



## UTILIZATION RED TAG AND ONE POINT LESSON TO OPTIMIZE GOOD HOUSEKEEPING

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### *Abstract*

*The existence of Child Welfare Institutions (LKSA) in Indonesia is regulated by the Ministry of Social Affairs and must meet the National Child Care Standards. Within the scope of institutional standards, LKSA must provide complete, adequate, healthy and safe facilities for children to support the implementation of parenting. In general, facilities provided by LKSA can be used together. However, it is still necessary to support children's privacy. Nevertheless, problems that often arise and need special attention are: issues of cleanliness, tidiness, safety and care among fellow foster children. The research objectives are to design red tags and one point lesson to support good housekeeping practices in LKSA. The study object is one of the LKSAs in Bekasi. The methods are: 5S cultural training, observation, designing red tags to manage the sorting of goods and compiling one point lesson with classifications in the form of: safety, basic knowledge, improvement and problem solving. The red tags can be used as a marker for unused items. So that, it is clear to distinguish them from items that are still useful. Furthermore, one-point lesson is expected to be an effective learning medium and easy to practice by personnel in LKSA.*

**Keyword:** 5S culture, good housekeeping, red tag, one point lesson, orphanage

### INTRODUCTION

The orphanage or Child Welfare Institution (LKSA) is a social organization that carries out the function of child care, whether it is owned by the central government, local government, or owned by the community. LKSAs can also be legal entities or not legal entities (Permensos, 2020). Referring to its function, the LKSA must meet the National Child Care Standards. Within the scope of institutional standards, LKSA must provide complete, adequate, healthy and safe facilities for children to support the implementation of parenting. In general, the facilities provided by LKSAs can be used together. However, it is still necessary to support children's privacy (Permensos, 2011).

Sharing facilities in LKSAs has both positive and negative sides. The positive impact is growing a sense of togetherness, brotherhood and concern for others. However, there are also negative impacts, such as the use of shared facilities that are not kept clean can cause complaints of skin diseases (Fitria et al, 2020; Putri et al, 2019). The risk of diseases such as diarrhea in children, mostly also comes from poor hygiene conditions (Kurniawan, 2017). This happens because there are still many LKSAs with poor building conditions, the environment is not clean and even looks slum, and completeness of main facilities and supporting facilities that still need to be fulfilled. This problem occurs because LKSA is a non-profit oriented organization, which functions as a place to care for orphans as well as abandoned children, whose operational





financing relies heavily on financial support from voluntary community donations. Therefore, it is not surprising that the level of welfare is not guaranteed (Hardiyanti et al, 2018; Kurniawan, 2017; Sutinah, 2018). Nevertheless, despite the various problems faced related to the quality and completeness of the facilities at LKSA, it is a shared responsibility to support all forms of good practice, so that the quality of life of the personnel in LKSA can be decent and prosperous.

The actual conditions related to the utilization and maintenance of facilities in LKSAs are very diverse, but problems that often arise such as: items that are no longer used are still stored, difficulty finding an item that is needed even though it is used quite often, the condition of the facilities is not clean and not neatly arranged, cleaning picket schedule that is not adhered to, as well as throwing each other the responsibility of maintaining the facilities. Therefore, the personnel in LKSA must continue to be encouraged to familiarize themselves with good housekeeping practices. This is a housekeeping practice so that the residence becomes neat, clean, comfortable, and healthy. In addition, it is expected to be able to create a harmonious relationship between each other and reduce the risk of harm. The 5S culture (Sort, Set in order, Shine, Standardize, dan Self Discipline) is a form of good housekeeping practice that must be carried out systematically and routinely (Kusumaningtyas, 2019).

Good housekeeping practices based on 5S culture, successively management stratification (sorting), structuring,

cleaning, standarization (visual management) and habituation discipline (Osada, 2004). This movement cannot be carried out randomly, so it needs to be sequential and systematic. The first step to implementing sorting is to use the Red Tag. The Red Tag strategy helps identify items that are not needed and determine their use (Deshpande et al, 2015; Agrabari, 2015). The more concise a facility is expected to be more efficient, easy to organize and clean. Furthermore, as an effort to support the discipline of personnel at LKSA in good housekeeping practices, one way is to use One Point Lesson (OPL). OPL is an attractive visual image, short, and easy to practice with one point explanation. In engineering practice, OPL is a reference for operators to apply machine cleanliness and tidiness, including the 5S method. OPL is also useful for supporting preventive maintenance and periodic maintenance with the scope of daily, weekly, monthly, up to annually (Sholeh *et al*, 2019; Supriatna *et al*, 2017). The purpose of OPL is to sharpen knowledge related to an activity or skill. OPL communicates a specific information. Through the classification of OPL types in the form of: safety, basic knowledge, improving skills and problem solving, then OPL is very suitable if applied in various fields, including in efforts to optimize good housekeeping at the Child Welfare Institution (LKSA).

