



5S is more than just housekeeping - it encompasses improvement techniques for safety, quality, synchronous flow, waste elimination and plant uptime. Employee involvement is the key to successful 5S implementation.

The 5S methodology is relatively simple and straight forward to introduce and is a great place to start your Lean implementation program. The outcome from 5S in the workplace provides employees with a quality and safe work environment, engagement in improvement and a foundation for lean thinking and process excellence.

5S will improve safety, quality, costs, delivery time and improve customer service.

## 5S for Office & Service

As many organisations prepare to apply world class practices and systems they ask themselves, where do we start the implementation and what tools to engage first. One of the most beneficial tools to deploy early is 5S.

The 5S's in order are **SORT, SET IN ORDER, SHINE, STANDARDISE** and **SUSTAIN**. This training workshop provides the participants with an applied understanding and application of 5S in the workplace. Come and work with our 5S Master who will introduce you to his 5S and **Visual Management** techniques.

Each participant is expected to complete a workplace project to the 3S stage and present it for review and discussion on the final half day of the workshop.

### WHAT YOU TAKE AWAY!

#### Materials

- A full set of workshop notes
- 5S Worksheet
- 5S Weekly Action Plan
- 5S Management List
- 5S Maintenance List
- 5S Shine Checklist
- 5S Tags

#### Learning

- Complete understanding of 5S principles.
- 5S for Safety, Quality and Productivity.
- The Importance of the Visual Workplace and Visual Management Standardisation.
- Find anything in 30 Seconds goal.
- A complete Workplace Project to 3S.



## Workshop Content and Learning Objectives

This workshop is focused upon the participant becoming confident in the use of the 5S tool to effectively lead and conduct 5S Kaizen projects in the workplace. During Day 1 of the training participants will be guided into a 5S project for completion to 3S back in their workplace. On Day 2 they will be required to present their projects and lessons learnt from 5S application to the class.

Our renowned Master 5S presenter will deliver real examples and situations for application and analysis.

### Day 1 (full day)

**Introduction to Lean** - Customer Process Focus, Waste Elimination and Process Flow.

**Where did 5S originate and what is it all about?**

**5S Teamwork**

**1S Sorting the workplace**, "Organisation" what is needed and what is not needed in the work area. Housekeeping safety and quality issues sorted.

**2S Set in Order** "Orderliness" a place for everything and everything in its place. Safety, Flow, Waste and Quality put in order. Standardising how things are kept.

**3S Shine** "Cleanliness" standard of cleaning, hygiene housekeeping and maintenance. The notion

of workplace housekeeping standards equal to the average home. Improve safety, flow, waste quality, maintenance and ways to prevent dirt, dust and debris from piling up in work areas. Create pride in the work place.

**4S Standardise** "Standardised" 1S, 2S and 3S. The different applications across sectors, organisations and departments. The first three S's are action items. Standardise is a state; "if left for a period of time what happens?" Workplace audit and 5S visual performance.

**The foundation** for Just in Time (JIT), Proactive Maintenance (TPM), Quick Changeover (SMED), Quality, Process Flow and Waste Elimination.

**Visual Management techniques**

**Project work assignment**

### Day 2 (half day)

**Review** work assignments, lessons learnt during the process.

**5S Sustain** "Discipline"- safety, teamwork, company clothing, name tags, positive work attitude, standardised work.

**Opportunities** for Level 2 Visual Management and 5S