**Voiceover Script**

**Mod VSSM Tool**

Slide 1:

“This video serves to introduce the Modular Value Stream Safety Tool developed by Ohio University and the Ohio Bureau of Workers’ Compensation. In this video we will discuss the purpose of this tool as how to use it”

Slide 2:

“This tool is like a traditional lean tool, the value stream map. A value stream map looks at an entire process from start to finish and illustrates the details at each step. However, unlike a traditional value stream map, the modular value stream safety map looks only at one specific step an incorporates safety and ergonomics into the analysis.”

Slide 3:

“In the header the following will be filled out: a project title, all the members involved in completing the MOD VSSM analysis, the start date of the project, and the projected finish date, or when all the improvements are expected to be completed by.”

Slide 4:

“Below the header, the form is split into two parts, the current state is on the left and the future plan is on the right. Under the current state the task should be listed and a brief description of the task should be written. Underneath that is room for a problem statement, or the reason the analysis on this task is being done. Some examples include a production issue such as too many quality defects produced or a safety issue such as a near-miss. Finally, include a task picture of the current way the task is done.”

Slide 5:

“There is a spot for the team to brainstorm up to three ergonomic and/or safety concerns with the current task. If more issues are discussed, additional boxes can be added in excel or included on another sheet. Each concern should be ranked either red, yellow, or green. Red should be used for any severe concerns that need to be addressed immediately, this would include any recent injuries or near-misses that have occurred. Yellow is for moderate concern, such as repetitive movements or risk of a musculoskeletal disorder. Green is for things that are no longer an issue and will be primarily used on the right side of the form in the future plan. Finally, there is a spot to document the current productivity level. This can be anything from cycle time to number of defects produced. This should be a measurement that can be revisited for comparison in the ideal state.”

Slide 6:

“On the right side of the form is the future plan. In the safety improvement, any improvements that plan to be researched or implemented should be described here. Underneath that any productivity improvement from the proposed changes should be described. Ideally, both safety and productivity would be improved simultaneously. However, this is not always possible. If safety is improved the overall goal should be to not hinder productivity. Finally, a task picture of the updated way of doing the task should be included.”

Slide 7:

“In the ergonomic/safety section, the previous issues should be addressed. Any changes to improve the issue should be described and a new coding should be assigned. From this section, not all issues may fixed but some improvement should be visible. Finally, there is a communication plan and sustainability plan. The communication plan should explain how the improvements and/or new way of completing the task will be communicated to all necessary employees. This may include updating training documents. A responsible person and date for the plan to be completed by should be documented. The sustainability plan should describe how the task will be monitored to ensure it is operating at the correct level. This may include an monthly or annual review of the process. Again, a responsible person and date for completion should be documented.”