

5S: Learning how to identify and eliminate waste

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Background

- 5S is a process is often associated with making a manufacturing workplace neat, clean and organized
- Properly done, 5S is used as a means to teach teams how to identify and eliminate waste in their everyday life
 - 5S can be used in any size / kind of organization and in offices, vehicles or other places where work is performed

5S

5S is a method for organizing a workplace, especially a **shared** workplace and keeping it organized with standardized work practices. Comprised of five Japanese words, each beginning with "S," 5S offers principles and methodology to improve efficiency by eliminating waste, improving flow and reducing process unevenness. The English translation for 5S is:

1. Sort
2. Straighten
3. Shine
4. Standardize
5. Sustain

Waste

The seven forms of lean waste that inhibit flow and organizational efficiency were created by Taiichi Ohno to assist with identification. Though different terms and order from the original seven, the acronym COMMWIP, offers a simple way to remember:

1. Correction
2. Over – production
3. Motion
4. Material movement
5. Waiting
6. Inventory
7. Process

Make sure that safety and environmental issues are considered as part of any 5S

Benefits

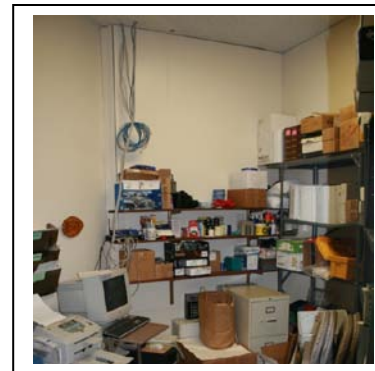
The key targets of 5S are improved workplace morale, safety and efficiency. Other benefits include:

- Reduced inventory and floor space
- Having "what you need, when you need it, where you want it."
- Visual controls provide immediate notice that something is not up to standard
- Work is performed faster, better and easier
- Teamwork is enhanced by consensus decision making

How to run a 5S workshop

- Identify a project that can be completed in one day
- Select a team with team leader, subject matter expert and two to four others who function as "critical eyes."
- Make sure necessary materials (e.g. boxes to move material) and space (temporary storage of items not needed but that have value) are ready
- Provide training for participants
- Conduct the workshop following the five steps
- Note follow-up items
- Conclude with a brief celebration of work accomplished

Before



After



5S is the beginning step that can lead to desired culture change. It is important that leaders directly participate in the first 5S workshops to demonstrate personal leadership.