

## WHAT IS LEAN MANAGEMENT?

To improve working conditions by removing **wastes** and improving work methods.

### KEY AIMS



1. **SAVE TIME**



2. **MONEY**  
(save money – reduce costs)



3. **EFFORT**  
(make work easier)

### WASTE Type

### Example of WASTE types

**TRANSPORT (materials)**



Poor farmyard layout resulting in excessive movement of materials

**INVENTORY**



Excess machinery, keeping cull cows for too long, expired items

**MOTION (people)**



Walking, lifting, searching, moving, carrying

**WAITING**



Meal, vaccines, machinery, people

**OVER PRODUCTION**



Overgrown grass

**OVER PROCESSING**



Over-cooling milk, duplicating paper work

**DEFECTS (inferior quality)**



Antibiotic milk, machinery breakdown, low milk solids, unhealthy cows

**SKILLS**



Not training new employees correctly or at all

## SOME LEAN TOOLS

### VISUALISATION

- Enables anyone to immediately assess the current status at a glance (regardless of their prior knowledge)
- Improves communication

#### FARM MAP



#### WORK STATION



#### ANIMAL ID



### 5S

- Process for organising; creates a safe, standard, efficient and effective workplace

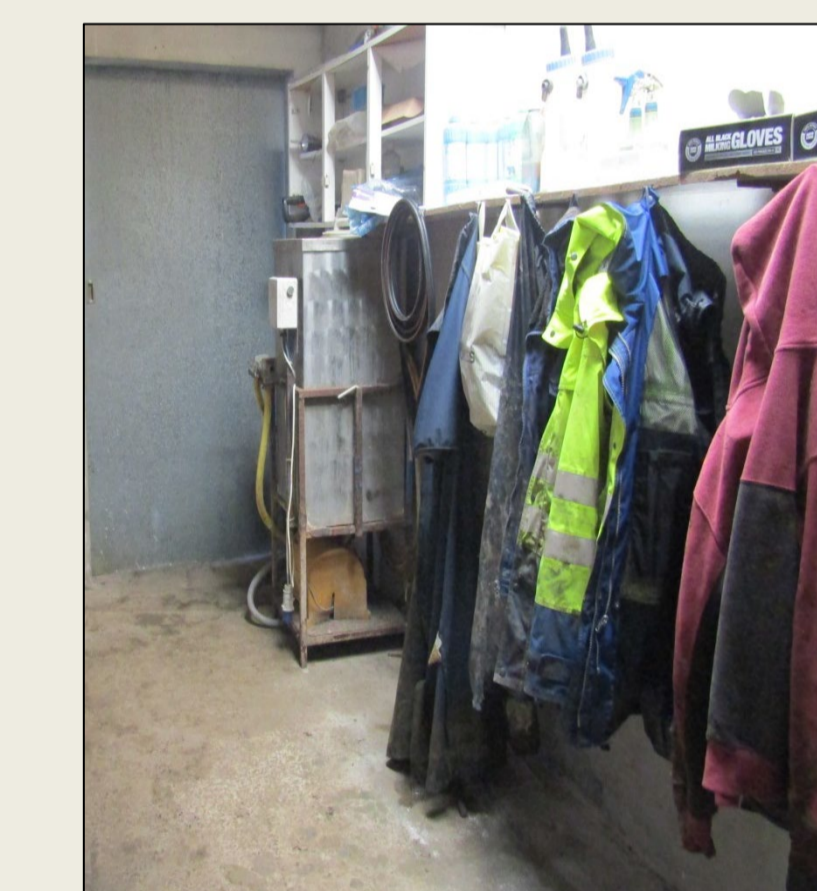
#### 5S STEPS

- 1: SORT
- 2: SET-IN-ORDER
- 3: SHINE
- 4: STANDARDISE
- 5: SUSTAIN

#### BEFORE



#### AFTER



### STANDARDISATION

- Standardised work (standard operating procedures) = agreed set of work routines, useful for repetitive, regular tasks often completed by different people e.g. milking
- Checklists
- Improves communication

### TIPS FOR DEVELOPING STANDARD OPERATING PROCEDURES

Key info (1 page)



Be Visual (pictures, drawing, diagrams)



Use colour



Located at point of use



Used for training

