

How to Begin Lean: 5S Your Workplace

Why 5S?

5s reduces the waste in processes, leading to more efficient work and higher quality outcomes.

How 5S follows behavioral practices:

Easy to see what to do (effective S^D) | Easy to see what to R+ (behaviors + results)



1st S:

Seiri / Sort

- Remove unneeded items that distract & clutter
- Only needed tools & materials are visible

3rd S:

Seiso / Shine

- Keep a clean space to make needed repairs visible
- Paint workspace/equipment so it does not hide dirt or grease

5th S:

Shitsuke / Sustain

- Train all workers in 5S methodology
- Build standard work and other 4 Ss to habit strength

2nd S:

Seiton / Straighten

- Put items used daily within arm's reach
- All items labeled & sequenced for work flow

4th S:

Seiketsu / Standardize

- Test for one best way to do the work
- Standard work = consistent results