



**“A place for everything and everything in its place.”**

### What is 5S?

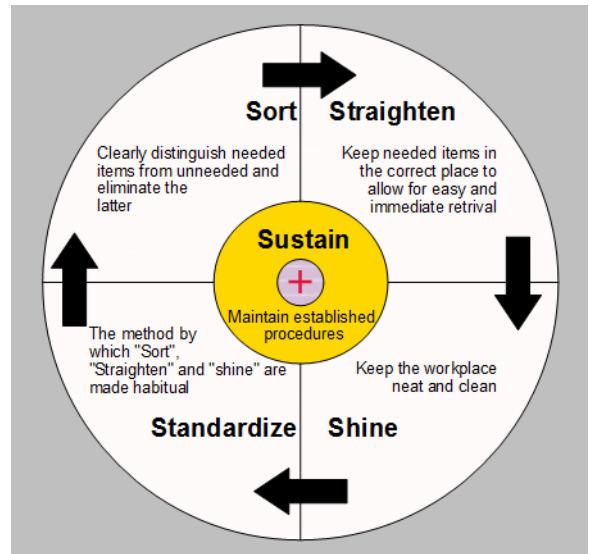
- A systematic approach to creating safer, more efficient and better workplaces by making them de-cluttered, highly organized, and highly visual. One of the first steps organizations take on their Lean journeys. Organizing the workplace is the foundation of Lean.
- 5S stands for 5 Japanese words beginning with “S” used to perform a 5S routine.
  1. **Seiri (Sort):** Remove unnecessary items (take out what is not required).
  2. **Seiton (Set):** Find dedicated storage areas for everything that was sorted.
  3. **Seiso (Shine):** Continual efforts to keep all of the workplace clean/inspected and in order.
  4. **Seiketsu (Standardize):** Standardizing efforts to implement the first three.
  5. **Shitsuke (Sustain):** Making sure the new process is followed and new habits become the norm. This becomes the new better practice and a stepping stone to getting even better.
- A tool that promotes a bottom up and employee ownership approach to culture change and elimination of waste from the jobsite, office or daily lives.

### Why use 5S?

- **Improve H&S:** Slips, trips and falls are the most common causes of accidents on site.
- Reduce time spent moving (handling), searching or waiting for items (materials or information).
- Make life easier: Store, replace and find items quickly and know when something is missing or defective.
- Promotes continuous improvement and employee ownership and engagement.

### How to use 5S?

- Pick an area in the job site or office (e.g. you could use the material stores or computer files). Photograph the area and document before and after conditions.
- Practice 5S daily or more frequently and conduct a 5S audit on the new process (daily, weekly or monthly as per requirements) using site/area specific criteria chosen by the people at the work area.
- A 5S audit is a snapshot in time used as an internal benchmark to improve the organization and safety of the work area. Use the 5S audit honestly and transparently as a tool for continuous improvement (not just as a target to aim for or tick the box exercise).



**“Having no problems is the biggest problem of all.” - Taiichi Ohno**

For more information:

**Umstot Project & Facilities Solutions, LLC**

3755 Avocado Blvd,

La Mesa, CA 91941

619.201.8483

[www.umstotsolutions.com](http://www.umstotsolutions.com)

[david.umstot@umstotsolutions.com](mailto:david.umstot@umstotsolutions.com)

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