

Clean site / Safe site initiative

Actions – Quarter 2

Klaus Hormann

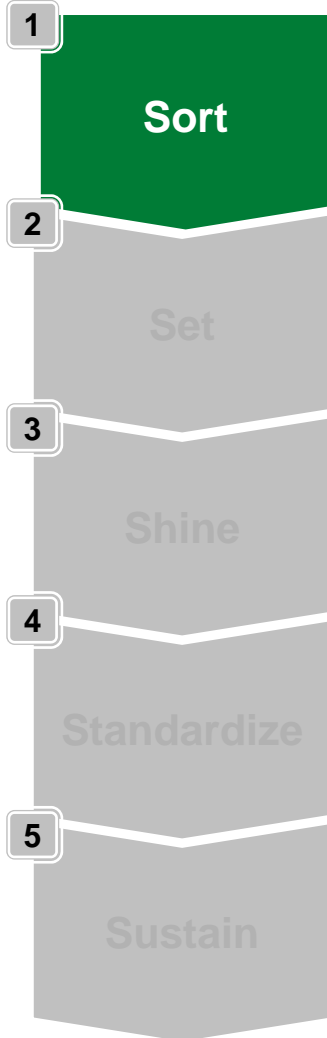
Group Health & Safety



- **You should been in contact with the local site manager and CIP manager to discuss the initiative, which is part of the country H&S action plan** ✓
- **You should have defined ownership for zones and “Safety Critical” equipment** ✓
 - Have responsible managers and their deputies nominated and informed
 - Have employees informed about upcoming activities and the goal of the “Clean Site/ Safe Site” initiative
 - Have teams created who will perform the tasks
 - Decided where to place displays of the site zoning plan
- **Have a “Zone or Zones” selected to (re)start the “Clean Site/ Safe Site” initiative with depending on the size of the site** ✓
- **Have photos taken to document the situation before starting the clean site/ safe site initiative** ✓

- **After all preparatory steps are done and zones are selected to start with the first elements of the clean site/ safe site initiative can follow in Q2**

- **These are**
 - SORT
 - SET
 - SHINE



Sort consists of four main activities

- Go through all items in each section
- Consider using red tags for 'questionable' items
- Store red tagged items in dedicated area
- Dispose items that have not been reclaimed after one week

Before

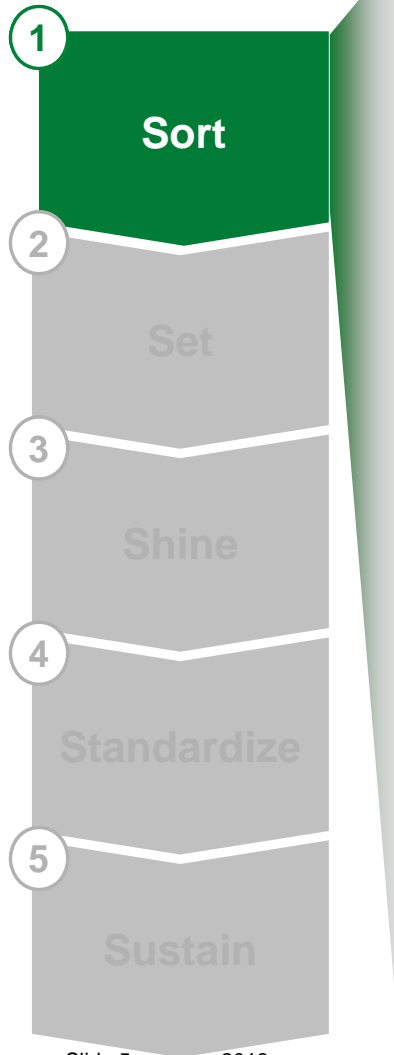


After



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Example: Red tag



Items, where you are not sure, whether they are still needed, should be stored in a designated “red tag” area for final decision. You can facilitate the identification by using a red tag to mark items which cannot be moved directly to the “red tag” area.

