

To continually examine our processes to provide greater value to our customers without waste.

5th S = Sustain: Daily Huddle (Pre-Task Plan) Cards

**Objectives = Awareness (safety),
Eliminate all waste by Pre-Planning our activities,
and measuring for improvement.**

Remember to sustain the Daily Huddle with your work group as we have evidence it works to help reduce accidents, eliminate waste, and improve efficiency. To help keep the Daily Huddle fresh, ask for volunteers to read the questions (in order as they appear on the card); review each of the questions one at time. Ask your team members for input in answering each question.

Daily Huddle Questions with Example Answers:

1. What are our Productivity Goals for Today?

Examples: Feet of pipe, boxes hung, fixtures set, heads roughed in.

2. Do we have what we need?

Examples: All materials, tools, information to get the job done TODAY.

3. Any Obstacles to Achieving our Goals?

Examples: Another trade in our way? Area not completely open to us? Can we move around area?

4. Does anyone see a Better Way?

Examples: The routing of piping / duct OK, or better way? How about the material handling -- any better way? Share a better way to complete a task.

→ If a crew member develops a way to eliminate waste, inform a Lean Team Steering Committee member so we can share with others in the company through a future Lean Line newsletter.


5. Were there any Near Misses Yesterday?

Examples: This creates safety awareness for team members. Someone else may be subject to same situation.

6. What Safety Hazards should we be Aware of Today?

Examples: There is going to be a lot of crane activity on the west side of the building. Slippery conditions out there. Pay special attention to where you are walking.

Remember to Sustain, we must keep it fresh since we are reviewing on a daily basis.

DAILY HUDDLE (Pre-Task Plan) 

- What are our Productivity Goals for Today?
- Do we have what we Need?
- Any Obstacles to Achieving our Goals?
- Does Anyone see a Better Way?
- Were there any Near Misses Yesterday?
- What Safety Hazards should we Be Aware of Today?

Lean Mission: To continually examine our processes to provide greater value to our customers without waste.

EAW
EAW
Eliminate All Waste