

cLEAN Up Research Spaces

Utilising the LEAN 6S principles across all Colleges and Divisions



1. Sort

Sort the items into 3 groups:

- 1 The items you do not need or that are faulty (remove these items safely or organise their re-use elsewhere).
or
- 2 The items you use and want to keep.
or
- 3 The items you aren't sure about (put these aside for a few days so you can check with other users of the space).



2. Set in order

Create a place for the items you chose to keep in the 'Sort' stage.

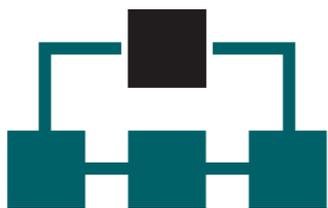
- 1 Put items that are used most frequently in the most accessible place.
- 2 Think about safety (e.g. where should heavy or hazardous items be stored?)



3. Shine

Clean everything: the area and the items (usually done in combination with 'Set in order').

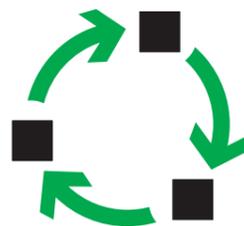
- 1 Ensure that items are clean and in working order.
- 2 Notify your Team Leader or raise an ISD works request for any infrastructure hazards.



4. Standardise

The way the area has been organised should now guide a new way of working in the area.

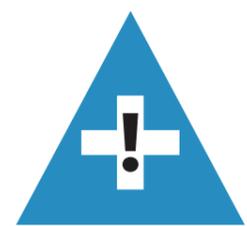
- 1 There might be things you need to do that ensure these new ways of working are followed by making them the new standard.
- 2 Use visual management: Labelling where/how things should be stored, or taking a photo and place on a nearby wall for people to refer to.



5. Sustain

Figure out what you need to do to maintain your new organised, clean, and safe workspace.

- 1 Keep the new organisation going! Get in the habit of putting items back where they belong.
- 2 Do a mini 6S every few weeks to deal with new items that might have arrived in the area.



6. Safety

Safety needs to be part of everything: Sort, Set in order, Shine, Standardise, and Sustain.

- 1 At every step you need to act safely: eliminate unsafe items and practices.
- 2 Organise movement and spaces in safe ways.
- 3 Role model safe behaviours including proactive management of safety issues and confirm ongoing practices via Safe Systems of Work (SSW).



The cLEAN Up period for all research spaces is 25 October – 5 November 2021

MORE INFO

utas.edu.au/safety-and-wellbeing/clean-up