## RESEARCH METHODS

The method used are: 5S cultural training, observation approach, designing Red Tag and compiling One Point Lesson. The initial activity was an exploration of permits to the administrators at one of the





LKSAs in Bekasi. This is to ensure the willingness of all parties to carry out activities according to the plan. The next stage is to provide 5S cultural training. The activity is carried out directly (offline) by complying with the Covid-19 pandemic health protocol. The target training participants are foster children and administrators. This training aims to make all personnel understand the importance of good housekeeping practices with the 5S method. During practice, participants are given careful assistance. The 5S audit checklist was also prepared as a benchmark for the effectiveness of practice implementation. The results were evaluated with an observational approach. So that, it can be compared between real conditions with established 5S standards.

The last stage is an effort to strengthen the standarization dan self-discipline. This needs to involve the active participation of all parties in the LKSA. Through field observations on several critical things, the real action that can be taken is to design a Red Tag. The Red Tag strategy is useful for managing the sorting of items in the LKSA. Then, it is also necessary to compile a One Point Lesson (OPL) with a classification type in the form of: safety, basic knowledge, improving skills and problem solving. OPL is focused on individual and group activities. Static display design in OPL form is expected to be an effective learning media and easy to practice by all personnel in LKSA.

## RESULTS AND DISCUSSION

The 5S cultural training was held on August 15, 2020, with a duration of 2 hours. During the presentation of the

material, 20 participants and management gathered in the LKSA Hall. The Covid-19 pandemic did not hinder the enthusiasm of all participants to take part in this training. Activities are carried out in accordance with health protocols. Everyone keeps their distance, wears masker, washes their hands first, and prepared hand sanitizer.

The training contains an explanation of 5S culture followed by hands-on group practice. The foster children followed all the directions of the activity well. This practice shows quite significant results. Improvements are evident everywhere, such as: the courtyard terrace, the hall, bookshelves, sandals and shoes rack, bedrooms, washing area, and kitchen. The area looks neater and cleaner than usual. Actually, the main key when they practice are: they can sort things according to their use; they may decide to dispose of items that are no longer used; they can put every item in its place and also clean it from dirt/foreign objects.

The results of observations according to the 5S audit checklist reference showed that only 22,2% met the 5S audit checklist criteria, while the remaining 77,8% have not fulfilled. In general, this is because of: sorting activities based on the level of importance of goods have not been carried out, the arrangement is also constrained by the behavior of foster children who still often put things out of place, and sometimes also limited by the availability of special containers to store an item. In addition, the task of cleaning pickets has not been classified properly, which are individual and group tasks. Heavy challenges are also found in the utilization and maintenance of shared facilities, for example: washing machine or other





equipment. Often, the equipment is operated not in accordance with the standard operating instructions. This can accelerate damage and worsen the condition of the equipment. Therefore, each of these problems needs to find alternative solutions.

The real steps for continuous improvement, so that stratification (sorting) management can be implemented in LKSAs, namely by utilizing the Red Tag strategy. Mark items that are no longer useful by installing a Red Tag. The aim is to be easily distinguished from items that are still useful. Items with a Red Tag, then separated. The more concise our area from unneeded items, the more efficient the place/area will be. The proposed Red Tag design for LKSA can be seen in Figures 1 below. This is modified from 5S Red Tag (Nugroho, 2015).

Then, an example of how to fill it out can be seen in Figures 2 below.

**5S RED TAG**

Tag Number: \_\_\_\_\_

Date: \_\_\_\_\_ Tagged by: \_\_\_\_\_

Item Description: \_\_\_\_\_

Location	Quantity
_____	_____

REASON :

- Damage/Not Required
- Residual
- Unknown
- Others : .....

Reviewed By: \_\_\_\_\_

Action Taken :

- Store separately in a temporary container
- Regenerate/Fixed
- Discard/Destroy
- Others : .....

