

5S SYSTEM

QUICK START GUIDE

IMPROVE WORKPLACE EFFICIENCY & SAFETY

The 5S System is a tool used to achieve an efficient work environment that drives both productivity and profit through five simple principles.

Transforming workplace efficiency and eliminating waste begins with the 5S process. It is a powerful framework for organization and cleanliness. The 5S pillars - Sort, Set in Order, Shine, Standardize, and Sustain - are easy to implement and produce powerful results that can be seen in leading workplaces worldwide.

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WHY 5S?

The lean design of 5S equips workers with tested guidelines to establish routines that eliminate clutter and standardize procedures while enhancing overall productivity in the workplace.



GETTING STARTED

Getting organized and implementing a new system can seem daunting without a plan. Our guide provides helpful insights, assessments, and checklists broken down into five simple practices for sustainable management of your workplace.

Questions? We are here to help at any stage in your process. Call **877-534-5157** or get the answers you need immediately via live chat online at [DuraLabel.com](https://www.duralabel.com)

5S Success Starts Here

Understanding 5S

5S was derived from a Japanese technique in which each pillar of the process begins with the letter "S": Sort, Set in Order, Shine, Standardize and Sustain. The 5S system:

- Improves productivity through organization, identification, maintenance, and sustainability.
- Benefits any company that has to move a product or service from point A to point B.
- Allows continuous improvement to streamline every duty and process.
- Highlights blind spots within key functions of your organization.

Remain Consistent

The steps of 5S can be implemented as a single set of events to create significant change, but work best when the process is implemented together and repeated over time.

- Each step is pivotal to the cycle and builds on the successes of previous steps.
- 5S should function indefinitely once the whole cycle has been completed.
- Managers and workers integrate 5S methods and techniques into their daily work routine to achieve success.



Empower Your Team With THE 5S SYSTEM

Implementation of 5S begins with the creation of an internal committee of team leaders. This group is assigned to actively manage and support the system from Sort through Sustain.

- Get buy-in from all potentially affected employees before moving forward on any facility reorganization.
- Staff involvement helps facilitate the transition to 5S and may provide new or more effective ideas for implementation.
- Facilities that apply 5S bring clarity to their systems through organization which boosts productivity, quality control levels, and customer satisfaction. It also reduces workplace injuries and allows employees to complete tasks accurately and independently.

44%



DECREASE IN WORKER INJURY

The 5S steps create opportunities for problem solving around unsafe work conditions & abnormality detection which can decrease worker injuries up to 44%.

The Benefits of 5S

Visual Communication

The #1 benefit provided by 5S is visual communication because it empowers employees with clear and essential instructions needed for all work procedures.

Avoid Costly Accidents

5S visual communication is essential for promoting safety, saving money, and preventing incidents. Easy-to-see visual cues:

- Safeguard the environment and worker well-being from hazardous supplies.
- Help with waste disposal, handling instructions, and following guidelines around heavy machinery and complex processes.
- Reduce workplace accidents and emergencies.
- Address the need for operational efficiency and create opportunities for abnormality detection, which saves resources and profit.
- Produce a yearly average of \$2 million by establishing and following safety guidelines.

Implementing 5S Saves Time, Money, & Energy

There were 421,400 nonfatal worker injuries reported in 2019 alone. Cover your bases and workers with a plan in place.

421K

8%

OSHA reporting cites posted guidelines & procedures as an aide in decreasing worker injury by at least 8%.

Accidents and deaths at worksites have been cut down by more than 50% (from 38 a day to 15 a day as reported in 2019) thanks to visual communication and safety labeling.

