

# HOW TO INCREASE SAFETY AND EFFICIENCY AT YOUR SITE



How line marking and surface repair helps continuous improvement in warehousing and logistic centres.

# ABSTRACT:

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**IN TODAY'S GLOBAL MARKET, BUSINESSES NEED CREATIVE WAYS TO MAXIMISE THEIR CUSTOMER VALUE WHILE MINIMISING WASTE.**

To achieve this, the focus of management needs to change from optimising separate technologies, assets and departments to optimising the flow of products and services through value streams that flow continuously across technologies, assets and departments directly to customers – and this is LEAN management.

Eliminating waste along entire value streams creates processes that need less human effort, space, capital and time to deliver. Companies that deploy LEAN thinking are able to respond to their customers' needs more effectively than traditional businesses, whilst still reducing their costs.

This white paper focuses on LEAN thinking in facilities management and how for example, a warehouse distribution centre can maximise their customer value. In particular, it examines the importance of line marking and surface repair in facilities management and how it increases productivity, safety and efficiency in the workplace.



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# INTRODUCTION:

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**BUSINESSES ARE UNDER INCREASING PRESSURE TO IMPROVE THE EFFICIENCY OF THEIR OPERATIONS. TO ACHIEVE THAT COMPETITIVE EDGE, MANY COMPANIES ADOPT LEAN THINKING AS MEANS OF MANAGING FACILITIES SUCCESSFULLY IN TODAY'S GLOBAL MARKET.**

LEAN management enables businesses to increase productivity, efficiency, and safety; reduce costs; improve quality; and ultimately, grow profits. Its correct implementation leads to a remarkable improvement in the business' organisation, workflow and ability to meet the changing demands of their customers.

LEAN management drives cost savings by eliminating waste and creating an environment of continuous improvement, centred on the belief that honing the system - even in small ways - will add up to significant cost savings over time. For example, the volume of goods handled each day in a warehouse distribution centre is such that even a small improvement in per-item pick time or packing time becomes visible very quickly.

Once LEAN processes and systems are in place within a facility, they need to be continually maintained in order to

achieve maximum efficiency at all times. Breakdown, obstacles, disorganisation and untidiness is counterproductive. Continual maintenance and repair is also important to ensure the safety of everyone working inside the facility.

Within a busy facility, like a warehouse distribution centre, effective and high-quality line marking and surface repair plays a vital role in LEAN management. It creates an environment for increased productivity, safety and efficiency that creates higher profits and happier customers.

