

103 - 5S Workplace Organization

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Overview

The focus upon eliminating waste in the workplace through eliminating the unnecessary, organizing your tools for easy access through visual management techniques, maintaining functionality of equipment through cleaning, cascading requirements to all, and establishing a means of routine of consistent follow up to ensure longevity. This session is a sequential course after 8 Waste training.

Objective

- To introduce to the workforce the need for organization of the resources (tooling, fixtures, instrumentation, gages, cleaning supplies, etc.) to conduct their work.
- To train employee in enhanced examples of waste elimination.

Topics

1. Customer Tour
2. 5S
3. Red Tagging
4. Management Audits

Activity

Individuals will be required to go to their direct department and conduct 5S activities. Timing of the activity is conditional to the department's specific organizational characteristics. Hands-on, physical activity is required for the first 3S's.

Individuals or teams will be required to identify "unnecessary" or infrequently used items via the Red Tag process.

Course Timing

This course is a classroom session mixed with shop floor activity. The classroom presentation should be completed within 1½ hours. The remainder of the activity is conducted in the area where the work is completed. Each item (Sort, Straighten, and Shine) varies in time dependent upon existing workplace condition. (1 hour to 8 hours per activity). Activity can be conducted on different days, but best to keep in sequence to maintain team motivation.

Materials

Overhead projector
Slide Show Presentation
Red Tags
Red Tag/Yellow Tag Forms
Cleaning supplies
White Board/ Markers

Participants (8-10)

Operators
Manufacturing Engineer
Quality Engineer
Support staff (Administrative)
Manager/supervisor
Cross-functional team

Milestones

Pre-Requisite – 8 Waste Training

Enhancing lean thinking through the identification of unorganized work practices

5S Events - Application

Sort: Team Leader or Supervisor records and disposes of unneeded items defined in Red Tag process.
Straighten: Team Leader/Supervisor provides team with resources to conduct thorough straightening of items required for daily use.
Shine: Team Leader or Supervisor provides team with resources to conduct thorough cleaning of equipment/ tools required for daily use by the operators.

5S Audit – Management

Performed by management team on a weekly basis. Address scoring with team with emphasis to improve low scores with any assistance or supportive resources provided by management.