



5S

A Workplace Organization Method

Activity

Sunshine Cards Game



Objectives

By the end of the module, the participants will be able to:

- Define and understand the importance of the 5s method
- Identify and overcome the barriers to **productivity**
- Improve **QUALITY** of work
- Practice **efficiency** at all times



Outline

- 5S Fundamentals
- Discovery of 5s
- Signs of Disorganization
- Essentials of 5S
- The 5s Principles
- Advantages of 5S



Idea Behind 5S

In order to achieve high levels of quality, safety, and productivity, workers must have a conducive working environment.

5S Fundamentals

WHAT IS 5S?

- It is the name of a workplace organization method that uses a list of five Japanese words:

SEIRI, SEITON, SEISO, SEIKETSU, and SHITSUKE

- It is a structured program to systematically achieve total organization, cleanliness, and standardization in the workplace.

Discovery of 5S

*T*hirty years ago, researchers started studying the secret of success of Japanese manufacturing companies.

It was **Hiroyuki Hirano** who developed **5S** within his overall approach to production systems.

5s turned out to be the most impressive 'secret'. Many western managers coming across the approach for the first time found the experience to be enlightening.

Hirano provided a structure for improvement programs. He pointed out a series of identifiable steps, each building on its predecessor.

Signs of Disorganization

CLUTTERED WORKSPACE:

- Poor filing system
- Key documents/ items/ information routinely go missing
- Purchasing items you probably already have but can't find

Signs of Disorganization

STRESS AT WORK:

- Inconsistent results
- Not beating the deadline; some tasks take significantly more time to complete than they should
- Last minute jobs creating overtime

Its Essentials

- Personal process
- Involves change in behavior
- Promotes sense of pride
- Encourages ownership of responsibilities
- Boosts morale of the employee
- Tool for motivating people
- Means to influence others
- It is an emotional process

Activity



Lucky Penny Game

Why 5S?

5S will teach us how to organize a work space for efficiency and effectiveness by identifying and storing the items used, maintaining the area and items, and sustaining the new order.

“ A place for everything and everything in its place.”

5S Banner



Japanese Term – English Equivalent

SEIRI	Sort/Tidiness
SEITON	Set/Orderliness
SEISO	Shine/Cleanliness
SEIKETSU	Standardize
SHITSUKE	Sustain/Discipline

SEIRI (Sort)



PURPOSE: TIDINESS

: To ensure that everything left in the workplace is related to work.

SEIRI (Sort)

How to sort things:

- ✓ Decide what you need.
- ✓ Remove unnecessary clutter. Throw away all rubbish and unrelated materials in the workplace.
- ✓ All tools and materials must be classified and stored.
- ✓ Remove items which are broken, unusable or occasionally used.



REMEMBER: Everything else is stored or discarded.

“THE MORE THINGS YOU

OWN, THE MORE THEY OWN

YOU”

SEIRI (Sort)

PRIORITY	FREQUENCY OF USE	HOW TO USE
LOW	Less than once per year	Throw away
	Once per year	Store away from the workplace
AVERAGE	Once per month	Store together
	Once per week	
HIGH	Once per day	Locate at the workplace

SEITON (Set in Order)



SEITON



SET in Order

PURPOSE: ORDERLINESS

: To eliminate time wasted in obtaining the necessary items when in the middle of a task.



SEITON (Set in Order)

How to set things in order:

- ✓ Once you have eliminated all the unneeded items, turn to the left over items.
- ✓ Set everything in proper place for quick retrieval and storage.
- ✓ Arrange tools, parts, and instructions in such a way that the most frequently used items are the easiest and quickest to locate.



**“LESS IS USUALLY
MORE.”**

The background consists of six vertical stripes of equal width, each a different color: red, blue, purple, red, orange, and green.

**Q U E S T I O
N S**

Activity



SEISO (Shine)



SEISO



SHINE

PURPOSE: CLEANLINESS

: To know what goes where and ensure that everything is where it belongs.

