



✓ Shop Floor Employee Engagement Checklist

Practical, hands-on, production-focused CI and safety engagement

✓ 1. Start-of-Shift Readiness

- I inspected my workstation for hazards or obstructions.
- I verified tools, equipment, and materials are available and in good condition.
- I checked that all gauges, fixtures, or measuring devices are calibrated or functional.
- I reviewed today's job instructions, specs, or production priorities.

✓ 2. Standard Work & Process Consistency

- I followed the documented standard work procedures (SOPs / WIs).
- I identified any unclear steps or areas where instructions don't match actual practice.
- I called out tasks that vary between operators, shifts, or machines.
- I recommended updates when "tribal knowledge" is being used instead of documented steps.

✓ 3. Visual Management & Workplace Organization (5S)

- I kept tools in their labeled and designated locations.
- I maintained a clean, uncluttered work area throughout the shift—not just at the end.
- I used color-coded bins, labels, and visuals correctly.

- I reported missing labels, faded signage, or unclear visuals.
- I identified items that could benefit from visual controls or standardization.

✓ 4. Safety & Ergonomics (Shop Floor Focus)

- I inspected machine guarding, interlocks, or safety devices before use.
- I applied proper lifting techniques and avoided awkward or repetitive strain postures.
- I wore required PPE correctly at all times.
- I looked for slip/trip hazards like hoses, cords, pallets, or debris.
- I reported hazards or near-misses immediately.

✓ 5. Quality at the Source

- I verified parts or materials met specifications before starting work.
- I notified my lead/supervisor immediately if I saw variations or defects.
- I followed inspection, measurement, or check steps at required intervals.
- I quarantined nonconforming product correctly.
- I suggested improvements to reduce rework, scrap, or confusion.

✓ 6. Environmental Awareness (Floor-Level)

- I handled waste, recyclables, and chemicals according to posted instructions.
- I kept drains, spill pads, and secondary containment areas clear.
- I inspected for leaks, drips, or odors around machinery or containers.
- I prevented unnecessary material or energy waste.
- I reported any environmental concerns immediately.

✔ 7. Equipment Operation & In-Process Checks

- I verified machine settings before starting the job.
- I listened for unusual sounds or vibration that may indicate equipment issues.
- I checked control panels or displays regularly.
- I kept moving parts clean and free of obstruction.
- I notified maintenance early if equipment performance changed.

✔ 8. Communication & Team Collaboration

- I participated in daily huddles and shared updates or concerns.
- I communicated clearly when handing off work between shifts.
- I helped coworkers understand new or updated processes.
- I offered suggestions respectfully and constructively.
- I reported improvement ideas even if I wasn't sure how to fix the problem.

✔ 9. Continuous Improvement Participation

- I provided at least **one improvement idea** this month.
- I identified waste (time, motion, defects, waiting, excess movement, poor layout).
- I helped test or pilot improvement ideas on the floor.
- I looked for tasks that could be simplified, reorganized, or error-proofed.
- I celebrated improvements made by team members.

✔ 10. End-of-Shift Accountability

- I cleaned and organized my station before leaving.
- I updated production logs, checklists, and shift handoff notes.

- I reported any issues that must be addressed by the next shift.
- I stored tools/equipment properly and shut down machinery safely.

✔ Optional: Shop Floor Engagement Score (0–2 each)

Category	Score
Start-of-Shift Readiness	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Standard Work	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Workplace Organization	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Safety & Ergonomics	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Quality at the Source	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Environmental Awareness	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Equipment Operation	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
Communication	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
CI Participation	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2
End-of-Shift Accountability	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2

Total Score: _____ / 20