COMMENT : \_\_\_\_\_

Figures 1. Red Tag Design Proposed

**5S RED TAG**

Tag Number: 01

Date: Juli 1<sup>st</sup>, 2021 Tagged By: Tiara Imelda

Item Description: Old Newspaper and Wasted Paper

Location	Quantity
Bookshelf	6 copies

REASON :

- Damage/Not Required
- Residual
- Unknown
- Others : .....

Reviewed By : Mr. Bukhori

ACTION TAKEN :

- Store separately in a temporary container
- Regenerate/Fixed
- Discard/Destroy
- Others : .....

COMMENT : Old Newspaper and Wasted Paper are collected in cardboard. Then at the end of every month, it will be sold to used goods collectors.

Figures 2. Red Tag Implementation (filled)

Red Tags can be used at any time. Red Tag can be filled by foster children, then the LKSA management checks and makes a decision for the solution. The successful of implementing concise culture, can provide convenience in the next series of good housekeeping practices.

Learning media in the form of static displays that can be applied in LKSAs, one of the choices is One Point Lesson (OPL). The four themes proposed by OPL as an alternative solution to solve problems that have been occurring so far, include: 1). Clean and healthy life behavior (PHBS); 2). The distribution of responsibilities individually and in groups as daily and periodic tasks; 3). Layout and table maintenance (lekar) for reading Al-qur'an; and 4). Work instruction for using a two tub washing machine. Each theme has certain characteristics in its classification





type. This is closely related to OPL's specific activities and objectives, specifically: safety, basic knowledge, improvement case, or trouble case.

OPL with PHBS theme in Figure 3, provide learning to all personnel in LKSA to practice a clean and healthy life behavior (PHBS), through 10 main indicators. Those are to protect their health in the long term. This is also supported by OPL in Figure 4.

ONE POINT LESSON									
Location	All Places								
Created by	Trainer of 5R Culture								
Theme	Clean and Healthy Life Behavior (PHBS)								
Objective	Protecting Personal Health								
Type	<table border="1"> <tr> <td>Safety</td> <td>Basic Knowledge</td> <td>Improvement Cases</td> <td>Trouble Case</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Safety	Basic Knowledge	Improvement Cases	Trouble Case	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety	Basic Knowledge	Improvement Cases	Trouble Case						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<p>Clean and Healthy Life Behavior (PHBS) is a movement carried out to maintain a person's health and quality of life. This movement includes various behaviors that are practiced on a personal conscience in order to achieve a healthy life. The following are the indicator of clean and healthy life behavior (PHBS)</p> <ol style="list-style-type: none"> <li>1. Wash hands with soap and flow water</li> <li>2. Using clean water</li> <li>3. Use the toilet and keep it clean</li> <li>4. Regularly exercise</li> <li>5. Eat healthy and nutritious food</li> <li>6. Avoid smoking</li> <li>7. Eradication of mosquito nests</li> <li>8. Wear a mask when leaving the house</li> <li>9. Maintain physical distancing from other people</li> <li>10. Maintain oral and dental health</li> </ol>									

Figures 3. OPL-Clean and healthy life behavior (PHBS)

(Source: Images from various sources)

Through the distribution of responsibilities individually and in groups as daily and periodic tasks, then expected that each personnel will no longer throw responsibilities to each other in maintaining the shared facilities. Furthermore, they are expected to be able

to get used to implementing 5S culture. These two OPLs can be placed in strategic places, such as: in the hall, bedroom, and other places.

ONE POINT LESSON									
Location	All facilities in LKSA								
Created by	Trainer of 5R Culture								
Theme	Responsibilities for Individual and Group in daily and periodic								
Objective	Getting used to do Sort, Set in order, Shine, Standardize, and Self Discipline (5S) to all personnel in LKSA								
Type	<table border="1"> <tr> <td>Safety</td> <td>Basic Knowledge</td> <td>Improvement Cases</td> <td>Trouble Case</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Safety	Basic Knowledge	Improvement Cases	Trouble Case	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Safety	Basic Knowledge	Improvement Cases	Trouble Case						
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>						
<p>Individual Task</p> <ol style="list-style-type: none"> <li>1. Tidy up the bed, study desk and personal equipment in the cupboard</li> <li>2. Wash your own clothes</li> <li>3. Wash the utensils for cooking, eating, and drinking</li> <li>4. Follow the regularly recitation</li> <li>5. Tidy up and re-clean every facility/item after using</li> </ol>									
<p>Group Task</p> <ol style="list-style-type: none"> <li>1. Sweep and mop</li> <li>2. Clean the bathroom</li> <li>3. Clean the window frames and glass</li> <li>4. Clean the yard and fish pond</li> <li>5. Throw the garbage in landfill</li> </ol>									

