 <p>FIVE HILLS HEALTH REGION</p> <p><b>PURSuing EXCELLENCE</b></p> <p><b>POLICY AND PROCEDURE MANUAL</b></p>	SECTION ROLES AND RESPONSIBILITIES		PAGE 1	OF 5
	APPROVED BY: Edna Steckhan		APPROVED DATE: February 14, 2008	
	REVISED BY: Ed Seman		REVISED DATE: February 14, 2008	
SUBJECT  RED TAG PROCEDURE			NUMBER 013	

## DEFINITIONS

**Red Tag** is one of the implementation plans for Sort (seiri), part of the kaizen strategy of workplace improvement.

**5S** a method of creating a clean and orderly workplace that exposes waste and errors. (Sort, Shine, Set in order, Standardize and Sustain).

## SCOPE


This document covers proper removal and identification of any physical asset from a department. All actions will be completed using proper Lean tools and in accordance with Policies No. 238 and P238 of the Financial Resources Policy and Procedure Manual.

## PROCEDURE – Moose Jaw Union Hospital

### Department responsibilities for storage or disposal of items to the Red Tag area

Any department staff member that has approval from the Director or Manager of that department can place an asset into the Red Tag area. This area is located in the lower level of the Moose Jaw Union Hospital directly in front of the Lockup. An asset placed into this area must have a Red Tag (see Appendix A for detailed instructions on how to complete a Red Tag) affixed to it using a wire tie. The Red Tag must have the following information completed.

- Apply date.
- Department the asset is from and signature of department Manager
- Reason it was placed in the Red Tag area. i.e. storage or disposal
- Item description, Quantity and Reason

 <p>FIVE HILLS HEALTH REGION</p> <p><b>PURSUING EXCELLENCE POLICY AND PROCEDURE MANUAL</b></p>	SECTION ROLES AND RESPONSIBILITIES		PAGE 2	OF 5
	APPROVED BY: Edna Steckhan		APPROVED DATE: February 14, 2008	
	REVISED BY: Ed Seman		REVISED DATE: February 14, 2008	
SUBJECT RED TAG PROCEDURE			NUMBER 013	

**PROCEDURE** (continued)

**Red Tag Disposal Team responsibilities**

Weekly any new asset(s) added to the Red Tag area will be reviewed by all of the following:

- Regional Director Clinical Engineering and Maintenance
- Manager of Maintenance Services
- Regional Director of Material Management

**PROCEDURE – Lafleche Health Centre**

**Department responsibilities for storage or disposal of items to the Red Tag area**


Any department staff member that has approval from the Director or Manager of that department can place an asset into the Red Tag area. This area is located directly outside the maintenance shop. An asset placed into this area must have a Red Tag affixed to it using a wire tie tape or other permanent method. The Red Tag must have the following information completed.

- Apply date.
- Department the asset is from and signature of department Manager
- Reason it was placed in the Red Tag area. i.e. storage or disposal
- Item description, Quantity and Reason

**Red Tag Disposal Team responsibilities**

Weekly any new asset(s) added to the Red Tag area will be reviewed by all of the following:

- Maintenance staff
- Manager of Maintenance Services
- Regional Director of Material Management (if it has an asset tag on it or is deemed worth more than \$50.00)

 <p>FIVE HILLS HEALTH REGION</p> <p><b>PURSUING EXCELLENCE POLICY AND PROCEDURE MANUAL</b></p>	SECTION ROLES AND RESPONSIBILITIES		PAGE 3	OF 5
	APPROVED BY: Edna Steckhan	APPROVED DATE: February 14, 2008		
	REVISED BY: Ed Seman	REVISED DATE: February 14, 2008		
SUBJECT RED TAG PROCEDURE			NUMBER 013	

The Red Tag Disposal Team will decide the actions for the subsequent asset. The actions will be in accordance with policies 238 and P238. These actions will include but not be limited to:

- Send asset to Moose Jaw for placement in Third World area for future pick-up
- Sell items first come first serve as per section 3b of procedure P238
- Dispose of asset
- Place item up for tendered sale
- Properly store asset in a designated 5S'ed area and catalogue it's location

## **PROCEDURE – Pioneers Lodge**

### **Department responsibilities for storage or disposal of items to the Red Tag area**


Any department staff member that has approval from the Director or Manager of that department can place an asset into the Red Tag area. This area is located on the main level of the Pioneers Lodge facility in room 106. An asset placed into this area must have a Red Tag (see Appendix A for detailed instructions on how to complete a Red Tag) affixed to it using a wire tie. The Red Tag must have the following information completed.

