5S Workplace Organization

Introduction

5S principles for eliminating wasted time and unnecessary motion are universally applicable to every business and every process. But it's not just cleaning up! 5S is far more than 'a place for everything and everything in its place, although that is a component of it. The benefits go way beyond simply organising the workplace. Effective application of 5S reduces frustration, improves safety, and leads to higher engagement. When 5S is implemented well as a pilot program it leads to a very positive change where others in the organisation start asking when they can help get their area involved in 5S. The bottom line is that for an effective organisation, 5S is not an option - it is a must!

Learning Outcomes

- **UNDERSTANDING:** The principles of 5S and how to implement 5S effectively; how 5S makes the workplace more efficient with less waste.

- **SAFETY:** A clean and visually organised work place, with items kept where they are needed, reduces risks and accidents. Hazards are easily identified and work practices evolve to reduce the need for excess motion, a cause of repetitive stress injuries.

- **QUALITY:** 5S promotes the early detection of issues, potential defects and errors; this is turn reduces losses and risk

- **MANAGING:** 5S is built into the standardized work practices, allowing best practices easier to reinforce and spread

- **TEAMWORK:** 5S helps everyone to work together as one team, creating a more enjoyable and productive workplace for all.

Business Benefits

Companies that implement the techniques taught in this course experience:

- Reduced waste from looking for things
- Improved efficiency in most tasks
- Enhanced employee engagement and morale
- Forms the basis for creating a visual factory
- Provide early warning signs of potential issues with quality or equipment
- Improved inventory management
- Safer working environment from reduced hazards.

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Course Outline

The principles of 5S are taught via a number of team based activities.

Sort
• Separate what is needed to do the work from what is not. The techniques and rules for this process will be explained, along with tools for doing this across shifts. .

Set in Order
• Find the right place for everything, and label it. The rule is 'immediate retrieval, immediate put-away', so people find exactly what is needed - quickly – and can store it again with little effort.

Shine
• Maintain your workplace and equipment ready for immediate use by regular cleaning and eliminating the things that cause it to become dirty

Standardize
• In 5S, the standard is the baseline for improvement. Everyone is challenged to maintain or improve the standard

Sustain
• Change individual behaviours at all levels in the organization to support 5S

Workshop Methodology

This one day course is presented in a group setting with the participants involved team based activities. In-house programs can include a pilot area to help embed the learnings into the workplace. The workshops' key objective is for all participants to acquire practical skills.

Who Should Attend

This training is aimed at Supervisors, Continous Improvement Coordinators, Team Leaders, Operators, Maintenance Personnel and anyone interested in organizing the work area

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Workplace Organization

5S is a structured approach to workplace organization to turn it into a safer, more ergonomic, more efficient environment through organizing your work area, introducing visual management, and standard ways of working. 5S is a team approach and requires the participation of everyone within the area in which it is applied to be effective. It drives workplace efficiency and productivity improve-ment. Based on a simple set of principles, it not only helps to identify wastes in the workplace but also creates an environment wherein teams get involved in improve-ments. It is a movement to make sure that all the elements of a "workplace system" function in harmony in order to allow teams to deliver an optimum level of performance.

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