



## EMPLOYEE GROUPS COLOUR CODING SYSTEM

The garment industry is generally very labour intensive, with multiple production lines in factories, including many different groups of workers and quality control staff. Using different coloured hats or uniforms as identification for different groups of workers in the factory is good practice in factory management.

### PROSPECTIVE USERS:

This practice can be applied to garment factories which are labour intensive.

### PROBLEMS ADDRESSED

- Difficulty in managing a large number of workers in many different groups.
- Difficulties of inter-group communication.
- Difficulties quickly finding specific types of workers when they are required, e.g. QC or maintenance workers.

### PROCESS

This process involves distinguishing different groups of workers and employees in the factories, by using different coloured hats or uniforms. It is also possible to distinguish employees of different levels in the same major group, through distinctive bars or flags on the uniform. The process of implementation is very simple, requiring only the design of a coding system, getting the hats or uniforms made based on the coding system, announcing the coding system on bulletin boards with an explanation, and encouraging employees to wear the hats or uniforms.

### Steps in implementation

1. Identify different groups of workers and employees in the factories. The easiest way is to identify the major functions such as production workers, QC staff, maintenance staff, warehouse staff, etc.
2. For each major group, identify sub-groups or levels such as workers, input, sub-section leaders, assistant supervisors and supervisors in the production workers group; quality assurance inspection workers, inspection leaders, inspection assistant supervisors and inspection supervisors.
3. Choose different colours to distinguish major groups such as workers and QC staff (e.g. blue for workers groups and yellow for inspection groups).
4. Develop and apply a system of bars or flags to distinguish employees at different levels within the same major group (e.g. blue hats with two short bars for workers, one long horizontal bar for sub-section leaders, two long bars for

assistant supervisors and three long bars for supervisors).

5. Make the hats or uniforms for employees based on the coding system and deliver them to all employees in the factory. Colours should be clear and easy to distinguish. Hats or uniforms should be convenient for the employees to wear and take off at the end of their shift.
6. Display the coding system on bulletin boards in the factory with explanations of the titles of each employee group. Hold meetings with workers to introduce the system and explain all the different groups.
7. Ensure the colours and bars of the actual hats and uniforms are consistent with the information provided on the instruction board.
8. Encourage employees to wear the hats or uniforms.
9. Make sure all the workers understand the coding system so that they can easily find the relevant person for work coordination or assistance.



### RESOURCES REQUIRED

- Coloured hats or uniforms.
- Bulletin board with instructions on coding system.
- Factory or group meeting to introduce the system.
- Involvement of the line managers, QC and HR departments in instructing, encouraging and supervising workers to implement the practice.

### CHALLENGES AND PITFALLS

- Some additional work to establish the system.
- Some additional costs to make the uniforms.
- Consistent supervision and encouragement required.

### POSITIVE IMPACT

- Better management.
- Better internal communication.
- Faster assistance for workers when they need it.

### INDICATORS FOR MONITORING

- Coding system developed.
- Instruction board set up.
- Colour hats or uniforms made and delivered to all employees in the factory.
- All employees in the factory wear hats or uniforms during working hours.

#### Further Information Available:

FIP References:

Module 1 - Workplace Cooperation

Module 3 - Productivity

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