

Video Waste Walk Sheet

Location:	Carried out by:	Date:
Type of Waste	Please describe an example of this waste in your work environment	Please describe your ideas about what we can do to reduce or eliminate it?
1. Defects and rework Having to repeat things because errors were made at a previous stage in the process Example: Repeating things because the correct information was not provided in the first place		
2. Motion Unnecessary people movement, travel, walking and searching. Things not within reach, things that are not easily accessible Example: Searching for essential equipment		
3. Overproduction Producing more than what is needed or earlier than needed by the next step in the process Example: Requesting tests that are not required		
4. Transport of products or materials Moving materials unnecessarily Example: Moving notes around the organisation		
5. Unnecessary waiting Staff unable to do their work because they are waiting for something such as people, equipment or information Example: Waiting for the full multi disciplinary team to arrive to start team briefing.		
6. Stock inventory Too much stock, work in progress or patients waiting in a queue Example: Excess stock in store rooms		
7. Over-processing Performing unnecessary steps that do not add value Example: Repeatedly asking for the same information at different stages in the process		