

5S: Workplace Organization

Sort

Get rid of unneeded items

Tips:

- Look for items that are expired or broken
- Frequency of use determines how close it is to you
- Red Tagging - To flag an item if its use is questionable. If item is used within 30 days, take off the red tape. If not, discard it.

Straighten

Organize and label the location for items that are needed in the area.

Shine

Clean the workspace and equipment.

Standardize

Develop cleaning methods and cleanliness standards to maintain the first 3 S's.

Sustain

Review the workplace regularly. Make it a habit.