

WORKPLACE ORGANISATION

5S

Five simple disciplines to establish and maintain a visibly clean and tidy workplace.

5S allows you to work safely and efficiently with minimal waste.

Standard processes allow for easier training of new people and consistently high level of quality.



SORT



Sort your workplace so that it is clear of rubbish and stuff you don't need.

SET IN ORDER



Find a home for everything you need so that it is easily accessible.

SHINE



Clean and inspect equipment to keep it in a good working order.

STANDARDISE



Have good and clear standard operating procedures.

SUSTAIN



Establish a regular routine so that the clean workspace is maintained.