Figures 4. OPL-Responsibilities for individual and group in daily and periodic (Source: Images from various sources)





The table for reading Al-qur'an or often in Bekasi area called "Lekar" is also a concern in the arrangement. These tables were placed in the Hall and used together. The table must be tidied after use. However, it is often found that: the arrangement is not neat, dirty condition, there are a lot of scribbles, table is misused, and there are parts that are left damaged and are not immediately repaired. OPL in this Figure 5, it can help improve the condition of the layout and maintenance of the table (lekar) to read Al-qur'an. This OPL needs to be placed in the LKSA Hall.





ONE POINT LESSON				
	Location	LKSA Hall		
	Created by	Trainer of 5R Culture		
Theme	Layout and table maintenance (lekar) for reading Al Qur'an			
Objective	Teaching the table users to be able to place and care for tables (lekar) in a neat, safe, and well function			
Type	Safety	Basic Knowledge	Improvement Cases	Trouble Case
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>





















  

Table Maintenance		
	<ol style="list-style-type: none"><li>1. Make sure, there are no things on the table</li><li>2. Throw away items that are not used anymore</li><li>3. Wipe and dry if there are dirt and wet</li><li>4. Arrange the table parallel to the wall</li><li>5. Make sure the table is in a balanced position and nothing is blocking it</li><li>6. A maximum of 4 stacking tables up (vertical) (± arrangement according to the average height and reach of children)</li><li>7. When using the table, take the top table, with the aim of avoiding the table arrangement collapsing / falling</li><li>8. The table is not for sitting and not for stepping on</li><li>9. Do not put objects with a heavy load beyond the capacity of the table</li></ol>	
<b>SAFETY ALERT:</b> If there are parts of the table that are damaged, such as: the wood layer is sharply peeling off, the nails are loose, the sharp nails are coming to the surface, the table is nickety, broken, etc., immediately write it in Red Tag and report it to the LKSA Management		
 The wood layer is sharply peeling off	 The sharp nails are coming to the surface	 The table is broken

Figures 5. OPL-Layout and table maintenance (Source: Images from LKSA)

ONE POINT LESSON				
	Location	Laundry Area		
	Created by	Trainer of 5R Culture		
Theme	Working instructions for using a two tub washing machine			
Objective	Every personnel in LKSA can use the washing machine property and be able to deal with the trouble			
Type	Safety	Basic Knowledge	Improvement Cases	Trouble Case
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Figures 6. OPL-Work instruction for using a two tub washing machine (Source: Images from LKSA and various sources)

One of the electronic equipment that is often used together is a washing machine. This equipment must be operated according to usage standar. If it is not proper with the work instructions, it can accelerate tool damage and make the situation worse.

With the issuance of the OPL with theme working instructions for using a two-tube washing machine as shown in Figure 6, it is expected that: washing clothes will be safer, everyone can use the washing machine properly, and then if they find a problem, they can immediately find a solution. This OPL must be placed in the washing room area.

### CONCLUSION

The Covid-19 pandemic did not hinder the enthusiasm of all participants to take part in 5S cultural training. The results of observations according to the 5S audit checklist reference showed that only 22,2% met the 5S audit checklist criteria, while the remaining 77,8% have not fulfilled. Red Tags can be used to manage goods sorting in LKSA. The aim is to be easily distinguished from items that are still useful. Red Tags can be used at any time. Red Tag can be filled by foster children, then the LKSA management checks and makes a decision for the solution. One Point Lesson can be used effectively as a short learning media to support Good Housekeeping in LKSA. Each theme has certain characteristics in its classification type and related to the objectives, specifically: safety, basic





knowledge, improvement case, or trouble case. OPL can be placed in strategic area, so that everyone can read and learn. Learning in OPL is done in a short time, normally 5-15 minutes. The content of OPL is one topic that is covered on one sheet of paper. The learning topic should be as short and easy as possible to learn.

### THANK-YOU NOTE

We would like to thank the Institute for Research and Community Service (LPPM) IPB University, College of Vocational Studies (Sekolah Vokasi) IPB University, and LKSA Naelul Khair Bekasi for supporting and facilitating this activity very well.

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