

# Lean Warehouse Management

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## Sort.

Analyse your processes and identify the necessary and unnecessary procedures which hinder staff from operating at their optimum. Eliminate any unnecessary tasks before moving to next stage.

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## Streamline.

Work to optimise the necessary procedures. Assess areas of your workflow to see what can be removed or added to improve warehouse efficiency and workplace productivity.

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## Shine.

Integrate a clean-up process into your regular workflow to improve your work environment and avoid inefficiencies and unnecessary. Ensure cleaning necessities are easily accessed and bins are readily available to remove the 'too hard' factor.

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## Standardise.

Provide training to all team members to ensure procedures put in place are understood and adhered to. Make sure you have clear signage that outlines any specific protocols and implement workflow documents for every department of your warehouse team.

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## Sustain.

Ensure lean warehouse management procedures are sustained and regularly improved by conducting frequent assessments and encouraging feedback from your team on a regular basis.