**POKE-YOKE FOR SAFETY REQUIREMENTS**

Lean events can be used as a workplace intervention to improve both productivity and safety. Often times when completing a 6S, the improvement team focuses on the reorganization to improve productivity and safety regulations can take a back seat. This tool is to be used when reorganizing a workstation to ensure common safety regulations and hazards are still adhered to.

Instructions: At the top there is a section to identify the work station that is being targeted, the team members, start date, and projected finish date.

Below this, is a list of changes 1-4 (this number can be altered to suit the needs of the current change). Each change focuses on move or update to the current task workstation. With each move, the team should clearly identify what is moved and where, how it will affect production, and how it will affect safety. This will ensure that each move made to the workstation is necessary, and will point out any potential production or safety hazards the new area presents.

At the bottom of the page is a list of 15 common manufacturing safety regulations. At the end of the event, these items should be reviewed to ensure all are still met by the updated work station. If ‘no’ is checked for any of the items, the team should revisit that work station and make appropriate changes to ensure it is complaint with these regulations.