



# Tool Talk Safety Meeting (SHOP)

**Date – 6/3/2019**

**Topic – The 5-S Principle**

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The importance of practicing good safety habits never goes away. Organizing work is important for a safe and productive work environment where the highest level of service and quality are delivered. The 5-S principle has its origins in Japanese just-in-time manufacturing. The common sense concepts are practical and can be applied to almost any task.

The five phases; Sort, Set in Order, Shine, Standardize and Sustain are listed below

## **Sort – Keep what is needed and remove what is not needed**

1. Evaluate necessary items with regard to cost or other factors.
  - a. Floor space cost is measured in cost per square foot
  - b. If not used in 2 years or will not be used in 2 years remove
2. Don't put unnecessary items at the workplace and define an area to keep those unnecessary items.

## **Set In Order – Arrange all necessary items to be easily selected for use**

1. Make it easy to find and pick up necessary items
2. Make workflow smooth and easy

## **Shine – Clean and inspect work place completely**

1. Prevent machinery and equipment deterioration
2. Keep workplace clean, safe and easy to work

## **Standardize – Set high standards of orderliness throughout the organization**

1. Standardize the best practices in the work area.
2. Everything in its right place.

## **Sustain – Improve or digress**

1. To keep in proper working order.
2. Also translates as "do without being told".
3. Perform regular audits.

If you have any questions about Tool Talk Topics or other safety items contact Kurt Shea at 269-207-2055 or [kurt@pkcontracting.com](mailto:kurt@pkcontracting.com)



# Tool Talk Safety Meeting

Date – 6/3/2019

Topics – Truck Care

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## **Truck Care**

Check the oil during pre-trip and post-trip. Never assume that the last person who drove your truck has checked the oil. Check the oil yourself before you start the truck and when you return to the yard at the end of your shift, let the oil settle after turning off the engine and after doing all other truck and equipment checks before checking the oil.

Also, be sure to check that all lights (headlights, beacons, turn signals, and four-ways) are working before and after your shift. Use the Vehicle Inspection Check List to help perform the other inspections as well.

## **Fuel Caps**

Make Sure you put the fuel cap back on after fueling. Too many trucks are missing fuel caps

## **Equipment Modifications**

New trucks are returning with the seat belt alarm disabled. Do not disable the seat belt alarm or make unauthorized modifications to equipment. Record any problems by writing down the issue on the Equipment Repair log and notify a mechanic.



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## TOOL TALK SAFETY MEETING

**TOPIC(S):** Truck Care & The 5-S Principle 6/3/2019

**DATE:** \_\_\_\_\_ **DIVISION:** \_\_\_\_\_

**Foreman's/Presenter's Name:** \_\_\_\_\_

Attendees sign and print name below

Printed Name	Signature	Printed Name	Signature

ADDITIONAL TOPICS AND/OR SUGGESTIONS FOR NEXT TOOL TALK

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