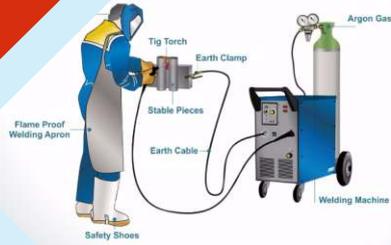


Visual Workplace Program

Safe way to use TIG WELDING MACHINE



- Keep co. neatly org.
- Use only double ins. properly ground
- Keep cylin. choise

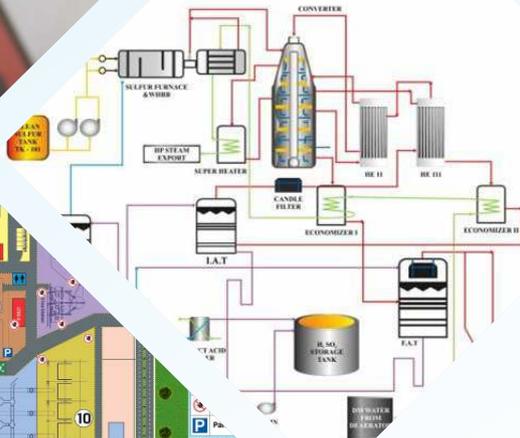
you trained and ready? Now you can start working



ard During Grinding



OS FLOW DI... ACID PLANT



INTRODUCTION

INTRODUCTION TO VISUAL WORKPLACE

What is Visual Workplace

Manufacturing is an ever-changing industry, there are always some new issue, concerns and challenges. These challenges need to be addressed when trying to develop and implement strategies for successfully achieving a safe & productive workplace.

In the growth phase of organization, there are numerous challenges, primarily being:

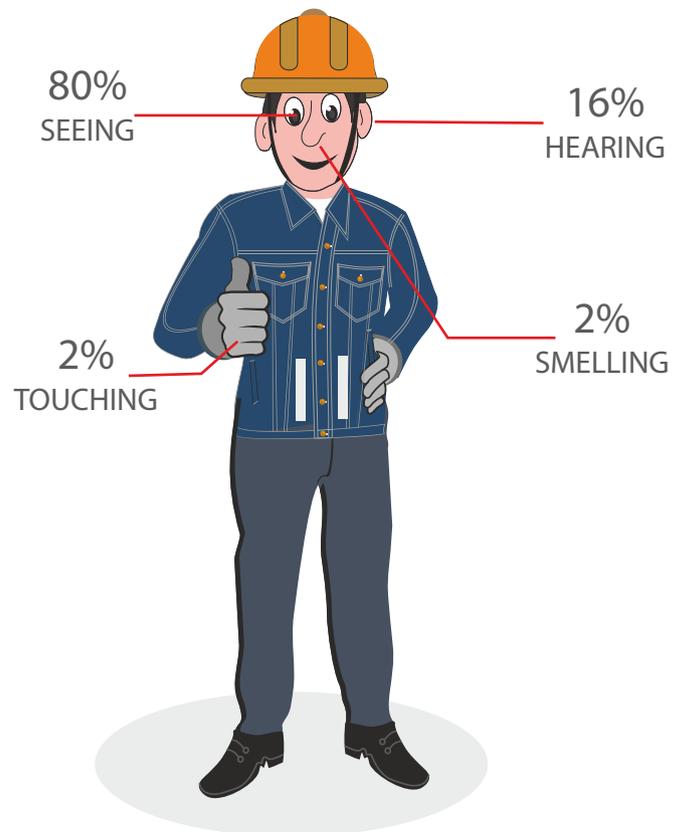
- ◆ To minimize down times
- ◆ To achieve production targets & profitability
- ◆ To manage asset intensive operations
- ◆ To handle hazardous work environment
- ◆ To optimize mission critical processes

To tackle these challenges, organisations continues to refines its process, product or service, with some operational excellence program. Many OPEX programs such as TPM, TQM, Continuous Improvement or 5S are being implemented in the industry. Operational excellence is less of tools and more of mind set that embraces certain principle and tools to create sustainable improvement in the organization.

But as the data shows there is wide of difference between what the management aspires and what actually the team achieve. It has been established that 2/3rd of the initiatives failed to achieve the desired result. The reason being, it is not only about learning of the programs but it is important to have daily practice of the same.

Humans beings are visual creatures. We are geared to perceive our environment through our primary sense: **Vision** - A human being see, interpret and catalog enormous amount of data through visual sense every day. Typically, 80% of what we learn is through visual.

The Visual Importance



“A Visual Workplace is a work environment that is self-ordering, self-explaining, self-regulating and self-improving - where what is supposed to happen does happen, on time, every time, because of visual solutions.”

