

# How To

## Implement 5S At Your Workstation

The 5S philosophy outlined below will guide you through implementing the program in your workstation. The key targets of 5S are workplace morale, safety and efficiency.

While you're reading this guide, visualize your workstation and think about how these steps can be applied to the specifics of your operation.



### Seiri (整理): Sort

To begin, remove all items from the work area. Inspect all equipment and identify all items critical to the success of the function performed at the workstation. Eliminate duplicates, unnecessary equipment, infrequently used items, and trash. Identify these non essential items as either waste or valuable but not critical. Dispose or store this equipment out of the workstation area. With each item you sort, think about whether an item is essential to your job function or if it's an item only used occasionally.

### Seiton (整顿): Set (in Place)

For this step, take the equipment that will be staying in the workstation area and organize it. Assign positions for all equipment, WIP (Work In Progress), and raw materials, keeping in mind the following: ease of reach, identification, proximity to work surface. The initiative is to maximize the efficiency of your workstation layout. Think about how you perform your job and how tweaking the location of your equipment, or altering the work flow, could make you more productive.

### Seisō (清掃): Shine

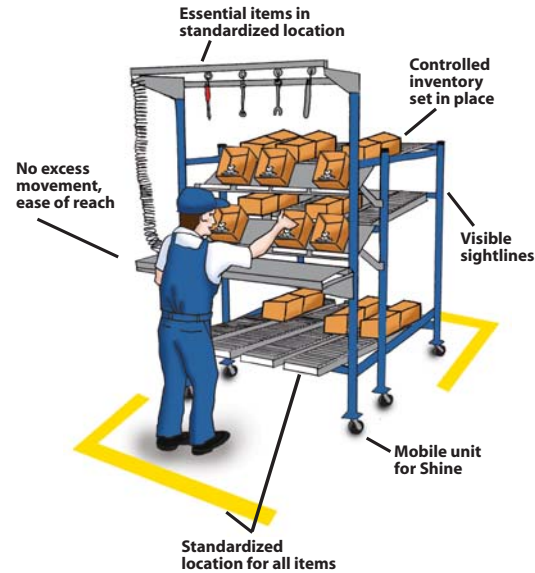
This step is all about cleaning. Clean the floors, the walls, and the equipment and ensure all items are restored to their designated place. Ensure your workstation is well lit. Cleaning should be a part of your daily tasks and responsibilities and should not be postponed until idle time is available.

### Seiketsu (清潔): Standardize

Develop standardized work, cleaning and organizational procedures for the prior 3 S's. Implement these with the helps of signs, banners, shadow boards, tool holders, etc. Ensure all workers understand their responsibilities and are empowered to perform all of the tasks.

### Shitsuke (躰): Sustain

This is the never ending step of ensuring the 4S's continue to be implemented and that you don't slip back into your old ways. Commit to performing these steps every shift. Ensure that any changes to your product or process are compensated for at your workstation and problems are alleviated almost as quickly as they're created. Continuous improvement!



5S Workstation with Flow Cell Unit

When a 5S program is implemented successfully, the result is a safe, lean and clean workstation. It's easy to spot missing tools, empty flow racks, safety hazards and overproduction. Workflow is simplified and nonconformities are easily identified. You'll also have the satisfaction of working in an environment that you've taken ownership of, thoroughly cleaned, organized, optimized, and maintained.

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The Carton Flow Authority [www.unex.com/flowcell.html](http://www.unex.com/flowcell.html)