SEISO (Shine)

How to shine your things:

- ✓ Clean the workspace and all equipment, and keep it clean tidy and organized.
- ✓ Identify and eliminate causes of dirt and grime – remove the need to clean
- ✓ At the end of each shift, clean the work area and be sure everything is restored to its place.

REMEMBER: Everyone should be an overseer.

“STOW AS YOU GO.”

SEIKETSU (Standardize)



SEIKETSU



STANDARDIZE

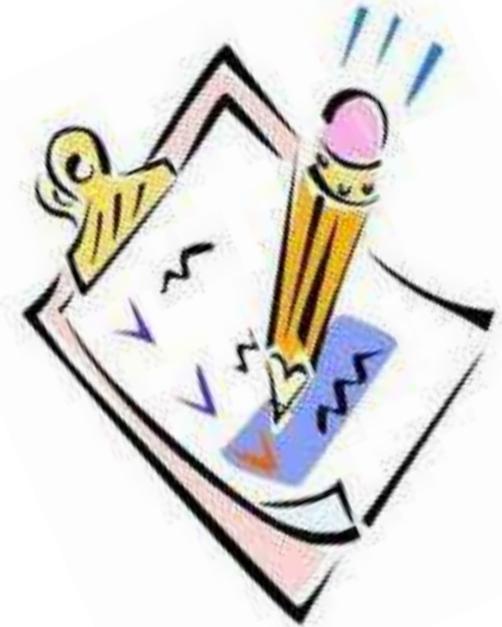
PURPOSE: To define the standards by which personnel must measure and maintain cleanliness.



SEIKETSU (Standardize)

How to standardize:

- ✓ Simplify the way of maintaining cleanliness.
- ✓ Develop procedures, schedules, practices.
- ✓ Continue to assess the use and disposal of items.
- ✓ All employees doing the same job should be able to work in any station with the same tools that are in the same location in every station.



SHITSUKE (Sustain)



SHITSUKE



SUSTAIN

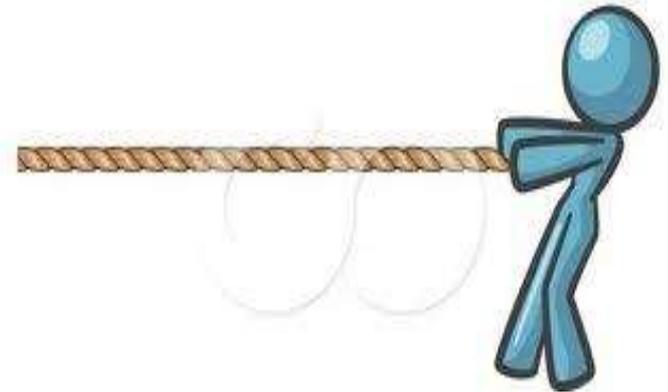
PURPOSE: To maintain what has been accomplished.



SHITSUKE (Sustain)

How to sustain the 4s:

- ✓ Maintain and review standards. Once the previous 4 S's have been established, they become the new way to operate.
- ✓ Maintain focus on this new way and do not allow a gradual decline back to the old ways.
- ✓ While thinking about the new way, also think of better ways.
- ✓ When an issue arises such as a suggested improvement, a new way of working, a new tool or a new output requirement, review the first 4 S's and make changes as appropriate.