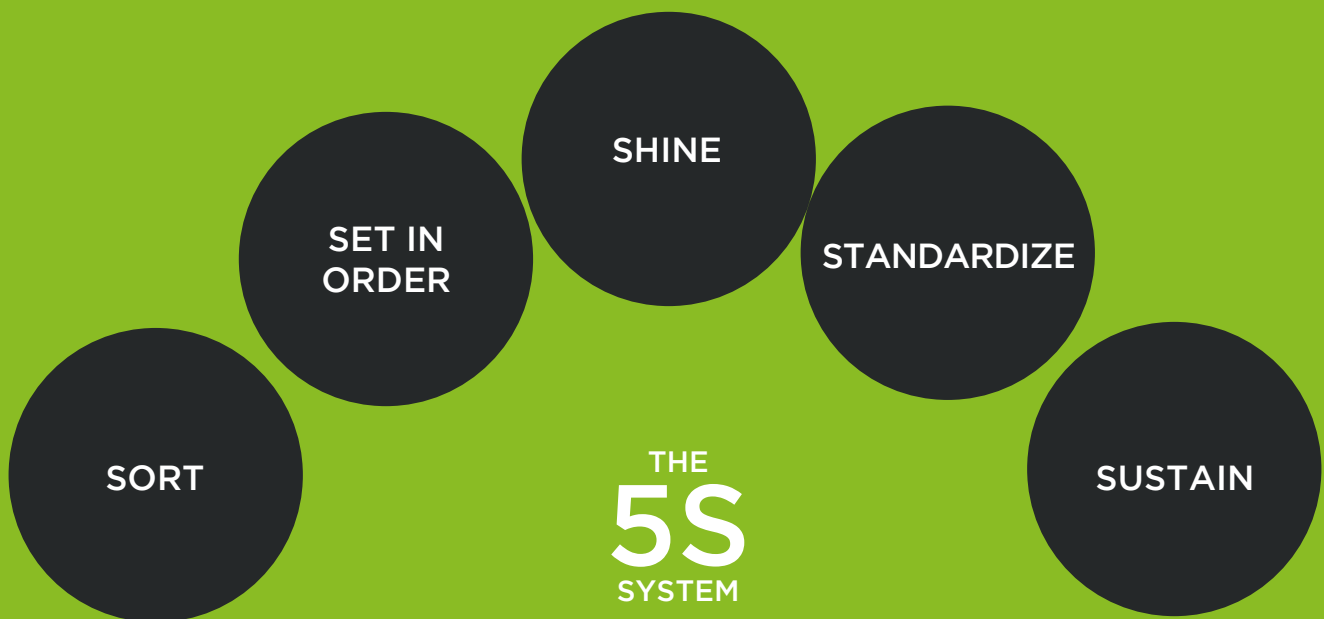


# THE 5S SYSTEM:

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The 5S System is a core concept of LEAN management and it has revolutionised businesses around the world. This has been achieved through its focused and systematic approach to efficiency, safety and organisation through effective visual communication.

By following 5 simple steps, businesses boost profits by eliminating waste and developing a workplace that functions on standardised procedures, organisation and cleanliness – which they then maintain in order to maximise productivity.



## A COMMON STEP IN LEAN DEPLOYMENTS TO DRIVE CHANGE

Eliminate unnecessary items from the workspace

Arrange items so that they are easy to use, find and put away

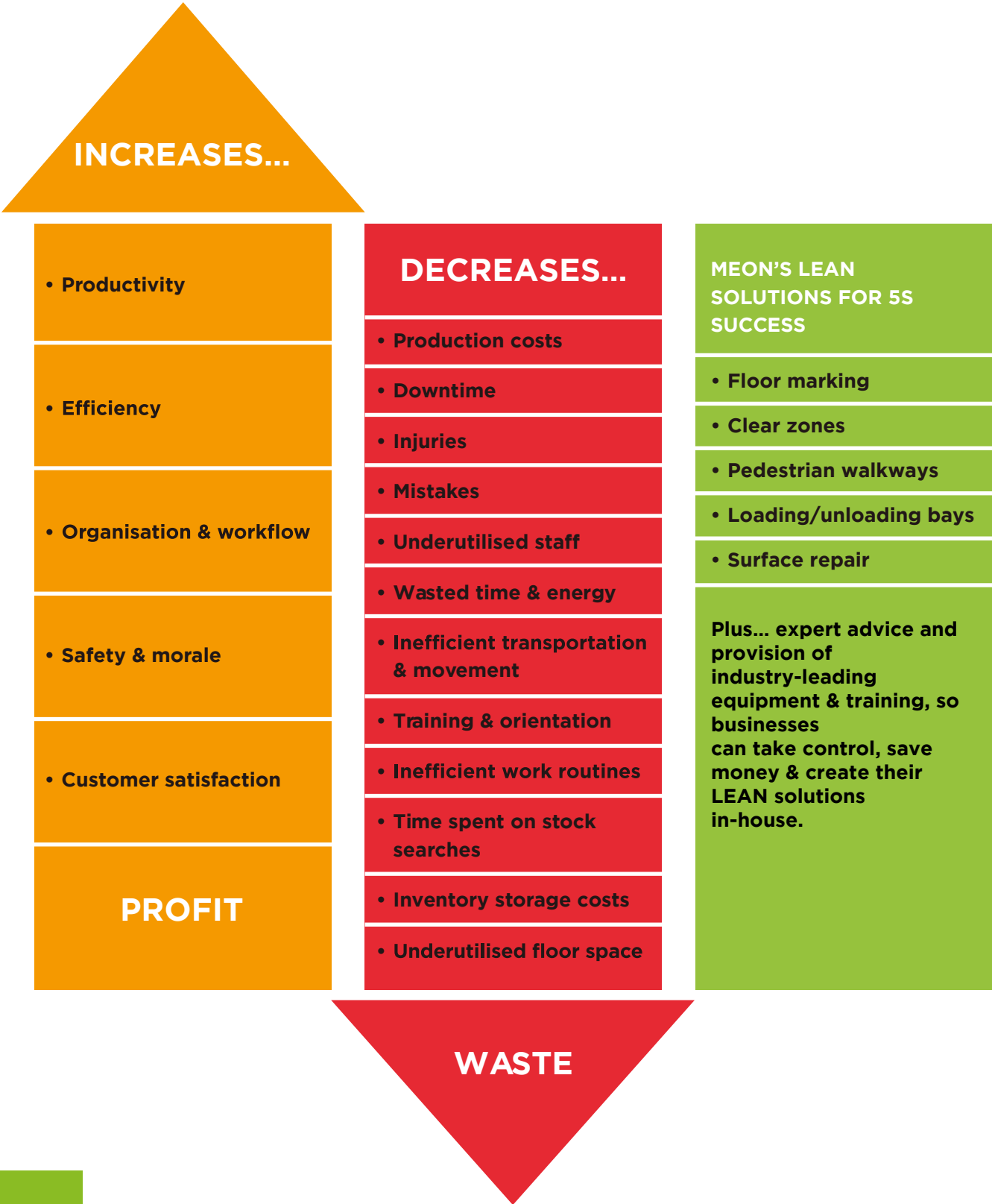
Keep the items and work area neat and clean