You can simply create your own Red tag or download a template from UNITE:
http://unite.grouphc.net/wok/hs/Pages/CleanSiteSafeSite_en-US.aspx

clean site
safe site

5S RED TAG

No. _____

NAME: _____

DATE: _____

ITEM/DESCRIPTION: _____

LOCATION: _____

CITY: _____

CATEGORY

EQUIPMENT OR TOOLS

FILES

FINISHED TOOLS

MAINTENANCE SUPPLIES

OFFICE EQUIPMENT OR SUPPLIES

RAW MATERIALS

WORK IN PROGRESS

UNKNOWN

OTHER: _____

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clean site
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REASON TAGGED

DEFECTIVE

NOT NEEDED

EQUIPMENT/TOOLS

SCRAP

SURPLUS

OTHER: _____

ACTION REQUIRED

DISCARD

MOVE TO RED TAG AREA

MOVE TO _____

RECYCLE

RETURN TO _____

SHRED

STORAGE

OTHER: _____

ACTION COMPLETED BY: _____

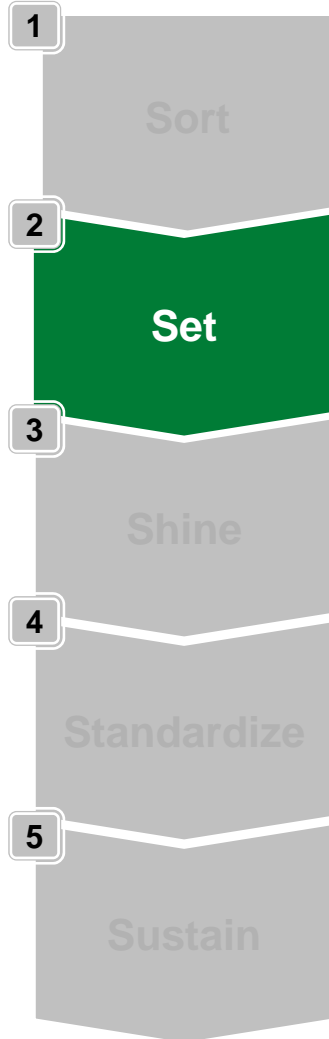
NAME: _____

DATE: _____

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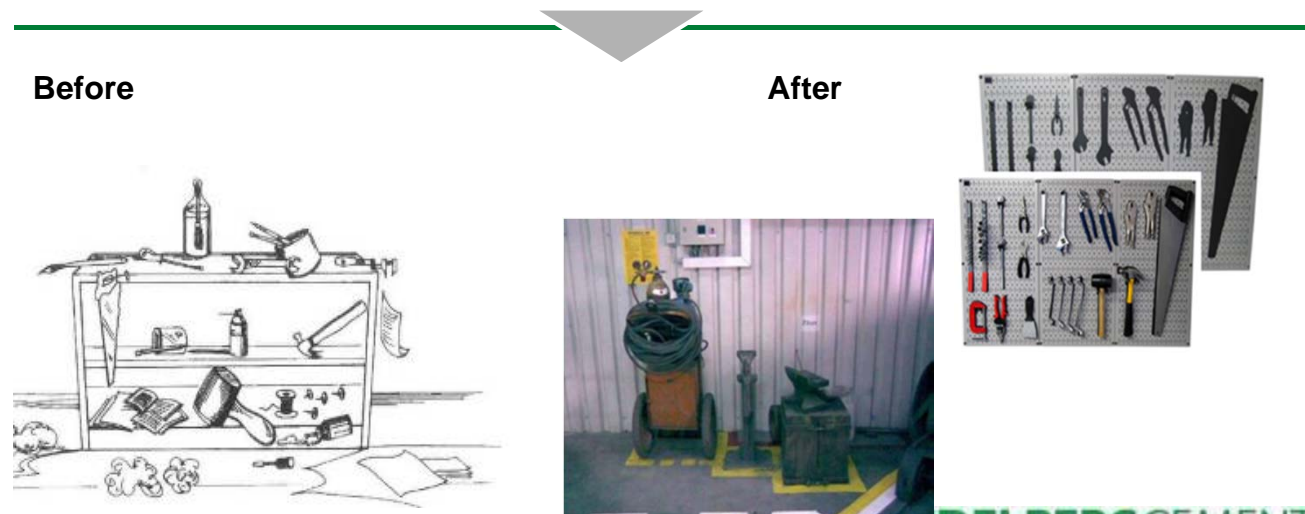
Red tag area



