

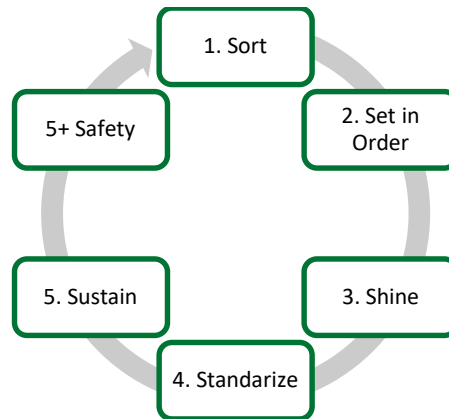
## Improvement | 5S + Safety



### What is it?

- A simple tool for organizing and maintaining any work area, to promote efficiency and productivity while reducing waste.
- Utilizes visual management and cues to achieve more consistency and support system.
- [ASQ Tutorial](#) for those that want to more information (just don't overcomplicate this concept).

### 5S+ Broken Down



Step	Activity	Goal / Outcome
Sort	Review all contents and place into different "piles" (Recycle, Donate, Trash, Keep)	Reduce time loss for looking Reduce distraction, visual chaos Simplify inspection Increase available, useful space
Set in Order	Put materials / items into optimal place for future use. Easy to access, close proximity to function. Clear labels. Everything has "its place"	Storage / workstations are organized Materials are easy to find
Shine	Clean and inspect the workplace, tools and equipment on a regular basis	Maintain ease of access Problems or deficiencies are easy to spot
Standardize	Work structures in place to support keeping 5S as part of the routine. Everyone knows their responsibilities to sort, organize and clean.	Established procedures and schedules in place to ensure repetition of the first 3 "S"
Sustain	Staff are trained. Regular audits to ensure defined standards are met. Identify and implement improvements.	Ensure the 5S approach is followed
Safety	Throughout the 5S process, keep safety central. Avoid ergonomic strain, work hazards. Inspect for safety issues.	A more organized & tidier a workspace means less hazards.

### Keys to Success:

- Everyone is responsible for 5S.
- Use visual management (labels, post pictures of a "standardized area") including color and shapes to make "set in order" clear.
- Don't overcomplicate, make it difficult, unreasonable or expensive.
- Start small and iterate for improvements.