Create a consistent approach to tasks and procedures

Make habit of maintaining the correct procedures

There are many benefits to running the 5S System, primarily it is about reducing costs and creating order and motivation in the workplace. 5S makes problems visible; a warehouse should be able to identify and surface issues quickly, address their root causes and prevent recurrence.

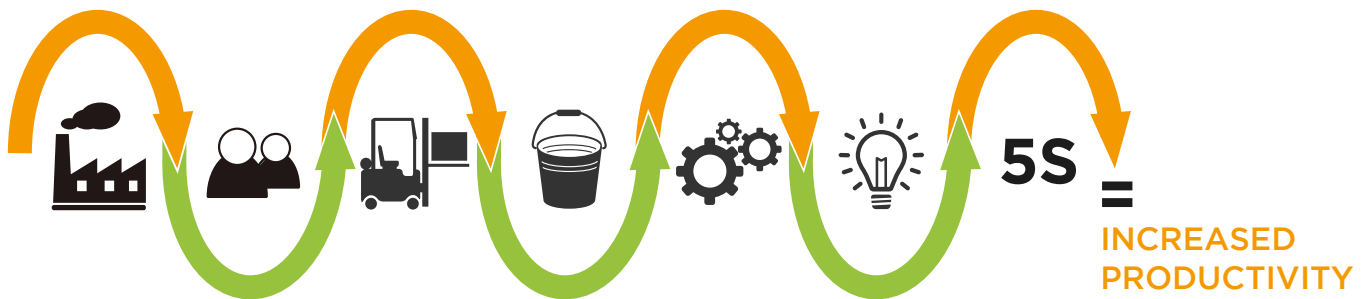
# TYPICAL 5S BENEFITS:



# LEAN VISUAL DESIGN:

**SORT > SET IN ORDER > SHINE**

Every element of the facility must be examined so that workflow is optimised. A careful evaluation of buildings, people, equipment, materials and processes – combined with LEAN thinking and the use of 5S helps create a more efficient flow.



Visual communication is a key element for any LEAN facility management system. Floor line marking is the most effective way to create a visual map to ensure staff safely navigate the facility; it can be used to highlight work zones, traffic lanes, clear zones, loading/unloading bays and pedestrian walkways.

It can also identify places for tools, equipment and supplies. Alongside labelling and signage, it increases efficiency – organising the warehouse’s storage systems and providing essential information.







## SAFETY, CLEANLINESS AND REPAIR:

### **SORT > SHINE > SUSTAIN**

Safety should be the utmost importance in a warehouse. The potential for injury creates a dangerous situation for warehouse workers and a huge financial cost for the business due to worker's compensation claims, downtime, staff absence due to injury, and training costs for temporary or permanent replacements.

Never underestimate the cost impact of cleanliness. Clean warehouses are not only safer, but when kept organised, the space is run more efficiently and with less waste. Cleanliness is a cornerstone of LEAN management practices, and can be one of the easiest ways to keep costs down.

Continual maintenance is also important for safety and efficiency. Areas in need of repair lead to downtime and interrupted workflow, reducing overall efficiency. Once LEAN practices are implemented make sure that all aspects of the facility are maintained so that efforts to increase efficiencies are not wasted.

A safe workforce is a happy workforce, as people feel far more comfortable at work if they feel they trust their employer and that the environment supports their work, this in turn increases productivity. Proper line marking and safety protection measures makes people feel more valued and it can help improve employee retention and reported levels of job satisfaction.

