

5002: Monitoring Tools

Quality Improvement Secretariat

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5S Standards & Indicators: Monitoring Tools

External & Internal Environment:

***Area Included: Entrance, In front of Hospitals, Reception,
Passage ways, OPD, Emergency, Office, IPD, Store, Kitchen & others***

Name of WIT:

Concerned area:

Team leader:

Facilitator:

Signature of QIC Chairperson:

SORTING / S1

(Eliminating all unnecessary item from the workplace that are not needed in the current process in Hospital)

Areas	Standards	Indicators (Output)	Remarks
Premises (Outside/ Inside of Hospital)	1: Unwanted item absent from workplace	<ul style="list-style-type: none"> • Unwanted items are not left in the workplace • Unwanted item marked (those are not left) with Red tags for those items to be disposed • Unwanted item marked (those are not left) with Orange tags for those items under consideration • Tops & inside of Almirah / Cupboards, Shelves, Tables, Drawers, are free from unwanted items 	<p>Ensure optimal working space by keeping only usable item.</p> <p>Listing of unwanted item should be done separately</p>
	2: Unwanted items and branches removed	<ul style="list-style-type: none"> • Trees braches above the roof and over electric and telephone wires are removed • Trees obstructing drainage are removed 	
	3: Waste bins are placed where necessary according to color code	<ul style="list-style-type: none"> • Waste bins for General waste are in placed according to color code • Time for removing the litter garbage bins are indicated • The place are free from litter 	
Walls and Notice Board	4: Walls being free of old posters, pictures, stickers & calendars	<ul style="list-style-type: none"> • Old Posters, Banners & Stickers are removed • Current Poster / Banners are not fading and placed accordingly • Calendars are updated 	
	5: Notice boards being free of obsolete notice	<ul style="list-style-type: none"> • Removal instruction are placed • The removal instruction is compiled • Notice board are categorized according to staff members need • Responsible person of each notice board are identified • The alignment and X – Y axis tools are maintained in the notice board 	

SETTING / S2

(Ensure necessary item are placed in correct position in order to facilitate the work efficiency)

Areas	Standards	Indicators (Output)	Remarks
Hospital Service unit Directional Indication	1: A Hospital name board and a site map available	a. A Hospital name board is displayed in the outside b. A site map is displayed at the entrance / reception area	There may be multiple sign board based on location
Directional Indication	1: Directional board are available in every junction	a. Directional board are available in every junction in outside and inside of Hospitals to all facilities from the entrance	
	2: Corridors clearly marked with entrances and exit lines, curved door openings and direction of travel	a. Entrance and exit lines are placed for OPD / IPD b. Direction of travel indicated on the corridors c. The sliding doors are provided with directional arrows	
Labeling and Marking	1: Rooms, patient bed & toilets clearly identified with labels	a. All rooms, patient bed & toilets are identified with labels, name boards or number	
	2: Store & Storage area properly organized	a. Items in stores and storage areas are kept in shelves, racks or bins and clearly marked b. Shelf grid are marked with reference number / names for easy retrieval of items c. All stationeries in the cupboards are kept in places, identified with symbol and marks d. Items are stored in alphabetical order and in logical manner (left to right, tp to bottom) e. A mechanism to replenish item is organized with color code <ul style="list-style-type: none"> • Maximum stock level- Green • Reorder stock level- Orange • Minimum stock level- Red 	
	2: Switches and Fans easily identified	a. All switches and fans regulators are labeled accordingly b. A separate electrical point plan is an place of each room entrance	
Placing and Parking	1: Equipments& tools being kept in original	a. Isles are identified for each equipment and tools to be kept after use with the	

rules	places after use	straight line method and shadow drawings displayed b. A mechanism to identify person removing items from isles item is in place	
	2: Files and folders arranged using the mistake proofing concept	a. File and box folders are arranged using the mistake proofing system to facilitate identification of particular files (within 30 seconds) and storing in original places	
	3: Parking areas for mobile equipment specified and marked	Parking area are specifically marked for <ul style="list-style-type: none"> • Patient trolleys • Wheel chair • Stretchers • Waste bin • Suckers and Oxygen trolleys 	
	4: Parking areas for vehicles specified and marked	a. Designated parking places are available for ambulance b. Vehicles floes in the Hospital areas are identified and marked c. An illuminated sign board of (eg "P" sign) for vehicle park at night	

SHINING / S3

(Cleaning with Meaning & for beautifying) Cleaning up one's workplace completely to eliminate dust on floors, machines or equipments