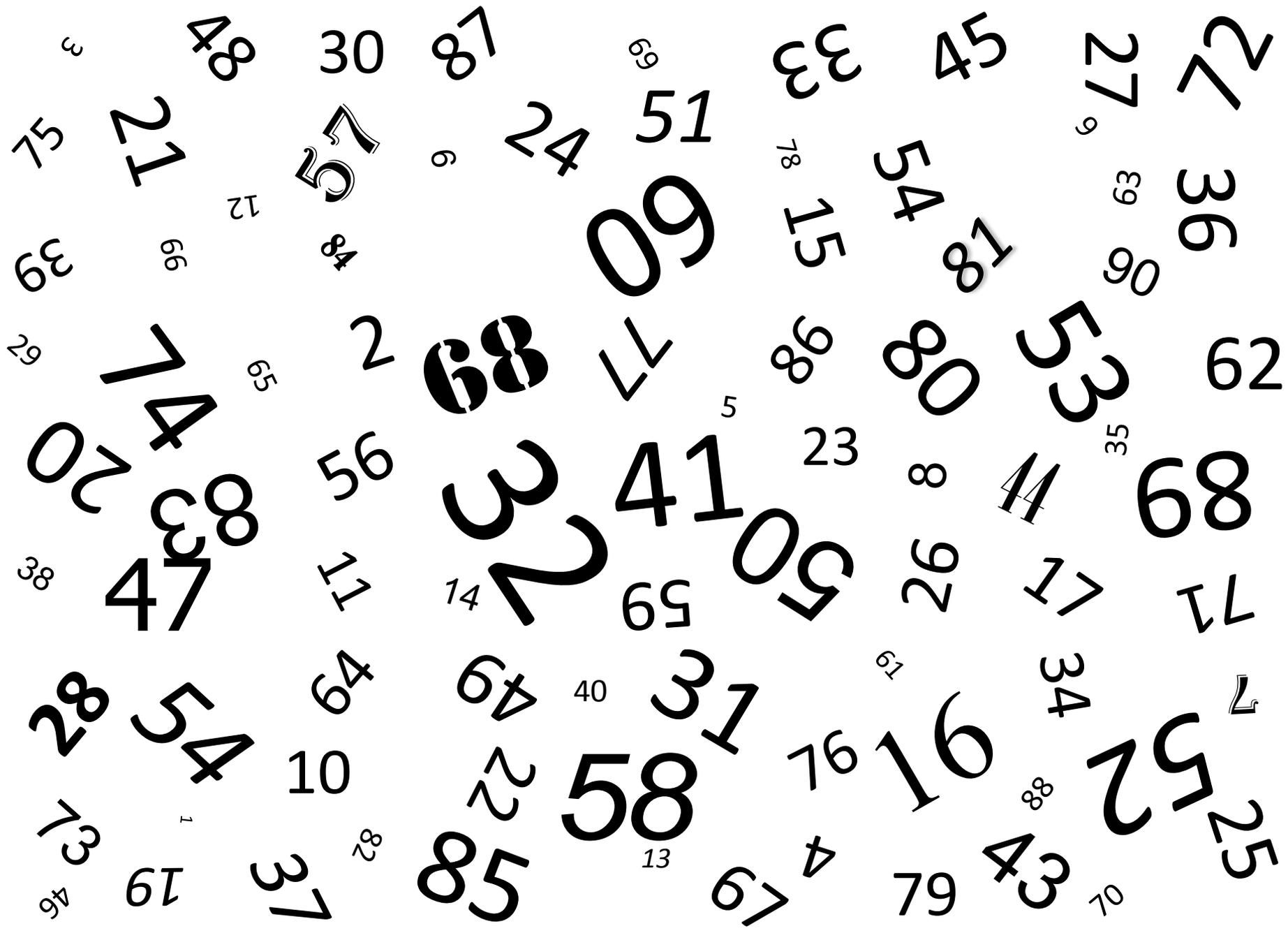


The 5S Principles

SEIRI	Throw away all rubbish and unrelated materials in the workplace
SEITON	Set everything in proper place for quick retrieval and storage
SEISO	Clean the workplace; everyone should be an overseer
SEIKETSU	Standardize the way of maintaining cleanliness
SHITSUKE	Practice the 5s daily- make it a way of life; this means COMMITMENT

Activity

30 24
2 29
9 13 46
4 16
17
The Number Game
21 10
28
34 22 6 39 41



36

27₉

45

33

15

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38

47

29

7

25

34

16

43

13

37

4

40

64

22

10

37

28

1

19

46

Numbers from 1 to 49

1	2	3	4	5	6	7	8	9	10
11	12	<i>13</i>	14	15	16	17		<i>19</i>	20
21	22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39	40
41		43	44	45	46	47	48	49	