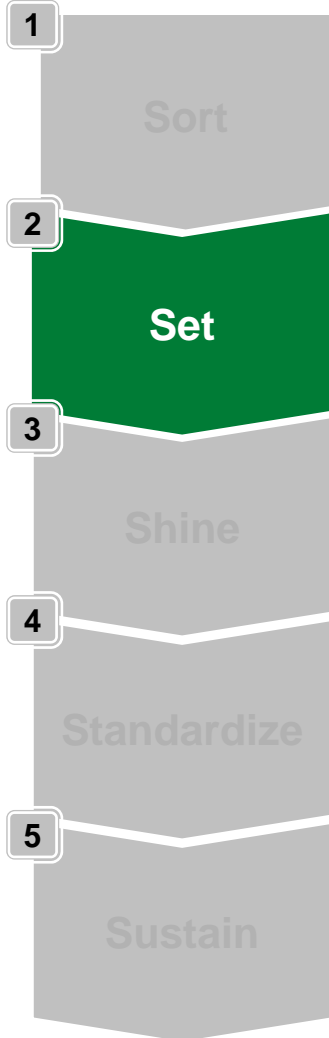


Set consists of two main steps

- Define dedicated location for every item
- You need to really think about the process here, “where do things really need to be”
 - Store items together and in right sequence if they are used together
 - Store infrequently used items away from the point of use
 - Make sure frequently used items are available, where needed
- Mark dedicated locations for items



Example: Set standards



WELL KEPT AREA

HOUSEKEEPING OWNERSHIP:

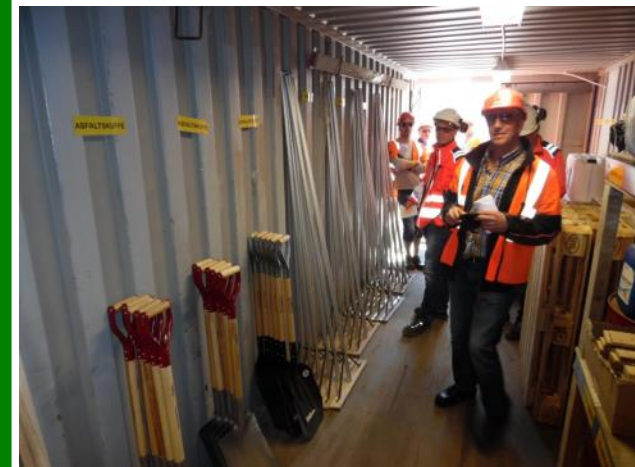
SITE:

AREA:

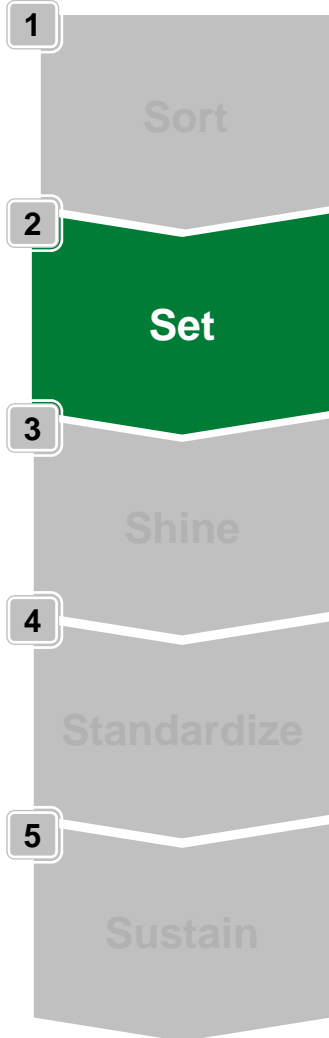
RESPONSIBLE MANAGER:

