

# 5S

Create & Sustain an Organized Work Area

**SORT**

- Only necessary items in the work area

**STRAIGHTEN**

- All items organized at point of use

**SHINE**

- Safe & clean work area

**STANDARDIZE**

- Create visual standards

**SUSTAIN**

- Achieve BEHAVIOR CHANGE, way of life

# What is 5S?

- ❑ 5S is...
  - Standard Work for maintaining the Work Area
  - Addressing safety/ergonomic concerns
  - Making it easier and faster to find needed items
  - Using space more effectively
  - Improving visual organization of the work area
    - Ensuring adherence to standards
  - Everyone's responsibility
  
- ❑ 5S is not ...
  - Housecleaning to make things look 'neat'
  - A clean up campaign or project
  - Easy



A place for everything and everything in its place, clean and ready for use

# Why 5S?



5S makes your job **EASIER** to do, gives you **BETTER RESULTS**, and **LESS FRUSTRATION!!**

# 5S Examples



*Where would you rather work?*







# 5S Implementation

Step by Step, how to organize the workplace



# Step 1 – Set Up a Red Tag Area

- Red Tagging is a PROCESS for **VISUALLY** identifying items that are not used in the area, but we are not sure if they should be thrown out
- Red Tagging allows us time to determine the proper disposition of these items
- Identify the Red Tag Area**
  - Visible & “In the way”
  - Clearly Marked and “sectioned off”
- Identify Red Tag Criteria**
  - \$ Value – select a \$ value over which items must be red tagged – everything else gets discarded – **BE AGGRESSIVE**
  - Inventory – Red Tagging inventory is OK...but remember, discarding inventory is a different process! **DO NOT DISCARD INVENTORY!!!**
  - Equipment – unused machines, tools, fixtures, gages, etc.
- Final Disposition**
  - Set a Time Limit – establish a time limit for final disposition of the Red Tag Items – **NO MORE THAN 30 DAYS!!!**
  - Communicate – Send formal communication throughout the organization for people to review and claim items from the Red Tag Area by the final disposition date
  - Compelling Need – people must demonstrate compelling need for keeping Red Tagged Items, we do not want to just keep moving the clutter around!!!

**DO NOT Red Tag obvious trash!!**



The image shows a red tag form titled "5S RED TAG". At the top, there is a white circle with a dot inside. Below the title, it says "ACTION TO TAKE" and lists several options with checkboxes: "Trash", "Hold", "Move to \_\_\_\_\_", "Contact \_\_\_\_\_", and "Other \_\_\_\_\_". There are lines for "Date" and "Manager's Initials". A line of asterisks separates the "ACTION TO TAKE" section from the "COMMENTS" section, which has several horizontal lines for writing. At the bottom, there is a box for "No." and the text "#50TRT50", "www.5Sstore.com", and the "5S STORE" logo.

# Step 1 – Final Thoughts on Red Tagging

- Not a Crutch!!!** Do not use the Red Tag area as a crutch to avoid making a decision!!
- Consider Alternatives to Trashing Red Tag Items
  - Sell the items – eBay?....Scrap Value? Just don't take too long!!
  - Employees “Raffles” – give the items away to employees (but set a date that they must be removed from the facility)
  - Donation – Colleges, Universities and Technical Schools might benefit from your obsolete equipment or material



The image shows a red '5S RED TAG' form. At the top, it says '5S RED TAG' in large white letters. Below that, it says 'ACTION TO TAKE' in smaller white letters. There are five checkboxes with labels: 'Trash', 'Hold', 'Move to \_\_\_\_\_', 'Contact \_\_\_\_\_', and 'Other \_\_\_\_\_'. Below these is a line for 'Date \_\_\_\_\_' and 'Manager's Initials \_\_\_\_\_'. A line of asterisks separates the 'ACTION TO TAKE' section from the 'COMMENTS' section. The 'COMMENTS' section has three horizontal lines for writing. At the bottom left, there is a 'No.' field with a small box next to it. At the bottom right, there is the hashtag '#50TRT50', the website 'www.5Sstore.com', and the '5S STORE' logo.