- Apply date.
- Department the asset is from and signature of department Manager
- Reason it was placed in the Red Tag area. i.e. storage or disposal
- Item description, Quantity and Reason

### **Red Tag Disposal Team responsibilities**

Weekly any new asset(s) added to the Red Tag area will be reviewed by all of the following:

- Director of Care Pioneers Lodge
- Manager of Maintenance Services
- Regional Director of Material Management (if it has an asset tag on it or is deemed worth more than \$50.00)

 <p>FIVE HILLS HEALTH REGION</p> <p><b>PURSUING EXCELLENCE POLICY AND PROCEDURE MANUAL</b></p>	SECTION ROLES AND RESPONSIBILITIES		PAGE 4	OF 5
	APPROVED BY: Edna Steckhan	APPROVED DATE: February 14, 2008		
	REVISED BY: Ed Seman	REVISED DATE: February 14, 2008		
SUBJECT RED TAG PROCEDURE			NUMBER 013	

The Red Tag Disposal Team will decide the actions for the subsequent asset. The actions will be in accordance with policies 238 and P238. These actions will include but not be limited to:

- Send asset to Moose Jaw for placement in Third World area for future pick-up
- Sell items first come first serve as per section 3b of procedure P238
- Dispose of asset
- Place item up for tendered sale
- Properly store asset in a designated 5S'ed area and catalogue it's location


### **Items for Disposal**

The decided action will be indicated on the Red Tag and the asset will remain in the Red Tag area for one month. Upon the assets scheduled due date it will be dealt with as described on the Red Tag.

During the assets one month term in the Red Tag area any department may lay claim to the asset. This will be completed by writing the departments name on the Red Tag and informing the Red Tag Disposal Team of the intention of the department.


#### **Policy Revision History**

02-April-2007	Original
25-May-2007	Update Red Tag area location and tag information
31-August-2007	Remove preliminary Red Tag Area, and Lafleche section
16-Nov-2007	Add appendix A
14-Feb-08	Added Pioneers Lodge section and updated Appendix A

 <p>FIVE HILLS HEALTH REGION</p> <p><b>PURSuing EXCELLENCE</b></p> <p><b>POLICY AND PROCEDURE MANUAL</b></p>	SECTION ROLES AND RESPONSIBILITIES		PAGE 5	OF 5
	APPROVED BY: Edna Steckhan		APPROVED DATE: February 14, 2008	
	REVISED BY: Ed Seman		REVISED DATE: February 14, 2008	
SUBJECT RED TAG PROCEDURE			NUMBER 013	

**Appendix A**

- 1) Upon approval from the department manager or supervisor an item can be placed into the Red Tag Area
- 2) Using the red tags supplied fill in the required fields noted with an ✎

 <h2 style="text-align: center;">5S RED TAG</h2> <p>Please fill in the sections marked with- ✎</p>			
Apply Date ✎			
Department ✎	Department Manager Signature		
Category ✎	1) Disposal <input type="checkbox"/>		
	2) Storage <input type="checkbox"/>		
Storage Reasons ✎	Maximum storage opportunity 3 months		
Item Description ✎			
Quantity ✎			
Reasons ✎	1) Working <input type="checkbox"/>		
	2) Not Working <input type="checkbox"/>		
	3) Not Needed <input type="checkbox"/>		
	4) Other _____		
Release Approval	Dispose of	Third world	Store
Regional Director of Material Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manager of Maintenance Services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regional Director Clinical Engineering and Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expire Date			

Date item placed into area

Area item came from

What you want done with the item. Disposal – Remove from current area and put in red tag area for further disposition. Storage – Store in red tag area for reason (and time) indicated in ‘Storage Reasons’.

Why you want it stored if you choose storage

Brief description

Quantity if more than one

The items status, check as many that apply

- 3) Affix the Red Tag to the item
- 4) The appropriate people will review the items and decide their disposition based on the tags information