50%

5S Provides

- Workplace safety protocols
- Reduced waste and energy usage
- Higher employee morale
- Better workforce engagement
- Increased problem-solving and comprehension
- Improved quality control and lower defect rates
- Reduced labor, supplies and energy costs
- Increased production agility
- An important stepping stone in lean manufacturing

TYPICAL 5S BENEFITS

INCREASES

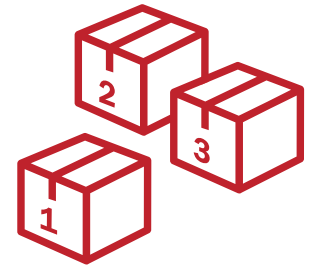
- Safety & morale
- Product quality
- Equipment life

DECREASES

- Injuries
- Production costs
- Downtime
- Defects
- Supplier mistakes
- Underutilized workers
- Inefficient transportation
- Training/orientation time
- Tools/inventory searches
- Inventory storage costs
- Inefficient work routines
- Underutilized floor space

STEP 1: SORT

The goal of the Sort step is to eliminate clutter and clear up space by removing things that don't belong in a specific area.



Put Sort into Action:

1. Take a picture prior to 5S implementation, mark work areas, and duty task times.
2. Determine sorting criteria by arranging all items into groups, based on size and purpose.
3. Decide what the work area and storage zone will contain.
4. Red-tag, document, and remove unnecessary items.

Before You Begin Step 1 - Sort

- Take a photo of each workstation
- Select a red-tagging supervisor
- Create a logbook to track current task times and red-tagged items
- Define criteria for sorting with your team - such as tool groups, uses, etc.

During + After Step 1 - Sort

- Mark red-tag work zones and items
- Remove unnecessary materials and tools
- Mark and record new work zones and locations of materials and tools
- Update logbook with new photos of stations and task time

Quick Reference Steps



1. Red-Tagging

- Identify unnecessary or rarely used items
- Identify duplicated items
- Identify items found to have no function



2. Implementation

- Designate items and fill out red tags
- Securely attach red tags to items
- Safely move red-tag items to work area zone
- Allow personnel to review and retrieve items



3. Work Areas

- Dedicate a space for work area red tag zone and ensure it is easily accessible.
- Eliminate confusion with signs and floor tape
- Set storage expirations
- Divide into "infrequently" and "unused" sections

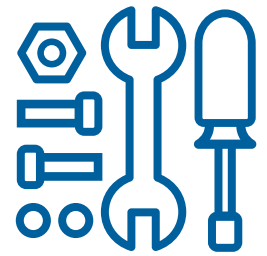


Less Clutter, More Efficient

A build-up of unnecessary items can lead to serious issues or injuries in any facility. Clutter impairs productivity, creates hazards, and reduces workers' job performance. By eliminating clutter, you can reduce wasted resources and increase workplace safety and efficiency.

STEP 2: SET IN ORDER

The goal of step 2 is to organize the work area. Each item should be easy to find - a place for everything, and everything in its place.



Put Set In Order into Action:

1. Create a log of the necessary items, tools, equipment, and supplies for each area.
2. Create effective storage systems for each area. Make items easy to find, retrieve, use, and return.
3. Provide visual signals to make the storage system clear.
4. Notify workers of any changes so they know how to interact with the new storage system.
5. Record the new system in the logbook.

Quick Reference Steps



1. Document Hazards, Tools, and Inventory

- Evaluate effectiveness of current labeling/signage
- Develop uniformity in all labeling/signage
- Create identifiable labeling/signage



2. Ensure Easy Identification

- Mark pipes that meet regulations and standards with appropriately sized labels/signs
- Lockout/tag-out appropriate utilities with identifiable labeling/signage
- Identify pipes or utilities containing hazards



3. Identify Safety Hazards

- Review governing codes/standards for labels/signs
- Ensure hazard labels/signs meet regulations/standards
- Review workplace features to identify hazardous areas



4. Prioritize Items and Label

- Store higher value items in close proximity to work area
- Properly label tools and inventory storage areas
- Identify wall stored tools with "Shadow Labeling"



5. Label Utility and Equipment Gauges

- Ensure utility labels/signs meet regulations and standards
- Mark utilities with easily identifiable labeling/signage
- Ensure utilities containing hazards are properly identified



6. Inspect Personal Protection Equipment

- Ensure OSHA standards are met
- Evaluate PPE reliability and condition
- Document and correct issues found
- Train all workers on proper use



Sum It Up

Ensure existing signs and labels comply with in-house visual communication standards. This may mean removing and replacing labels/signs to create facility-wide compliance.

