

RED TAG AREA



What is a Red Tag Area?

Sometimes during the “Sort” phase of a 5S process, it is not clear whether an item, or piece of equipment should be kept or removed. A Red Tag Area will help the team temporarily “let go” of items rather than struggle through the decision of discarding versus keeping.

How does a Red Tag Area work?

Locate a storage area where all the items that you are unsure about can be placed. Attached a Red Tag to each item. Ensure you communicate to all the people on the unit/area that a Red Tag Area has been created and these items are now located there.

If an item is used, the person who takes and uses the item must tear off the Red Tag and leave it in the Red Tag area in a designated basket/folder. The Red Tag Area must be cleared out on a regular basis so it does not turn into a junk pile. Discarding items from the Red Tag Area should be done in a responsible manner (donate or recycle whenever possible) and in accordance with the organization’s financial guidelines.

5S RED TAG

Apply Date			
Department			
Category	Disposal		
	Storage		
Storage Reason(s)	Maximum storage opportunity 3 months		
Item Description			
Quantity			
Reasons	Working		
	Not Working		
	Not Needed		
	Other:		
Release Approval	Dispose of		
	Donate		
	Store		
Expiry Date			



Guidelines for Red Tag Area Item Removal:

- Set a timeline for how long items can stay in the area, usually 2 – 3 months is a suitable period
- Identify appropriate people who can make the decision if an item should stay or go
- Set a schedule for the group to review the items in the Red Tag Area. Bi-weekly is a suitable period
- Encourage other departments to visit the Red Tag Area, there may be items that they can use versus buying them new
- Note: Instructions on how to use the Red Tag Area should be posted

Shared Health works collaboratively with our provincial service delivery partners to develop and deliver lean training to staff across Manitoba.

