

# Get Started on “5S Plus”

## YOUR CHECKLIST TO CREATING AN EFFECTIVE VISUAL WORKPLACE

You’ve made the decision to start your journey to a leaner, safer and more productive workplace. But where do you start? Follow the checklist below to start preparing your facility to reach 5S lean manufacturing standards, plus safety!

### **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. Anything not claimed is then disposed of.

### **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  
888-311-0775 today!**