STEP 3: SHINE

This step attacks the grease and grime that inevitably builds up underneath the clutter and works to keep the dirt from coming back.



Put Shine into Action:

1. Take a photo of the space before implementing Shine.
2. Explain Shine to workers and set goals and cleanliness standards together.
3. Develop a uniform test to evaluate cleanliness.
4. Stock appropriate cleaning supplies for work areas.
5. Schedule days/times to carry out Shine in work areas.
6. Assign cleaning and self-monitoring duties.
7. Keep track of task times.
8. Take a photo of work areas after implementation and record in the logbook.

Shine Checklist

- Photograph workplace prior to Shine implementation
- Develop a uniform inspection method to track progress
- Establish goals with workers
- Seek worker input on criteria used to evaluate
- Begin by cleaning and eliminating small imperfections
- Seek Shine list input and approval from managers
- Stock appropriate cleaning supplies for work area
- Assign cleaning and self-monitoring responsibilities
- Rotate Shine duties between all work area personnel
- Post calendar of Shine dates and times in work area
- Assign 5S team leaders
- Focus on implementing more general duties first
- Expand Shine cleaning duties over time
- Incorporate small repairs and painting duties
- Record duty task times and photograph workplace

Quick Reference Steps



1. Shine Preparation

- Eliminate unclean areas
- Remove garbage regularly
- Create list of contaminants for removal
- Create a list of locations to be checked daily



2. Shine Implementation

- Provide proper non-damaging solvents
- Stock appropriate amount of cleaning supplies
- Assign individual to maintain supplies
- Ensure cleaning supplies are accessible



3. Shine Calendar

- Create calendar with dates and times marked
- Rotate dates and times to eliminate conflicts
- Educate workers on proper procedures
- Develop cleaning checklist for work area
- Post calendar in work area for reference



Go a Step Further - Mistake Proof Your Workplace

There are a number of mistake-proofing methods managers can use to trace and resolve recurring issues. Two of the more popular methods are Poka-Yoke and Root Cause Analysis (RCA).

STEP 4: STANDARDIZE

The fourth step is to Standardize your processes by writing down what task is being done, where, by whom, and when. When you build positive new practices into work procedures, it paves the way for long-term change.



Put Standardize into Action:

1. Meet with employees regularly to review 5S systems.
2. Involve internal system leaders in 5S to reduce redundancies and improve team support.
3. Allow flexibility in 5S by providing feedback channels for employees involved in the tasks.
4. Implement manager-approved team member ideas.
5. Update documentation to reflect any system changes.
6. Ensure 5S labels, signs, and employee documents describe new processes and methods.

Before You Begin Step 4 - Standardize

- Have a team meeting or notification around step 4
- Create a list of processes and systems already in place
- Review current visual communication standards
- Update facility leaders and employees on the process
- Record current duty task times + photograph current work area conditions



TIP: Implement new standards and processes into new worker training, and formally incorporate 5S systems from the very start.

During + After Step 4 - Standardize

- Set or update visual communication standards for all tasks, storage, and guidelines
- Document all posted visual communication standards
- Post new labels and signs in marked work areas
- Create and post a duty calendar that can be updated for suitable long-term use
- Assure supplies and printers are available for all your label and signage needs
- Prepare for continual adjustments to be made, allowing 5S to evolve

Quick Reference Steps



1. Prep + Communication

- Assign tasks and review regularly
- Involve other internal system leaders
- Document worker feedback + share with leaders
- Point out issues found for immediate correction



2. Implement + Grow

- Rapidly implement management approved ideas
- Develop list of processes/ systems already in place
- Integrate 5S into other existing activities



3. Keep Everyone Involved

- Encourage open dialogue in all discussions
- Listen to ideas and take notes
- Continue to allow for adjustments

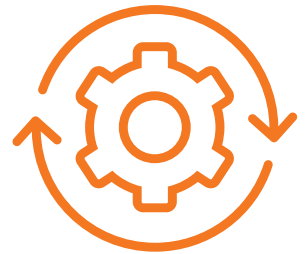


Color-Coding

Colors help rapidly convey information to workers and others. Create a standardized color scheme in which colors are associated with hazard or safety categories. Post a printed legend for 5S visual communication at strategic facility locations.

