

## Single Page Lesson – 5S

### An overview of 5S

5S is a concept of organisation, standardisation and cleanliness. Having these principles in place will help to reduce the running costs of any office or factory, whilst also making that workplace more efficient and pleasant to work in.

### When to use 5S

5S can be used wherever things are stored or used. A factory workshop is a prime candidate, as it's possible to ensure that things like shadowboards or areas of demarcation can be painted. 5S is a powerful tool in the office too. A stationary cupboard can be a great place to start 5S in an office – it's a self contained unit that lends itself to organisation, or maybe you could 5S the main system that you use to hold all of your office documents.

### What benefit will 5S bring ?

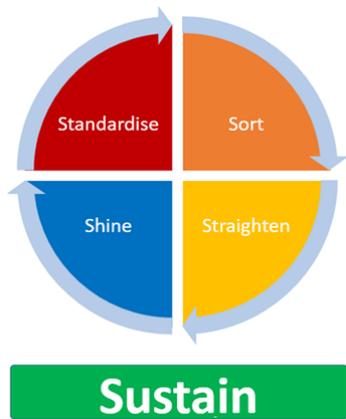
The workplace will become a better & tidier place to work. People will want to keep it tidy & so an upward spiral will begin to appear. A tidy workplace means that it's a safer workplace. There are many studies that have shown that workplace injuries can be reduced by up to 50%, just from having a tidy workplace. If people are getting injured less, then they will not only be in work more, but they & their families won't have to endure the pain associated with being injured.

Time working on the job ( also known as "wrench time" ) will also increase. If everyone knows where everything is, and it's always there, then it will be easy to find the tools needed when they are needed.

Did you know that Principality Consulting can help you to implement a Lean strategy, analyse your IT systems to ensure that they are working efficiently & securely or even help you select & implement a computer system to help you run your business – known as an ERP system ?

Call us for a friendly chat, email us or have a look at our website for more information

### How to use 5S



We start the 5S journey with **Sort**. This means having a really good clearout of the junk that accumulates over the years. Some stuff can go into the bin – or better, recycling – and other stuff can be reused, repurposed or sold. %s can even make you money !

We can now begin to get everything in order in **Straighten** – we know that we need everything, so we need to ensure that it's all held in an organised manner. You can also introduce standards to the company, so that green areas mean one type of stock, and red means another – visual systems are a key part of Lean implementations.

Everything needs to be cleaned in the **Shine** phase. People don't want to use things that are dirty, and the overall standards will soon slip. Clean the tools & equipment, sweep the floor, wipe down the stationary cupboard and make the workplace a place to be proud of.

The **Standardise** phase makes sure that everything that we have done becomes a standard way of working. The stationary cupboard is always kept just-so. We can also ensure that we reduce the variance in what we purchase. This means that economies of scale can be taken advantage of – buying a pack of 100 A4 pads is much cheaper than buying 10 lots of 10 different pads, and we will probably need fewer pads held in stock at any one time reducing inventory costs.

The **Sustain** phase is the difficult bit. We need to ensure that we keep all of this up for the long haul. It's very easy to go back to old habits. The management team should regularly evaluate the workplace to ensure that standards are not slipping. Introduce KPIs onto a visual dashboard to ensure that progress is tracked – KPIs ensure that everyone is talking about facts, and not people or feelings. Data is king.