Advantages of 5S

- Increases space
- Machine maintenance
- Productivity
- Smooth working and time saving due to quick retrieval
- Accidents and mistakes minimized

Advantages of 5S

- Results in a place easier to manage
- A clean and tidy workplace leads to greater well being and increased motivation
- Creates workplace ownership
- Company image improves

The image features six handprints of various colors arranged in a circular pattern around the central text. Starting from the top left and moving clockwise, the colors are purple, yellow, red, green, yellow, and purple. The text "KNOWLEDGE CHECK" is written in a bold, dark blue, sans-serif font, centered horizontally and partially overlaid by the green handprint.

KNOWLEDGE CHECK

QUESTIONS

1.) What does 5S stands for?
Japanese term and English Equivalent

2.) Who developed the 5S Method?

3.) What are the 2 signs of disorganization?

QUESTIONS

4.) Give at least 3 essentials of 5S.

5.) Give at least 5 advantages of 5S.

ANSWERS

1.) Japanese-English Equivalent

SEIRI	Sort/Tidiness
SEITON	Set/Orderliness
SEISO	Shine/Cleanliness
SEIKETSU	Standardize
SHITSUKE	Sustain/Discipline

ANSWERS

2.) Hiroyuki Hirano

3.) a. Cluttered Workspace
b. Stress at Work

ANSWERS

4.) 3 Essentials of 5S

- Personal process
- Involves change in behavior
- Promotes sense of pride
- Encourages ownership of responsibilities
- Boosts morale of the employee
- Tool for motivating people
- Means to influence others
- It is an emotional process

ANSWERS

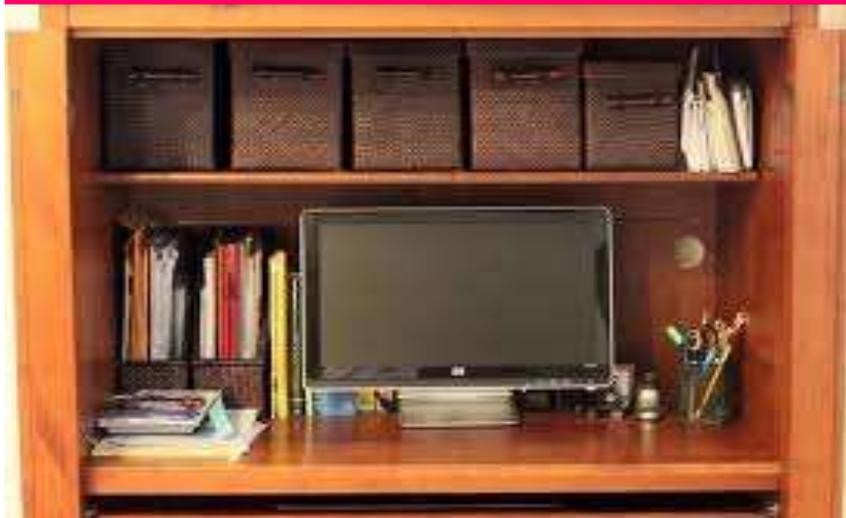
5.) 5 Advantages of 5S

- Increases space
- Machine maintenance
- Productivity
- Smooth working and time saving due to quick retrieval
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- Results in a place easier to manage
- A clean and tidy workplace leads to greater well being and increased motivation
- Creates workplace ownership
- Company image improves