STEP 5: SUSTAIN

Step 5 is designed to create continuous commitment and best results. It's important to follow through on the decisions you've made — and continuously return to the earlier steps of 5S.



Put Sustain into Action:

1. Create formal calendars for work area inspections and meetings.
2. Encourage input on 5S improvement and document their feedback.
3. Compare initial task times and work areas to new improvements.
4. Regularly communicate 5S successes.

Communicating Success

Workplace improvement requires team collaboration, an open-door policy, and a quick resolution of facility issues and employee concerns. Use these methods to convey achievements and recognition within your organization.

- Provide employees inspection and meeting calendars
- Hold scheduled work area meetings and inspections with an open forum for feedback
- Continue to document worker feedback to show its importance in the workplace processes
- Implement an internal 5S publication, achievement board, or channel for team wins
- Rotate 5S team leader management duties
- Record duty task times for data on changes and adjustments
- Store 5S records in a logbook or electronic file, be sure to include:
 - Photographs
 - Progress reports
 - Facility reviews + progress reports
 - Record 5S team leaders + duties

1. Communicate successes immediately



2. Utilize internal publications and awards



3. Display successes with visual assets



Quick Reference Steps



1. Sustain Preparation

- Design calendars for each work area
- Include general tasks in calendar
- Assure visual accessibility to calendar + update as necessary



2. Hold Regular Meetings

- Formalize work area meetings
- Conclude meetings with inspections
- Address concerns during meetings
- Implement approved employee ideas



3. Keep Everyone Involved

- Maintain an “open-door policy”
- Involve employees in finding solutions
- Document employee suggestions



Ready to get started? Get our 5S worksheet for FREE > DuraLabel.info/worksheet

5S Standard Color Code Chart

Safety | Green



Safety equipment, first aid, safety posters, recycle containers, exits, OSHA compliance

Equipment & Inventory | Blue



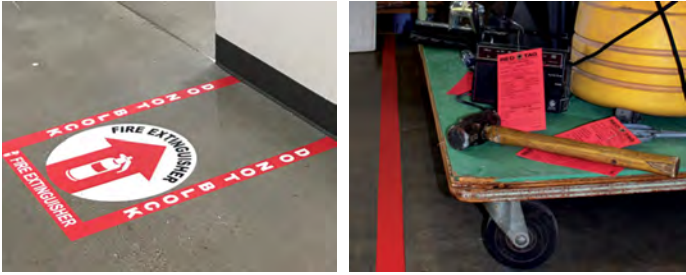
Machines, inventory lines and signs, inspection points, notices, OSHA compliance

Standards | Yellow or Orange



Machine guards, aisle walkways, operation standards, handrails and guardrails, cautions, warnings, OSHA compliance

Defects & Fire | Red



Fire fighting equipment locations, sprinkler piping, red tags and temporary storage for tagged items

Total Process Management | White



Repair tools, total process management materials, cleanliness

Racks & Storage | Gray



Racks, warehouse, mold skids

This is a suggested color scheme for color-coding your facility. Other colors may be used. It is not a substitute for review of applicable standards.

Need Help Implementing Your 5S System? Contact Us Today - 877-534-5157 | DuraLabel.com

Regular Work Duty Task Times STEP 3, 4, 5

Name	Duty	Time (Min:Sec)

GET FULL WORKSHEETS HERE

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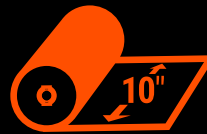
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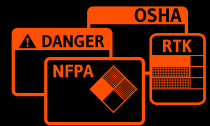
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