**Voiceover Script**

**Poke-Yoke for Safety Requirements**

Slide 1:

“This presentation introduces the Poke-Yoke for Safety Requirements tool developed by Ohio University and the Ohio Bureau of Workers’ Compensation. In this presentation we will discuss the purpose of this tool and how to use it”

Slide 2:

“Lean and Kaizen events can be used to make quick, inexpensive, incremental improvements to both productivity or safety. One example of this is a 6S project that aims to organize and standardize a workplace. However, as teams aim to improve productivity during these events, safety may take a backseat and regulations may be overlooked. Thus this tool asks teams to think critically to make sure that safety is taken into account on the front end. It ask teams what is moved during this improvement and where it is moved to. For every change, the team must ask themselves how it affects productivity, and how it effects safety. It also includes a checklist of common safety regulations to keep in mind. As this is an Excel based tool, companies can add or remove items to this checklist as they pertain to the specific process. Keeping this in mind, this PowerPoint provides a brief overview of some safety regulations to consider when conducting a Kaizen event.

Slide 3:

“Fire extinguishers must have a 36 inch clearance around them to allow access. Moving items for productivity improvements should not violate this.”

Slide 4:

“Walkways and emergency exits should also be preserved and accessible so that workers know how to appropriately and safely navigate the workplace.”

Slide 5:

“Similarly to fire extinguishers, the area around eye-wash stations must also remain accessible to workers with a 36 inch clearance.”

Slide 6:

“There are many regulations involving electric panels that must not be violated. IN front of electric panels there must be a minimum of three feet of clearance. Also the width of this space must be the width of the equipment or 2.5 feet whichever is greater.

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“Air shut off valves must be within a reasonable distance to employees. Tables must allow enough space if back to back and must not be too tall”

Slide 8:

“There must also be a phone within a reasonable distance from the workstation to be accessed for paging, and an emergency list must be located near the phone”

Slide 9:

“Forklift traffic is a major safety risk in many workplaces. Employee and equipment placement and operation must not interfere with forklift traffic. Any blind corners that are present must be equipped with mirrors and or warning signs”

Slide 10:

“All sprinklers must have an 18 inch clearance below. Also employees in the workstation must be able to hear speakers/horns. These may need to be relocated or added as needed”

Slide 11:

“Slips trips and falls are a leading cause of occupational injury. All floors must remain clean dry and slip resistant when possible. Air hose lines and electrical cords must be used in a way that does not present a trip hazard.”

Slide 12:

“Storage racks must be bolted down for stability and proper lighting should be maintained at all times. This presentation simply presents a few of the most common hazards, but it is recommended that companies think critically about all potential hazards and safety regulations when conducting Kaizen events.”