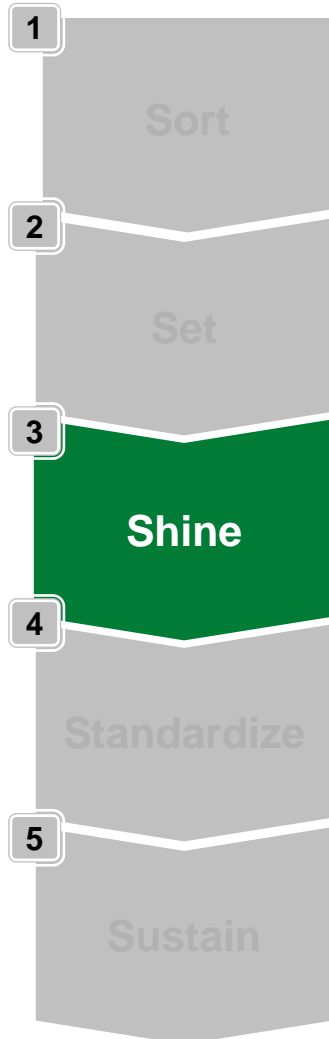
RESPONSIBLE SUPERVISOR:

INSERT PHOTO OF HOW THIS AREA SHOULD BE KEPT



Examples

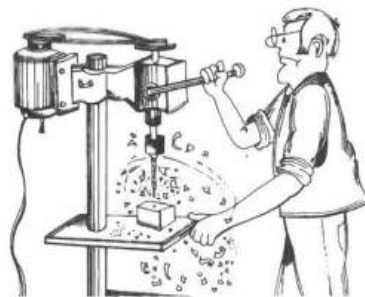




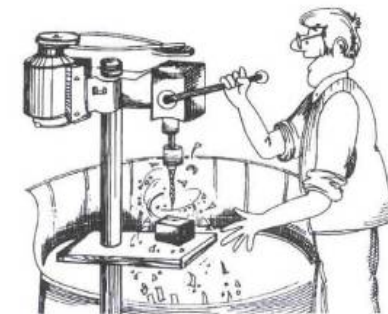
Shine consists of three main activities

- **Fix root causes of abnormalities such as leakage and spillage**
- **Set cleaning and inspection schedule per zone to plan implementation and tracking of activities**
 - List every cleaning/ inspection activity and indicate necessary frequency
 - Appoint staff in charge of cleaning/ inspection activities
 - Perform cleaning/ inspection activities according to defined frequency
- **Conduct periodic implementation tracking**
 - Shift leader to check performance level of implementation