- Dr. Gwendlyn Galsworth,
QMI / Visual-Lean Institute, author of "Visual Workplace, Visual Thinking"

The prime motive of the visual approach is to identify and eliminate deficits in information through visual solutions covering all work venues and intentional environments.

A visual workplace is



Visual communication is the most effective way to communicate important and critical information. Every information that is needed to understand the workplace and to operate safely and effectively should be communicated visually.

Visual Workplace is a lean concept that's all about putting important information right where employees need to see it. It creates a sustaining base for lean improvements to remain clearly visible, readily understood and consistently adhered to.

To sum it up, using labels for safety information, procedures, facility identification and a variety of other applications is a great way to help reduce waste, enhance knowledge, promotes safety and improves productivity for the long haul.

Functions of Visual Management:

The aim of the Visual Management is to create workplace which speak for itself and helps as per following :

- ☞ Displays standard and reliable method
- ☞ Identifies and eliminates abnormal situation
- ☞ Eliminates missing information
- ☞ Directs behavior towards correct practice
- ☞ Reduces injury and lead time.
- ☞ Prompts quick action
- ☞ Creates standard communication.

1. Transparency: The ability of the production process or its parts is to communicate with people, otherwise people work with information lying in the mind.

2. Discipline: Making a habit of properly maintaining the correct procedures to ensure correct practices. Otherwise repetitive warning, inflicting etc. has to happen.

3. Continuous Improvement: Focussed and sustained incremental innovation through repetitive visual learning helps considerably otherwise considerable investment has to happen.

4. Job facilitation: Physically or mentally ease people's effort on routine, already known facts by offering various visual aids, much better way to learn.

Benefits of visuals in the workplace

Visual workplace simple helps increase efficiency by eliminating non value added activities. The VW improves performance by providing information, enabling workers through self-direction and empowerment to perform quick and right decision making.

Following are the certain benefits of the visual workplace:

- ◆ **Improved safety:** Communication is essential when it comes to workplace safety. The critical factor is how information is provided at workplace and be acknowledged by the audience.
- ◆ **Supports on-job training:** Studies have shown people retain more knowledge when it is provided in visual format. Using visual posters and signs throughout the facility always have positive effect.
- ◆ **Enhanced learning:** With increasing number of less experienced staff and growing complexity at workplace, there are concerns faced by manufacturing facilities in terms of on-job knowledge. Workplaces need to become visually instructive where information is embedded in the system. A good visual tells an employee exactly what procedural and safety information they need to know and most importantly when and where they need to know it. That's why employees need effective workplace signs and labels that enhance training and make doing their jobs easier.

Knowledge-based visuals can include: Using visuals throughout your facility can help you sustain your safety, lean and productivity initiatives by communicating facility information and reinforcing training programs. However, evaluating best practices for visuals can be challenging - especially when you see the visuals in your workplace every day. Visuals serves as just in time reminders to help employees work effectively, efficiently and safely.

- ◆ **Reduces defects:** Defects can occur due to lack of communication between two or more people. Using effective visual program can help avoid misunderstandings, resulting in fewer defects.

