Getting Started with 5S Plus

Your checklist to creating an effective visual workplace

Start your journey to a leaner, safer and more productive workplace. Use this checklist to start preparing your facility for 5S lean manufacturing plus safety standards.

Sort

- [ ] Identify 5S project area and review sorting criteria (quantity of items needed, frequency of use, etc.)
- [ ] Create a red tag* area, using floor marking tape as a boundary
- [ ] Have red tags and red tag log forms available
- [ ] Tag, record and move red-tagged items
- [ ] After determined time frame, remove unclaimed items

Unused items are identified with red tags, then placed in a red tag area for a designated amount of time. Dispose of anything that is not claimed.

Shine

- [ ] Obtain the necessary cleaning supplies and personal protective equipment
- [ ] Establish a definition of "clean"
- [ ] Identify contamination sources and potential safety risks (metal shavings, sharp edges, etc.)
- [ ] Shutdown and lockout equipment to prevent safety risks
- [ ] Clean the work area and fix small imperfections

Set in order

- [ ] Share insights gained from Sort and Shine among team members
- [ ] List, discuss and prioritize improvement opportunities (ways to make the workplace more visually instructive, overcome challenges, and reduce waste and errors)
- [ ] Evaluate the current workplace and create a future state workplace diagram
- [ ] Get approval for change from stakeholders
- [ ] Determine plant marking standards
- [ ] Collect plant marking identification and ordering supplies
- [ ] Apply labeling, marking and color-coding (floor marking, equipment and tool identification, inventory marking, tanks, pipes, vales, motors and electrical panel labeling)

Standardize

- [ ] Discuss ideas for establishing changes as standard operating procedure
- [ ] Update documentation to reflect changes (workplace diagrams, flowcharts, procedures, work instructions, visual aids, etc.)
- [ ] Communicate new standards and train all stakeholders

Sustain

- [ ] Monitor processes that have been established and evaluate effectiveness
- [ ] Expand efforts to other work areas
- [ ] Recognize and reward strong efforts
- [ ] Implement sustainability actions (teams benchmark progress and share ideas, present / communicate results, visit other companies to get new ideas, conduct audits, etc.)
- [ ] Generate ideas to continuously approve the approach

Safety

- [ ] Evaluate the quantity and effectiveness of current safety signage and personal protective equipment
- [ ] Obtain the necessary label printer and materials, or pre-made labels, tags and signs, needed to create safety and facility identification visuals
- [ ] Create the signage needed to reach compliance (signs and tags aligning with OSHA's GHS, ANSI, HazCom and other standards)
- [ ] Continuously improve safety with signage to give employees the information and visuals they need to avoid hazards and stay safe

▶ **To learn more about creating an effective 5S Plus visual workplace, call Brady at 888-272-3946 today.**

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