





LEAN Ohio
BOOT CAMP
5S
Day 3: Module 2

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Does Finding a File Feel Like This?



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Introduction



- Who has worked with 5S + Safety?
- What are some of the obstacles to trying to implement and sustain 5S + Safety?
- Why do you think that 5S + Safety is important to Government?

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5S + Safety

- **Sort** – Get rid of all the excess
“When in doubt throw it out!”
- **Straighten** – What must be kept; make visible and self explanatory so everyone knows where it goes
Create an atmosphere where abnormalities are easy to identify!
- **Shine** – Clean and organize daily

Can any item be found in your work area within 10-seconds?

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5S + Safety

- **Standardize** – Create audits / standards for the area
Revisit the area frequently!
- **Sustain** - Have everyone take part and work on implementation
“Stick to the rules and make them a habit”
- **Safety** – Resolve unsafe conditions
Awkward lifts, twists, reached

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5S & Safety Improves Performance and Creates a Better Place to Work...



- Reduced injuries = safer workplace
- Reduced defects = higher quality
- Reduced delays = on-time delivery
- Reduced waste = lower costs
- Reduced time = more time for value added work, more satisfied customers
- Better communication = more responsive
- Reduced complaints = higher confidence and trust
- Remove obstacles = eliminates frustrations
- Reduced breakdowns = higher equipment availability
- Reduced costs = increased ability to meet customers needs

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10-Second Test???



***FISH** "First In Stays Here"*

The image contains a cartoon character on the left, a man with glasses, a red tie, and a blue suit, looking stressed with his hands on his head. To the right is a photograph of a cluttered office desk with multiple computer monitors, papers, and various office supplies.



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The image contains two photographs. The top-left photo shows a clean, organized office desk with a laptop, a monitor, and a few papers. The bottom-right photo shows a man sitting at a desk completely overwhelmed by a massive, chaotic pile of papers and documents.

"If you spend ten minutes a day searching for something that was "just here a moment ago" then by the end of the year you'll have wasted several working days looking for stuff."

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5S + Safety



10 Second Test

5 S + Safety

5S + Safety
1S - Sort
2S - Straighten
3S - Shine
4S - Standardize
5S - Sustain
Safety

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5S + Safety: SORT

5S + Safety
1S - Sort
2S - Straighten
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Safety

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1S: Sort – Remove unnecessary things

Definition Purpose Visual of 1S

- Remove all items from the workplace that are not needed for the job



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1S: Sort – Remove unnecessary things

Definition Purpose Visual of 1S

- 1S avoids the following problems:
 - Crowded, hard-to-work-in environment
 - Time wasted looking for correct items
 - Unneeded inventory/files costly to maintain
 - Excess inventory that hides problems
 - Unneeded items/equipment make it harder to improve processes

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1S: Sort – Remove unnecessary things

Definition Purpose Visual of 1S

- Begin with clearing the clutter away from a given process... and not be distracted by the piles of non-relevant inventory, tools or accumulated waste.

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1S: Sort – Remove unnecessary things

- Sort essential stuff from non-essential items
- Non-Essential “STUFF” includes
 - Not needed now
 - Not needed here
 - Not needed ever again
 - Not needed in the first place
 - Not needed any more

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1S: Sort – Remove unnecessary things

- Items that need to be removed but cannot be removed right away should be red tagged
- Fill out the red tag information and affix it to the item that needs to be removed

Red Tag No.	
Date	Person
Item Description	
Quantity	
Disposition	
<input type="checkbox"/> Move <input type="checkbox"/> Scrap <input type="checkbox"/> Return <input type="checkbox"/> Store Offsite <input type="checkbox"/> Other	
Comments	

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1S: Sort – Remove unnecessary things

BEFORE



AFTER



- Deleted unused icons
- Removed unused programs
- Deleted old files or archived onto CD's

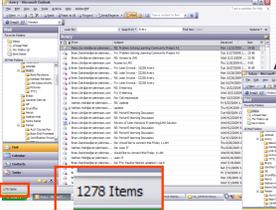
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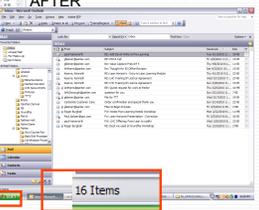
1S: Sort – Remove unnecessary things

- Disposition and/or clear unnecessary or repeat e-mails from in-box

BEFORE



AFTER



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5S + Safety

- 5S + Safety
- 1S - Sort
- 2S - Straighten
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- 5S - Sustain
- Safety

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2S: Straighten – Organize

Definition Purpose Visual of 2S

- Arranging items so they are easy to use and labeling them so they are easy to find and put away



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2S: Straighten – Organize

- 2S avoids time wasted looking for correct items by promoting Visual Management

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2S: Straighten – Organize

- Simply ensuring a place for everything and everything in its place...
- 2S is all about cutting the time spent looking for things
- Be able to get your hands on exactly what you need quickly

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2S: Straighten – Organize

- Principles of storing files and other tools
- Find "BEST LOCATION"
 - Locate files based on frequency of use
 - Store files & tools together if used together
 - Store them in the sequence used
 - Make them easy to remove/put back
 - Reduce number of files/tools needed
 - Store files/tools according to function or product

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2S: Straighten – Organize

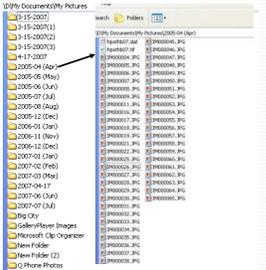
- Organize the necessary items so they can be used and returned easily
- Place all necessary items in the best location and visually organize the area
 - First decide where all items should be so that the organization is easy to use and understand
 - Choose proper storage methods that minimize inventory and promote visual management
 - Visually indicate locations so items is use can be returned and missing items are easily identified
 - Create visuals so anyone can understand the workplace