Before



After

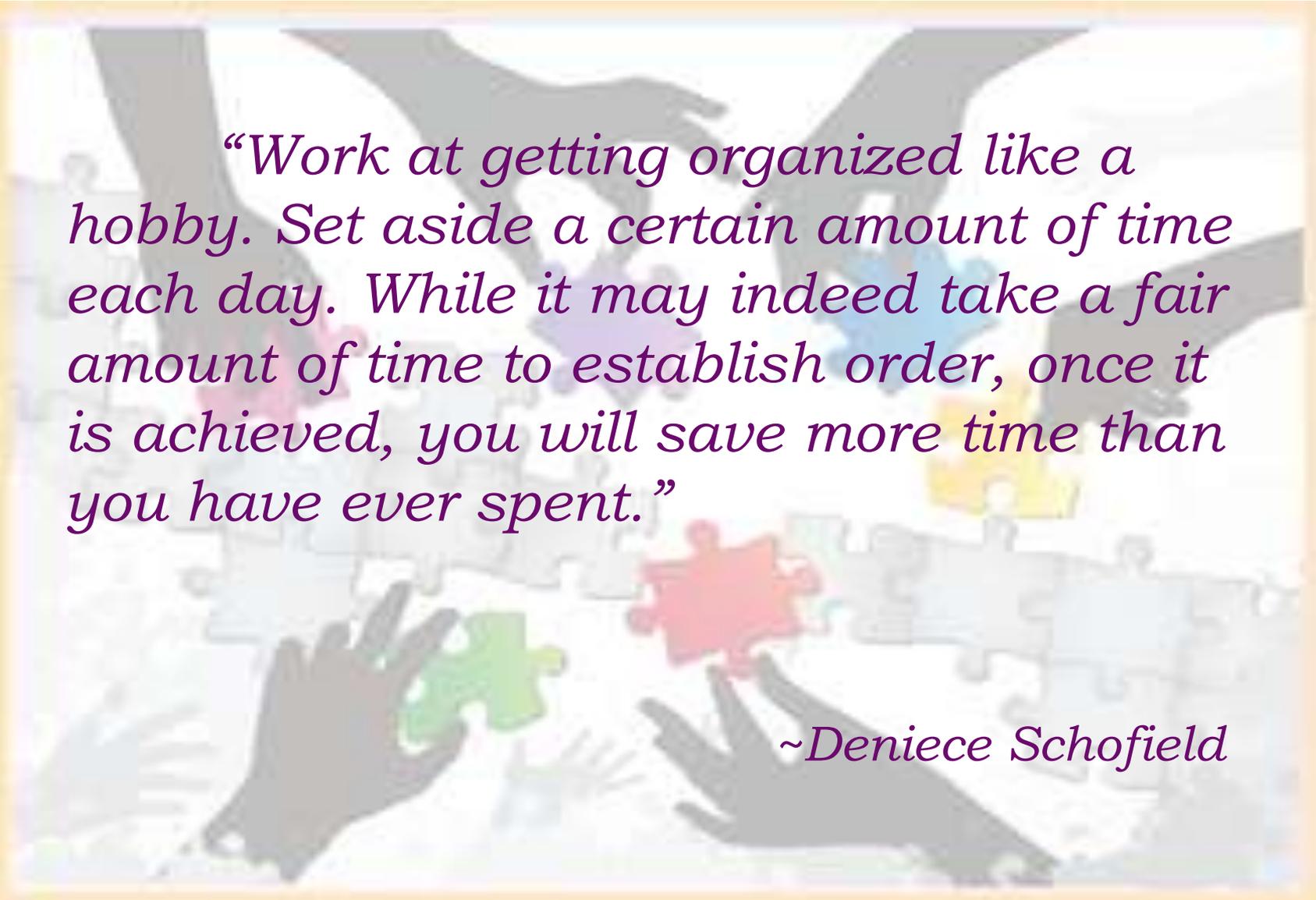


Before



After



The background features a light-colored, slightly faded illustration of several hands in various shades of gray and brown. These hands are positioned as if they are holding or placing colorful puzzle pieces (red, green, yellow, blue) onto a larger, light gray puzzle. The overall theme is one of teamwork and organization.

“Work at getting organized like a hobby. Set aside a certain amount of time each day. While it may indeed take a fair amount of time to establish order, once it is achieved, you will save more time than you have ever spent.”

~Deniece Schofield

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**Q U E S T I O
N S**