

Five S Approach to Our HSSE Commitment

◆ SEIRI (Sort)

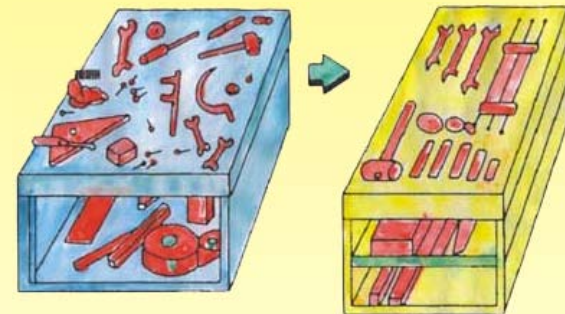
- ◆ A clean place is a safe place.
- ◆ Cleaning starts with sorting.
- ◆ Sort any given population of items, activities, behaviors, attitudes and even entities etc
- ◆ Separate important from non-important; useful from waste ful; critical from non-critical.
- ◆ Classify into “Dos and Don’ts”
- ◆ Dispose off and discard the wasteful, unwanted items / activities / attitudes / behaviors.
- ◆ Retain the important, useful and critical items / activities / entities / behaviors / attitudes / entities.



First Step: Safety starts from cleaning
Cleaning starts from sorting
Sorting separates crucial from the clutter

◆ SEITON (Set in Order)

- ◆ Assign priorities to the chosen items.
- ◆ Do a 80 / 20.
- ◆ Do a Pareto analysis.
- ◆ Rank critical items in accordance of their relative importance.
- ◆ Separate few “vitals” from many “trivial”.
- ◆ Assign a place to everything and assign everything to its designated place.



Second Step: Assign a place for everything – and put everything in its place.

Put the action where the money is.

◆ SEISO (Shine)

- ◆ Make "Continuous Improvement" in HSSE a way of life.
- ◆ Make it a 24 x 7 affair, round the year, every year, year after year.
- ◆ Don't allow switch "off" and "on" and "fits and start" mentality.
- ◆ Put it under your skins, in your blood, in your DNA
- ◆ Check out before you step out
- ◆ Consider HSSE an unending journey instead of a race, which has an end-point.
- ◆ In a race there is a last lap which takes you to the victory, in HSSE every lap is a lap to victory
- ◆ Gradually raise the bar / Take small incremental steps.
- ◆ Even a small step is a big step.
- ◆ Build a hierarchy of personal commitments, top down and share / review.
- ◆ Learn from the achievers, Support underperformers.
- ◆ Bring change by Involving technology, creating HSSE systems, improving mindsets / behavior patterns



Third Step: Shine to surpass previous best

◆ SEIKETSU (Standardize)

- ◆ Ensure steps / actions to keep the shine.
- ◆ Establish standards.
- ◆ Develop checklists.
- ◆ Talk not, Tick.
- ◆ Use control charts, Poka Yoke
- ◆ Develop jigs and fixtures or their equivalent(s).
- ◆ Integrate with daily work management.



5S Job Cycle Chart		Prepared by	Reviewed by	Approved by
Job No.	Job Name	Job Description	Frequency	Time
5S Job				
1. Working area clean and unobstructed				
2. Working area organized				
3. Working area clean				
4. Working area safe				
5. Working area secure				
6. Working area standard				
7. Working area tidy				
8. Working area neat				
9. Working area clear				
10. Working area safe				
11. Working area secure				
12. Working area standard				
13. Working area tidy				
14. Working area neat				
15. Working area clear				
16. Working area safe				
17. Working area secure				
18. Working area standard				
19. Working area tidy				
20. Working area neat				
21. Working area clear				
22. Working area safe				
23. Working area secure				
24. Working area standard				
25. Working area tidy				
26. Working area neat				
27. Working area clear				
28. Working area safe				
29. Working area secure				
30. Working area standard				

Fourth Step: Standardize to maintain consistency and hold the gains.

◆ SHITSUKE (Self Discipline)

- ◆ Create an environment through slogans, posters and other visuals
- ◆ Identify BIC performance and use benchmarking vis a vis BIC.
- ◆ Lead by example (Be a Mr. Marriott).
- ◆ Conduct audits to evaluate approach and results.
- ◆ Recognize and reward.



**5th Step: Walk the talk: Do what you say
Action speaks louder than the words**