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2S: Straighten – Organize

BEFORE



- Where is the picture I need?
- Folders and contents do not have meaningful names

AFTER



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2S: Straighten – Organize



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EDIT 2S: Straighten – Organize



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5S + Safety

5S + Safety
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3S: Shine – Clean

Definition	Purpose	Visual of 3S
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•Sweeping floors, wiping off machinery, & generally making sure everything in the facility stays clean



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3S: Shine – Clean



- By ensuring everything is clean, it is easier to detect when and where there is a problem with a process or piece of equipment

3S: Shine – Clean



- Concentrate on shining, cleaning, brightening and cleansing the area
- If you work in a “spic & span area, you are less likely to be distracted by dirt. People begin to respect their areas and office!

3S: Shine – Clean



3S: Shine – Clean



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5S + Safety

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4S: Standardize – Define the best way



- Standardize processes, make things consistent
- Create rules for cleaning and maintenance



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4S: Standardize – Define the best way



- Make a habit of properly maintaining correct processes
- Moving into 4S or Standardization begins to change the event from one of “housekeeping” to true process transformation

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4S: Standardize – Define the best way



- Start tackling the issues of transforming the culture...
- It provides us with tools, standards, consistency, and, all the training, processes, audits & checklists necessary to make it understood and routine

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4S: Standardize – Define the best way



Before Before

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5S: Sustain

Definition

Purpose

Visual of 5S

- Make a habit of properly maintaining correct processes
- Culture change! 5S is quoted as one of the most important Lean Tools because it is the foundation of all other tools

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5S: Sustain

Definition

Purpose

Visual of 5S

- Focuses on getting the first 4S's to be welded into the culture of the organization
- The trick is to make the entire thinking process surrounding 5S part of the living, breathing, everyday mode of operation

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Monthly Common Space Audit Forms

Category	Criteria	1	2	3	4	5	6	7	8	9	10	11	12
Organization	...												
Order	...												
Cleanliness	...												
Shine	...												
Safety	...												
Security	...												
Cost	...												
Quality	...												
Environment	...												
Health	...												
Energy	...												
Waste	...												
Water	...												
Air	...												
Sound	...												
Vibration	...												
Light	...												
Temperature	...												
Humidity	...												
Odor	...												
Comfort	...												
Productivity	...												
Quality	...												
Cost	...												
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5S + SAFETY - WORK INSTRUCTION
Operation Managers Office

Responsible: **Dave Taylor**
 Operations manager



Daily Tasks:

- 1. Check desks at end of day to keep work area
- 2. Sort all documents into appropriate categories
- 3. Check printer for paper
- 4. Vacuum carpet, chairs
- 5. Wipe down tables
- 6. Check all chairs
- 7. Check all desks

Weekly Tasks:

- 1. Check bookcase for clutter
- 2. Check pending list
- 3. Check overall office layout to see
- 4.
- 5.
- 6.
- 7.

Monthly Tasks:

- 1. Wipe down
- 2. Vacuum and carpet floor
- 3. Check all chairs and table boards
- 4.
- 5.
- 6.
- 7.

Special Tools:

Created By: **Dave Taylor** Issue No. 1

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5S + Safety

5S + Safety

- 1S - Sort
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Safety

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Safety: Keep your work place free from injury

Definition → Purpose → Visual of Safety

- Keep your work place free from injury



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Safety

Definition

Purpose

Visual of Safety

- Respect for our employees
- By following the principles of 5S, a safe work environment is provided for all

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Safety

Definition

Purpose

Visual of Safety

- Making the workplace safe – a focus no one can argue with
- The most important of all the S's, the creation of a totally safe and healthy work environment

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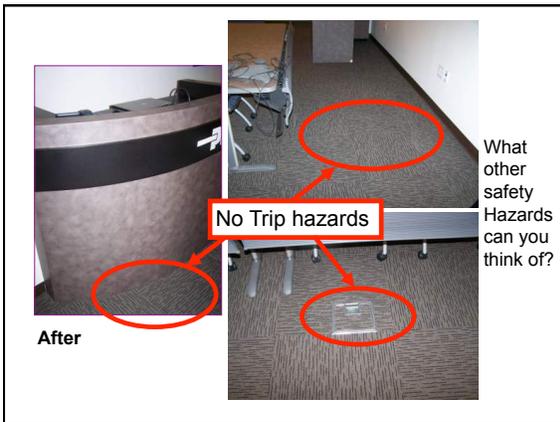
Safety

- Beware of...
 - Tripping hazards
 - Slip hazards
 - Pinch points
 - Unstable stacks or struc
 - Motorized equipment
 - Toxic materials
 - ...and many others



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5S + Safety Summary

5S	Descriptions
1S Sort	<ul style="list-style-type: none"> Get rid of all the excess When in doubt, throw it out!
2S Straighten	<ul style="list-style-type: none"> What must be kept, make visible and self-explanatory so that everyone knows where it goes. Daily abnormalities are easy to identify
3S Shine	<ul style="list-style-type: none"> Clean and organize daily
4S Standardize	<ul style="list-style-type: none"> Create audits and standards for the area Revisit the area frequently
5S Sustain	<ul style="list-style-type: none"> Have everyone take part in the implementation – stick to the rules and make them a habit
Safety	<ul style="list-style-type: none"> Resolve unsafe conditions – awkward lifts, twists, reaches

Can any item be found in your work area within 10 seconds?

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Questions on 5S + Safety?

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