**DO NOT Red Tag obvious trash!!**

# Step 2 - SORT

<b>SORT</b>	• Only necessary items in the work area
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- ❑ Clearly Distinguish Between What is Necessary and What is Unnecessary, Discard the Unnecessary
- ❑ Identify Truly Needed Items – Pick up EVERY item you see and ask these questions....
  - What is it for?
  - Why do I have it?
  - How often do I use it?
  - Does someone else have the same thing?
  - Does someone else need it?
- ❑ Throw away the obvious trash and....“Red – Tag” the rest





# Step 3 - STRAIGHTEN

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- A place for EVERYTHING and EVERYTHING in its place
  - Tools, materials, paperwork, job aids, etc.
- Determine the best home location for each item – **POINT OF USE IS BEST!!**
  - Safety considerations – weight, sharp edges, stored energy, etc.
  - Consider how often an item is used – frequently used item should be at the Point of Use
  - Point of use means close to the work!!
  - Minimize reaching, bending, turning, etc. **ERGONOMICS!!**
  - Less frequently used items can be stored nearby
- Choose proper storage methods to ensure safety, minimize inventory, and promote visual management

# Step 4 - SHINE

## This simple.....CLEAN EVERYTHING!

- Sweep & wash floors, remove oils, dirt buildup, etc.
- Clean in, under, and around equipment
- Eliminate all trash from workplace

## Keep in mind: How do things get dirty? - Fix the root cause of the dirt

## Why is this important???

- SAFETY – remove slipping & tripping hazards
- Quality – parts & products can become contaminated
- Productivity – dirty & oily tools are hard to handle, equipment wears out & malfunctions when it is dirty, leaks are a sign the SOMETHING IS WRONG!!!



# Step 5 - STANDARDIZE

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## Maintaining and Improving the Standards of the First “3” S’s

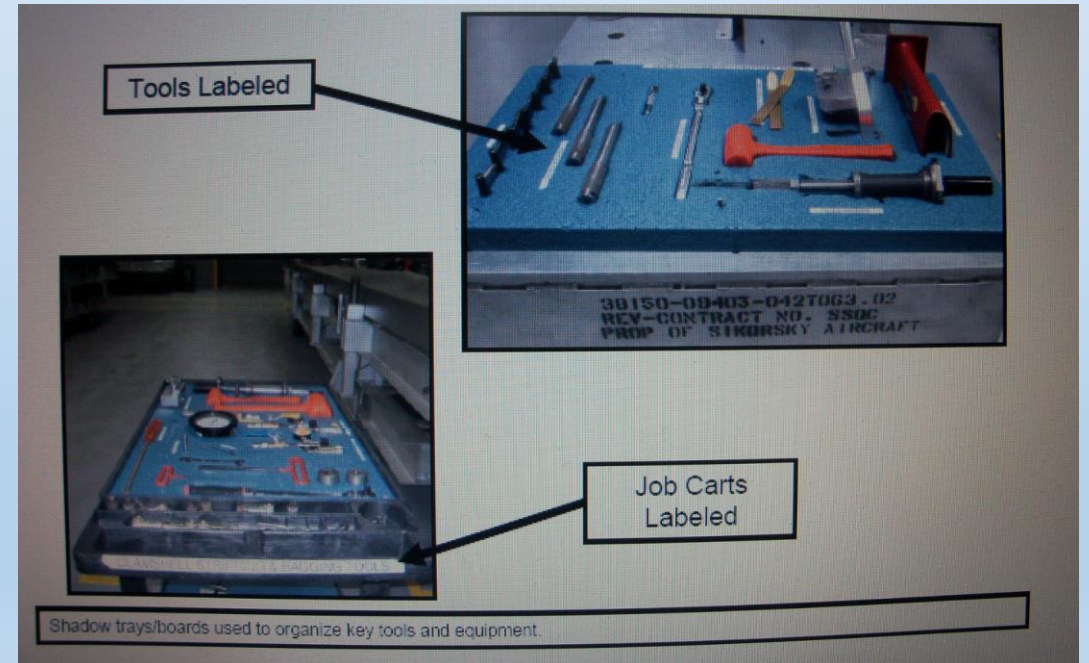
- Establish Visual Management Standards
  - Visually indicate each location so items can be returned, and missing items are easily identified – ***LABELING and/or SHADOW BOARDING!!!***
  - Make sign boards that clearly explain inventory, equipment, tooling and other items so everyone can understand the organization of the workplace
- Eliminate excess storage areas and flat surfaces
- Make changes to equipment that make it easy and quick to clean and eliminate dirt and leaks at their source



# Step 5 – STANDARDIZE (more examples)



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# Step 5 – STANDARDIZE – Office Example

Before



After



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# Step 6 - SUSTAIN



## Achieving the Discipline & Habit of Properly Maintaining the 5S Procedures

- Develop a Habit of Sorting, Straightening, Shining and Standardizing Your Workplace
- Everyone Has to Accept 5S as a Personal Responsibility
- Create a check list to establish daily cleaning and organization activities
- Establish a standard time for daily 5S activities
- Special Notes
  - Add 5S checks to your Leader Standard Work (LSW)
  - BE DILIGENT!! Change takes time and persistence
  - People Follow Examples (Good and Bad); Set a Good Example

**Make 5S a  
“Way of Life”**

# 5S Tools

***Free Downloads!***

Download sample 5S Check Sheets and 5S Assessments from our web site

[www:leanimpactgroup.com](http://www.leanimpactgroup.com)