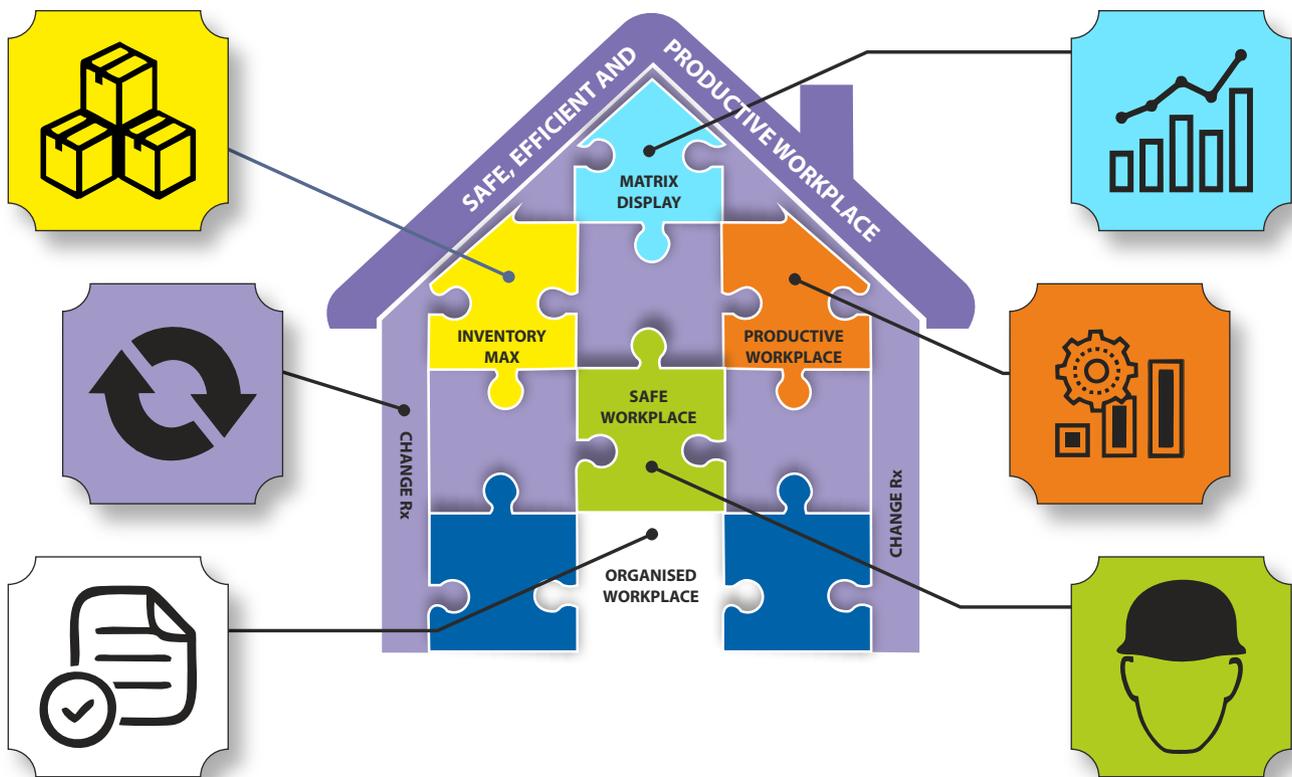
Brigs Approach - House of Brigs

Visual Workplace is usually considered as having signage at workplace. But a Visual Workplace is not just about "Anything Somehow" it is about having a right approach and the process to create Visual Workplace.

HOB is all about right approach at right workplace. HOB guides us to pathway we need to follow based on your workplace need.

House of Brigs explains the right steps and right process to achieve an ESPRO i.e. Efficient, Safe & Productive workplace. This program has been formulated as per the needs of the industrial workplace.

HOUSE OF BRIGS



Elements of Visual Workplace Program

While assessing the Visual needs @ HOB of the site following goals were planned

1. Make everyone's job easier.
2. Identify hazard in the workplace with customer representative.
3. Identify opportunities for effective communication around navigation and hazards
4. Avoid any kind of misunderstanding
5. Plan to bridge culture literacy barrier.

Brigs HOB has six verticals:

- ◆ Organised Workplace
- ◆ Safe Workplace
- ◆ Productive Workplace
- ◆ Inventory MAX
- ◆ Matrix display
- ◆ Change RX

Organised Workplace - It aims to define and establish a workplace efficiently.



OW helps to make a strong impression on how workplace performs and how employees view their jobs. It saves the resources to achieve higher efficiency.

Safe Workplace - It aims to provide visual tools to define & create safe workplace.



Being safe is no accident. It's an effect to a cause of creating workplace where either we remove or identify the hazards to keep them away from the workers.

SW helps promoting and maintaining awareness among your employees as well as subtle training program. Safety Signs are crucial in any work environment. The primary importance of displaying Safety Signs is to prevent injury and ensure staff and visitors are well aware of the possible dangers and hazards ahead in certain situations and/or environments. Without signs, many employees would lack the necessary direction in times of crisis, and employers might find themselves in significant legal difficulties if any accidents were to arise as a result.

Its impossible to make workplace safe & productive if employees / workers doesn't know

- ◆ what is going on ,
- ◆ what hazard is present
- ◆ what kind of accident is possible?
- ◆ what is the best practice to avoid that hazard?

Visual Safe Workplace is a great way to

- ◆ improve workplace safety,
- ◆ reenergize your safety culture,
- ◆ strengthen employee understanding and
- ◆ retention of safety visuals.

A Visual Safe Workplace to reinforce your commitment to a cohesive workplace safety program throughout your facility.

Figure:
Before & After

Productive Workplace

It aims to create effective & standardised process instructions / controls that identify and drive improvements.



PW enables sustenance of all lean initiatives as it ensures that all lean improvements remain clearly visible, easily understood and consistently adhered.

Matrix Display

It aims to create effective boards / score cards for various functions at workplace.



TMW is at heart of progressive lean organisation, TMW is an essential communication tool, giving updated vital information to all the stakeholders.

Inventory Max

It aims to provide visual tools for optimum inventory management.



I Max workplace enables vital information about material at various locations to avoid any undue loss

Change RX

Its aims to promote & reinforce management vision.



C Rx enables effective communication till the end person in the organisation , hence inculcate the spirit of ownership and motivate to achieve higher.

Simply Visual management is all about communicating a desired information by using visual signals. Visual signals are reinforced with design allowing a quick recognition of the information being communicated, in order to provide quick and right decision making.