



Utilizing Lean Management to Organize PPE Stations

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Introduction

Having a poorly organized PPE station can lead to waste of space, under utilization of inventory stocking and inconsistencies with labeling and location of supplies. The Department of Comparative Medicine realized our PPE stations could use organization to help increase efficiencies. Through the use of lean management, an approach to running an organization which supports continuous improvement and waste reduction, we were able to better organize our PPE stations. We completed a process called a 5S work place organization event.

The primary goal of this 5S event was to increase the organization of PPE and supplies on our PPE stations and to standardize how we labeled our PPE stations.

Methods

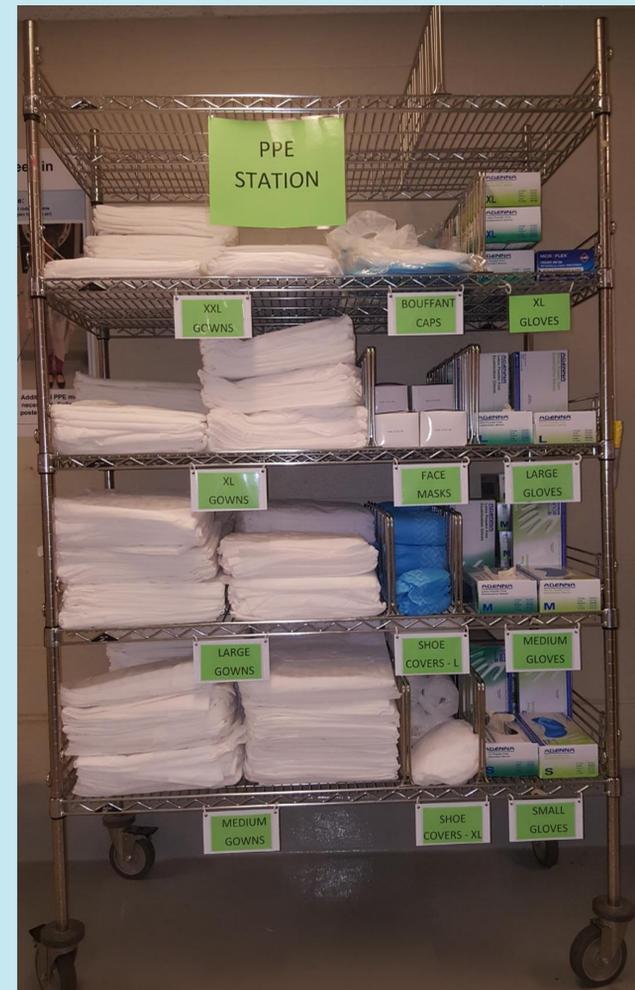
- ❖ We ran a 5S training event with the Animal Care Staff (1 hour commitment)
- ❖ 5S Steps include:
 - ❖ Sort: sorting the items, needed/not needed
 - ❖ Set in order: setting the items in a labeled place
 - ❖ Shine: shining or cleaning the area
 - ❖ Standardize: standardize the labeling for all PPE stations
 - ❖ Sustain: sustaining the process and organization
- ❖ Time commitment is about 30 minutes per PPE station.

Example of a PPE Station before and after the 5S event



PPE station before completing the 5S event

- Observations:
- Items are not labeled
 - Items on the top shelf are hard to reach
 - Other items not needed are stored here



PPE Station after completing the 5S event

- Observations:
- All items have a green label noting what they are, including size
 - Unneeded items from the top shelf have been removed
 - Items were accessed and removed if not needed

What the 5S's of organization has taught us

- ❖ Space utilization is important for maintaining inventory
- ❖ Standardization of PPE stations not only help the researchers but the department as a whole
- ❖ Standardized labeling and color coding helps with quick identification of supplies and training new personnel
- ❖ Organized PPE stations allow more efficient use of space and time saving during stocking

Conclusions

Benefits of completing 5S for our PPE stations include time savings, ease of training new personnel, improved use of rack space, and efficient inventory tracking. We have demonstrated that 5S strategies can be effectively applied to PPE storage and management in laboratory animal facilities. Researchers and animal care staff alike have provided positive feedback on the newly improved PPE stations.

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