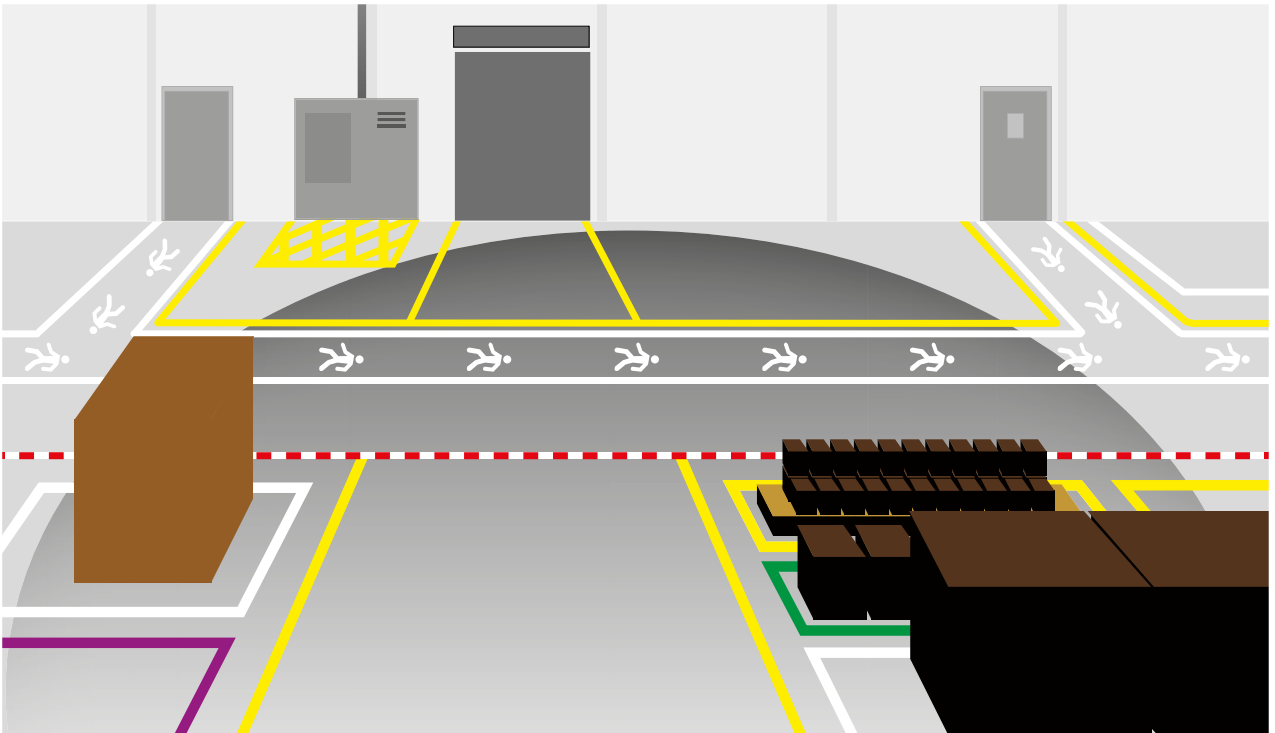


# LINE MARKING:

**SORT > SET IN ORDER > STANDARDISE**

A key aspect of safety is line marking and it is also hugely beneficial for organising workflow and directing traffic. Combining LEAN management and line marking improves efficiency and productivity in the workplace. Safety starts with clearly laid out floor markings and designated areas for machinery and pedestrians. Line markings maximise storage areas, identify pedestrian walkways and routes for machinery traffic, and also segregate areas for example, clear zones and loading bays.

Adding the right lines and signs will help keep people safely within their correct working areas, remind them of hazards and reduce the risk of collisions, injuries and other accidents.



during their daily routines, logistics improve exponentially. Without having to worry about unexpected vehicles looming into view, or which direction they are expected to move when picking or unloading goods, for example, individuals are free to concentrate on their work. Likewise, clearly marked exit and entrance routes allow an improved flow of pedestrians around the site and it also helps visitors and new staff who are unfamiliar with the premises to get to where they need to be safely and efficiently.

Having a planned visual design for line marking also ensures all space is maximised and that routes and procedures are optimised for time and continuous workflow.

# THE 5S SYSTEM:

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**Effective health & safety**



**Continuous flow**



**Maximises use of space**



**Increased productivity & efficiency**

It is important to choose the right line marking material. Line marking must have high visibility, so it can be instantly seen from all angles – high up and from a distance. This can be achieved through laying high-solids paint or tape. It might also be important for lines to be visible at night or in low light conditions, so reflective materials should be considered.

Furthermore, it is advantageous to use high durable paints, so that the lines last as long as possible – particularly in high traffic areas. A potential safety hazard could be water on the surface, it is therefore important to create lines that are slip-resistant.

## BEST LINE MARKING

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- High visibility
- Durability
- Slip-resistant

# LINE REPAIR:

SHINE > SUSTAIN

Line marking does not last forever, particularly in high traffic areas. It is necessary to review and replenish line marking to maintain its high visibility. When lines fade or rub away, it causes confusion as workers start to question where to go, leading to slowed or loss of productivity. Once lines are faded, safety is greatly impacted. Pedestrian walkways, traffic routes and loading bays become less obvious and this can lead to serious incidents.

