

5S Workshop

Description:

The Lean Tool of 5s is a system of tools designed to improve workplace organization, safety and standardization. The 5s system is an integral part of every company's lean program and the initial lean tool that many companies begin their lean journey with because it offers immediate, visual results. Companies that implement 5s get the immediate benefit of improved housekeeping and employee morale but also get the more subtle benefits of improved quality and safety.

The primary elements of 5s are:

- *Sort*: through all items, tag and remove unneeded items
- *Set in order*: remaining items, set limits, create temporary location indicators
- *Shine*: clean everything and use cleaning as an inspection opportunity
- *Standardize*: the first 3s's by implementing simple visual displays and controls
- *Sustain*: the gains through self-discipline, training, communication, and total employee involvement

Benefits:

- Improve workplace appearance
- Improve quality of work and environment
- Improve safety
- Achieve work standardization
- Reduce storage costs
- Reduce cycle time
- Reduce machine down time
- Boost employee morale

Course Description:

This workshop offers the participant the opportunity to experience first-hand how the 5s system reduces waste in areas of a simulated production facility. Participants learn the concepts of the 5s system and then apply them to transform a cluttered, disorganized production area into a clean, organized and orderly workplace.