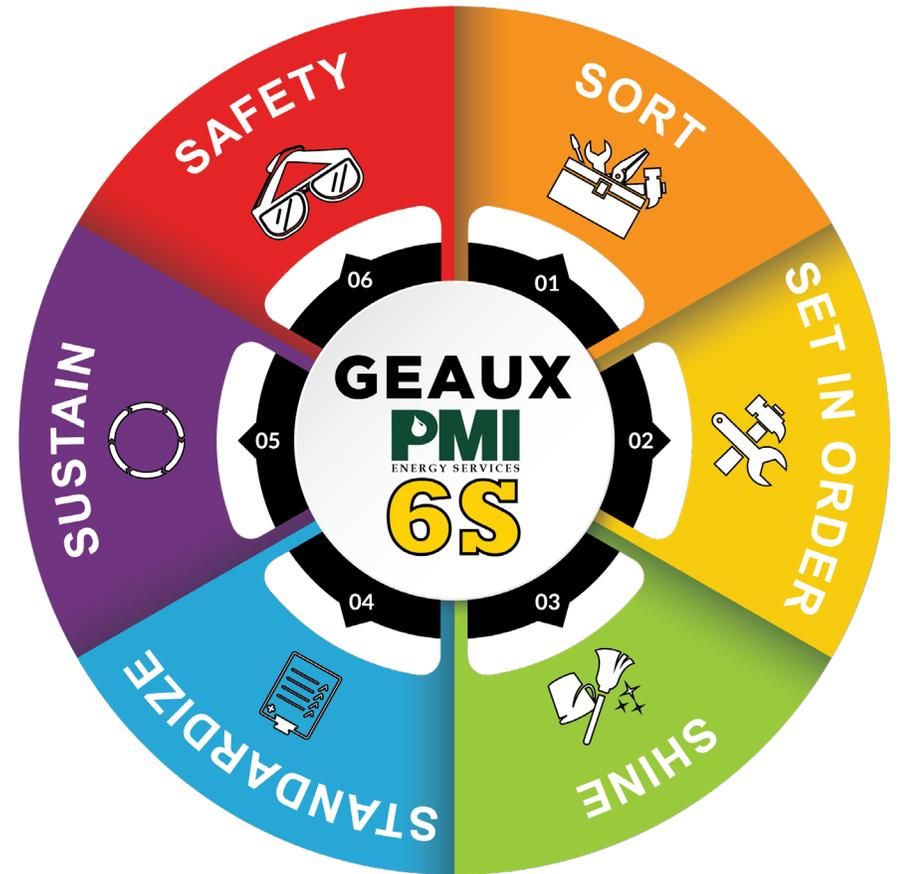


Standardize

There is no room for uncertainty!

STANDARDIZE uses three steps to make sure that the **GEAUX PMI / 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 PMI / 6S** method at your branch, you will see improvements very quickly.
- BUT, the key to long term success is simple: **DILIGENCE**



#6 Safety

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



Safety

Some **SAFETY** Items:

- Eye Wash / Shower Station



Safety

Some **SAFETY** Items:

- PPE (Personal Protective Equipment)



Safety

Some **SAFETY** Items:

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



Safety

Some **SAFETY** Items:

- Forklift Safety

**Lift Operators
Check For**

- Pedestrians
- Blind Intersections
- Overhead Clearance



QUESTIONS?