### 1. SKETCH OUT THE PLAN

Plan out the visual design – think how to improve safety & and use the space to increase efficiency.

### 2. CHOOSE QUALITY PAINT

Line marking needs to be durable, particularly in high traffic areas, & it needs to be highly visible & non-slip if in an external area or where moisture is likely.

### 3. PREPARE THE SPACE

Follow paint product instructions & ensure floors are clean & ready for correct application.

## 5 TIPS FOR LINE MARKING

### 4. USE THE RIGHT COLOURS

Help employees interpret signs by using specific colours, for example red to denote hazards & yellow to mark paths & traffic lanes.

### 5. CONTINUOUS IMPROVEMENT & MAINTENANCE

Fine tune the visual design to make enhancements & correct mistakes. Ensure that line marking is highly visible – keep surfaces clean & re-apply lines when faded or damaged.



## CLEAR ZONES:

**SORT > SET IN ORDER > STANDARDISE**

This is one of the most crucial steps in improving LEAN management within the workplace. If every zone is clearly marked out, workers know where to go to get their task at hand done. If everything within the warehouse has its own marked out area – staff spend less time searching for tools and stock, for example, and items get put back in a designated place, eliminating obstacles and unnecessary waste that can impact safety. The elimination of waste is a primary focus of LEAN thinking.

## LOADING AND UNLOADING BAYS:

**SORT > SET IN ORDER > STANDARDISE**

It is vital that loading/unloading bays have high visibility and are kept clear to avoid accidents, confusion and loss of efficiency. A key need for loading/unloading bays is colour retention. The constant loading and unloading of goods, as well as vehicles passing through, means it is a high traffic area and the surface is likely to get dusty and dirty fast, and this can make it very difficult to read the markings. Therefore it is important to clean bays regularly, and repair and replenish line marking, so that high visibility is maintained.



# PEDESTRIAN WALKWAYS:

## **SORT > SET IN ORDER > STANDARDISE**

Pedestrian walkways are a must when marking out the warehouse. Creating safe zones for movement by individuals around the facility radically increases health and safety. This means a much-lesser chance of an accident occurring, which could be very damaging for the company.

Creating pedestrian walkways also enables continuous flow, another key feature of LEAN management. This is where work flows smoothly through the facility with minimal (or no) delays between the different stages of the stock-pull process. With walkways created for pedestrians and 'tracks' for vehicles to follow, the continuous flow of the workplace is enhanced – as there is little or no need for stopping, and their designation helps increase safety by preventing collisions.

# REPAIR SURFACE DAMAGE:

## **SHINE > SUSTAIN**

Even the slightest bit of surface damage can have a large impact on how the facility runs.

Any damage to the surface could potentially become a hazard, as anyone walking could trip and hurt themselves. The same reasoning goes for vehicles, such as forklifts. Damage to the surface could cause the vehicle to crash or force it in another direction, becoming a potential danger to the operator and anyone in the vehicle's path.

Regular cleaning and maintenance of the warehouse should be mandatory and the environment should be in the best possible condition. This results in the reduction of waste, firstly because any mess could become an obstacle and therefore could possibly cause an accident, resulting in time spent resolving this. Secondly, if the warehouse and what is contained is not looked after, parts could become malfunctioning – slowing down productivity.



# CONCLUSION:

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Line marking and surface repair fulfil vital functions within facilities management and they are key to increasing productivity, safety and efficiency.

Meon offers a wide range of high-quality lining and marking materials, including line repair, suitable for both indoor and outdoor applications. Products include paints, taping, stencils, sprays and additives – suitable for many industries and complex problems requiring specific solutions.

A major cost-saving and efficiency offered by Meon, is the provision of professional quality line marking and removal machines. Full training is provided and it enables businesses to bring the cost of line marking in-house, saving money and reducing their reliance on external contractors. In-house line marking allows facility managers to better control the process of line marking, reducing downtime and interruption to flow. Meon's machines are available for purchase and hire.

Surface repair is available for concrete and asphalt, Meon offers high performance surface fillers and fast curing joint & crack repair. In-house surface repair offers businesses the ability to continually maintain surfaces, reducing deterioration, and treat issues quickly to prevent accidents.

Customers benefit from Meon's 20+ years' experience, professional full site assessments, product training and on-site demonstrations, machine servicing and after sales support.





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Connect with Chris today on LinkedIn to discuss anything you may have found of interest in this white paper or email [chris.reynolds@meonuk.com](mailto:chris.reynolds@meonuk.com)



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