

# 5S



## DEFINITION

5S, originally developed by Toyota and named for the original Japanese words all beginning with S, is a company-wide, team-based approach to workplace organization and communication. It is the foundation of a visual management system and a means to ready the workplace for the Lean journey.

Keep in mind! 5S is much more than a housekeeping activity.

### Sort (Seiri)

Remove all unneeded items from the workplace. Use Red Tagging to facilitate this process

- *Red Tagging*, a strategy for identifying unneeded items and moving them to a temporary holding area for further action. Consider the usefulness of the item, frequency its needed, and quantity needed and document the process.

### Set in Order (Seiton)

Identify the best location for everything based on point and frequency of use, with focus on safety and ergonomics. "A place for everything and everything in its place"

### Shine (Seiso)

Clean areas and equipment as a form of inspection to detect sources of abnormalities and contamination.

### Standardize (Seiketsu)

Ensure proper implementation and maintenance of the first 3 S's by establishing a 5S committee and coordinator, creating visual controls, and conducting regular meetings and audits. Assign employees specific 5S responsibilities which are built into their regular work activities.

### Sustain (Shitsuke)

Organize workplace based on 5S and agreed-to standards so they become a habit. Use 5S posters, newsletters, slogans, etc. to help communicate 5S activities throughout the workplace.

### A note about Safety:

Safety is often referred to as the "6th S." However, when unnecessary items and actions are removed from the workplace and replaced with organized, visually controlled and communicated methods, improved safety is inherent in the process.

## MANAGEMENT'S ROLE

Management's role is critical in establishing 5S as the foundation for process improvement and getting all employees engaged on a daily basis by ensuring:

- 5S is part of the culture and becomes a way of life
- 5S is made part of job descriptions and good work is rewarded
- time is allocated for 5S activities and resources are provided
- they routinely visit the Gemba and are engaged with the workforce

## BENEFITS OF 5S IMPLEMENTATION

When all employees are applying 5S principles in the workplace as part of daily work, a neat and organized workplace results in:

- everyone understanding at a glance what is going on in a work area
- reduced defects and errors and improved safety
- increased efficiency, on-time deliveries, and productivity
- reduced waste and inventory, less storage, and more effective use of space
- reduced breakdowns and changeovers
- improved workplace communication, job satisfaction, and morale

## TAKING IT BACK HOME

How can you apply 5S in your daily life? Consider the areas listed below:

- Home office
- Kitchen pantry
- Laundry room
- Garage tools
- Kid's toys
- Important documents

Something as simple as using a checklist for repetitive, daily tasks can have a huge impact on results. In Atul Gawande's New Yorker article [THE CHECKLIST](#), he demonstrates the power of checklists by providing examples of their use in the healthcare industry.

## 5S IN THE NEWS

5S principles are applicable in all industries and sectors. Click on the link below for an article featured in *FoodBusinessNews* referencing the benefits of 5S in the food industry:

<https://www.foodbusinessnews.net/articles/14366-success-at-5s-hinges-on-employee-buy-in>

## RHYMES WITH

### Finesse

While her coworkers opted to 5S their workspaces with bold colored labels and tape, Fiona chose hers with a little more finesse; in fact, her calming, pastel color pallet extended to the break room which became an unofficial meditation area. Om.

## FAMOUS QUOTES ON 5S

*"A company that cannot successfully implement the 5S's cannot expect to effectively integrate JIT, re-engineering, or any other large-scale change. Good workplaces develop beginning with the 5S's. Bad workplaces fall apart beginning with the 5S's."*

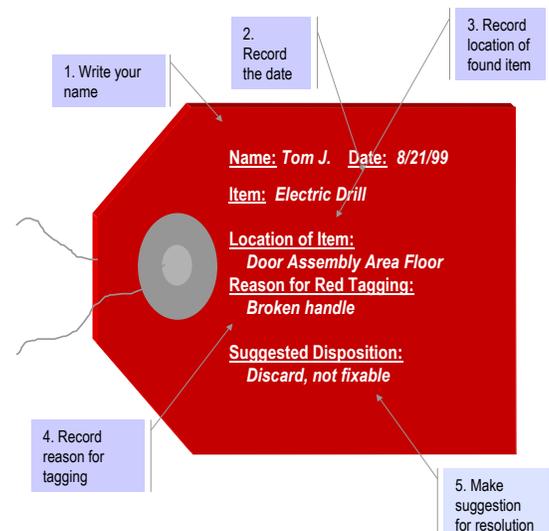
Hiroyuki Hirano

*"Out of clutter, find simplicity."*

Albert Einstein

## One Point Lesson: Red Tagging

Any time you find an unneeded item, Red Tag It!



- First, write a Red Tag and attach it, following the displayed steps.
- Then, bring the item to the Red Tag Holding Area

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