Areas	Standards	Indicators (Output)	Remarks
1: General appearances of Cleanliness	Hospitals premises maintained with healthy and safe environment for internal and external customers	<ul style="list-style-type: none"> • The garden is properly maintained and landscaping is done by a gardener • Drains are not leaking or over flowing • Stagnation of water is avoided in all drains • Unpleasant odor is not produced from the Hospital waste site or other places • The visible parts of the roofs are free of unwanted items 	
	Floors, walls, windows and other fittings being kept clean	<p>The cleanliness is maintained at:</p> <ul style="list-style-type: none"> ○ Floors ○ Walls ○ Windows ○ Curtains ○ Other fittings ○ Gutters <p>A cleaning checklist is available and updated</p>	
	Toilets are clean and in working order	<ul style="list-style-type: none"> a. Unpleasant odor is not experienced in toilets b. Toilet facilities are kept ready for use c. A cleaning checklist is available and updated d. Adequate ventilation is Provided in al toilets 	
	Changing rooms for patients being kept clean and in working order	<ul style="list-style-type: none"> a. A cleaning checklist is available and updated 	
2: Cleaning of machines equipment, tools and furniture	The cleanliness of buildings, Machines, equipment, tools and furniture maintained	<p>The high level of cleanliness is maintained with no visible dirt:</p> <ul style="list-style-type: none"> • Buildings • Ambulances • Other Hospitals vehicles • Medical equipment • Furniture 	
3: Cleaning practice	An organized cleaning system in place	<p>The following tools and documents are displayed</p> <ul style="list-style-type: none"> • Cleaning schedule • Cleaning responsibility chart • Cleaning guideline 	These tools and documents are updated monthly
	Cleaning tools and detergents properly stored	<ul style="list-style-type: none"> • Proper storage facilities for cleaning tools and detergents are available • Appropriate and necessary chemical are used for management of body fluid spills • Cleaning tools for outside areas / toilets and inside areas are separated 	

Standardization / S4

Generating mechanism to maintain the 3S (Sort, Set, Shine) by developing procedure, schedules and tools regular monitoring

Areas	Standards	Indicators (Output)	Remarks
1: Standardized visuals	Sign boards and directional boards standardized	All sign boards and directional boards are standardized with proper alignment and consistent fonts and by color code	
	Drug cupboard standardized in all units	a. Drug are stored in logical manner b. Vital Essential & Normal c. Accountable. non accountable and special Drugs are arranged in alphabetical order and left to right in all units	
	Arrangement of surgical supplies standardized in all units	The sterilization status in indicated in surgical supplies Surgical supplies are arranged logically	Gloves according to size and in the left to right order
	Identification labels placed on all machines and equipments	All machines and equipments have identification labels with he following information <ul style="list-style-type: none"> • Name of the item • Identification and batch number • Date of acquisition • Contact details of maintenance company • Responsible person for maintenance • Cost of equipment 	
	Caution sign displayed at appropriate places	Danger sign are displayed at <ul style="list-style-type: none"> • Electric switch board and transformer • Radiology X-Ray • Liquid Oxygen tank Bio hazard sign are displayed at <ul style="list-style-type: none"> • Laboratories handling contagious item Slopes sign are displayed at <ul style="list-style-type: none"> • Wherever there is a slope Slippery sign with Zebra Code are placed at <ul style="list-style-type: none"> • Wet floor after cleaning 	
	Open and shut directional labels available on valves and doors	The directional label are put on Oxygen tanks Door handles of cupboard Theater taps All other door handles	
	Waste bins are separated labeled and color coded	All the waste bins are separated labeled and color coded	The color code are described to Annex
	Pipes and oxygen / gas tanks identified by standardized visuals	Types of pipes can be identified by different colors <ul style="list-style-type: none"> • Oxygen • Compressed air • Vacuum Type of tanks can be identified by color	

		<ul style="list-style-type: none"> • Oxygen (White) • Carbon di oxide (Gray) • Nitrous oxide (Blue) • LP gas <p>The status of tanks (empty or full) can be indentified by colors or tags</p> <ul style="list-style-type: none"> • Empty – Red • Full – Blue 	
2: Maintenance of vehicles , machines and equipment	Vehicles, machines and equipment properly maintained	<p>Maintenance schedule and records are available and updated for the following items</p> <ul style="list-style-type: none"> • Vehicles • Machines • Hospital equipments 	Operational instruction are made available for machines and equipment
3: Safety & Security measures	Safety measures are in place for electrical cables and devices	<ul style="list-style-type: none"> • Electric wires are sealed or bundled to prevent accidental contacts with human beings • All switches are properly fixed without any electrically conductive parts exposed • All electric devices are placed in safety manner. Danger sign are applied 	
	Security measure4s in place for a fire event	<ul style="list-style-type: none"> • Functional fire extinguisher or sand bucket are available • The guideline or protocol for the event is available 	

Sustain / S5

Working on as daily routines and ensuring that it becomes an integral part of the workplace

Areas	Standards	Indicators (Output)	Remarks
Internal audit	Internal audit tools for Hospital	And internal audit sheet is available A team has been appointed to conduct the internal audit The internal audit is conducted once in three months	
Training & raising awareness	The hospital staff trained on 5S	All hospital staff trained on 5S A programme to train new staff on 5S is available	
	A resource centre on TQM programme	A resource centre on 5S, CQI, TQM and related material is available	
	A 5S corner available in hospital	A 5S corner is organized where the staff have frequent access 5S corner is updated monthly	
	5S Programme competition among employees organized	Assessment criteria for 5S competition are prepared and practiced And event to appreciate best employees is carried out annually	
	A system to give awards to well performed work units available	Assessment criteria to measure the performance is prepared to select best units and best WIT An event to appreciate best performing WIT is carried out annually	

