



Service Priorities and Programmes Electronic Presentations

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Enhancing working environment safety by implementing a 5S Project in ward pantry

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Introduction

The crowded environment and utensil storage in UCH surgery 7A ward pantry was identified as high risk area by the hospital Occupational Safety & Health (OSH) safety walk round 2017. It was found the knives and scissors were mix placed with other utensils that can lead to staff's sharp injury. Also the crowded environment can pose a risk of scalding and striking by the water heater. There were two incidents of Injury on Duty (IOD) concerning strike slip Fall (SSF) In UCH surgery in 2016. 5S practice can be the tool to organize work place for efficiency and effectiveness, and keep the work place clean and tidy. Therefore, a 5S project was carried out for the OSH enhancement.

Objectives

1. Improve occupational safety by reducing the risk of staff injury due to environmental and storage factors in pantry.
2. Enhance staff's wellness by improving the tidiness and cleanness of working environment.
3. Strengthen staff's OSH risk alertness related to environmental factor.
4. Enhance patient safety by managing patient's snack storage.

Methodology

1 Seiri- organization:Set up 'one staff one cup' rule and designate used and unused utensils in pantry with labelling staff's name. Unlabeled utensils were discarded one month later.2 Seiton - neatness: Provide storage shelf and containers for utensils. Containers and drawers for sharp items, patient's snack, and patient's utensil was labelled.3 Seiso-cleanliness:Post up signage to remind staff to place utensils, foldable chairs and tables properly after use.4 Seiketsu-standardization:Set up a routine for health care assistants who are required to clean and check the utensil storage area and patients' and staff's refrigerators monthly in order to prevent food expiry and the hindrance of high risk items storage such as knives and scissors. A responsible nurse performs a cross checking monthly. 5 Shitsuke- Discipline:Perform regular audit.

Carry out audit of the knife and scissors storage, food expiry date checking once per week.6 Evaluate outcome by audit result and staff's satisfaction

Result

Within the period of 1/8/17 to 30/11/17, 16 audits showed 100% compliance on utensil knives and scissors storage. Also there was no injury related to pantry environmental factor. 100% of the staff agreed that the project improved working environment safety and enhanced staff wellness.