Before

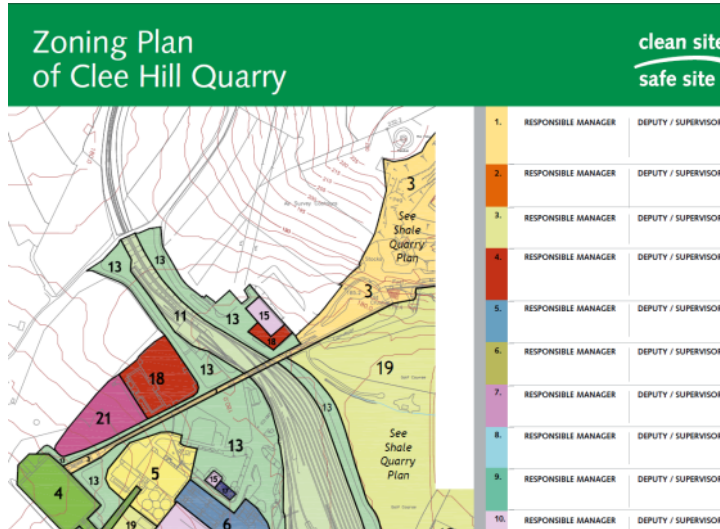
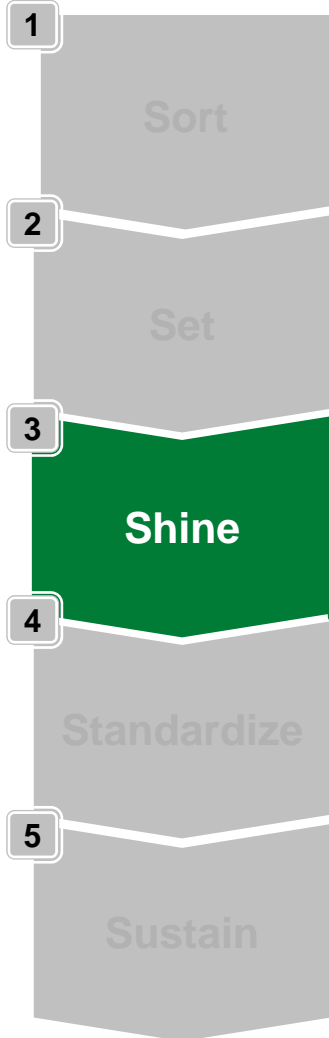


After



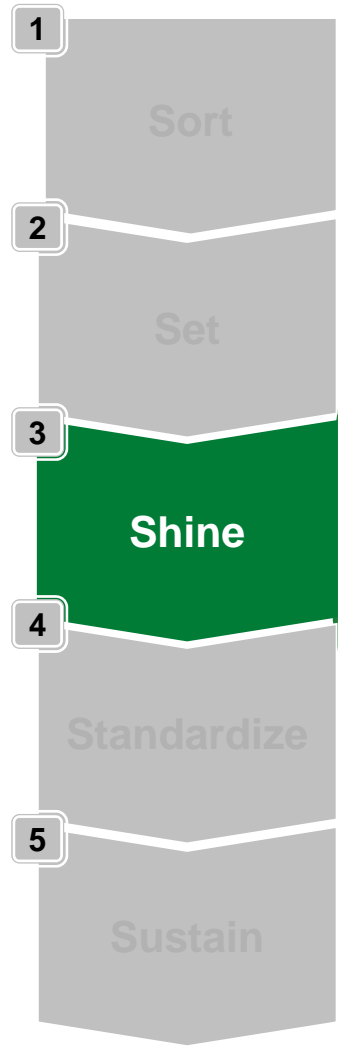
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Example: Shine to keep it clean



clean site
safe site

Examples



Slide 11 - March 2018
Clean site / Safe site – Q2 – KHormann

- **Have your first selected “zone/zones” clean and tidy**
 - Have items stored at their proper place
 - Have red tagged items either disposed or properly assigned and stored
- **Have dedicated locations identified and marked ready to receive items including scrap areas, temporary stores etc.**
- **Have set up a cleaning and inspection schedule to keep the area clean and tidy**
 - Have a list for cleaning/ inspection activities with given frequency
 - Have staff in charge of cleaning/ inspection activities appointed
- **Have taken photos before you start the process and showing the situation afterwards**
 - Make as much “Before” and “After” pictures as necessary to show the differences achieved by this initiative
 - Share “Before/ After” pictures by uploading them on UNITE on page:
http://unite.grouphc.net/wok/hs/Pages/CleansiteSafeSite_en-US.aspx

■ **In Q3 focus will be on**

- Standardize
- New “zones” should start the process

■ **In Q4 focus will be on**

- Sustain
- Initiate inspection processes to maintain standards
- Zones started in Q3 will enter “Standardize” phase
- Remaining “zones” should start the process

■ **In 2019**

- Continue to select zones as others are completed
- Continue initiative until the complete plant is in “Sustain” phase
- Embed the inspection processes into procedures