

# 5S

## What is it?

5S is five sequential steps all starting with the letter "S" meant to increase the efficiency, safety, and ergonomics of a space all while reducing waste and clutter. 5S can be used in your physical environment, in electronic environments, and even in documents.

### 5S decreases

- Time required to do tasks
- Wasted movement
- Inventory costs
- Risk (using outdated machines for expired meds)
- Confusion

### 5S improves

- Safety of work
- Area appearance
- Free space
- Efficiency of tasks
- Collaboration



1

## Sort



Judge each item on whether it should stay in the environment based on how often it is used, its level of functionality, and the number of extras you have on hand. The goal here is to remove as much clutter as possible.

**Inventory**      **Frequency**      **Functionality**

2

## Shine



Clean, repair, and/or refill each item to its optimal working condition. Also clean the area, and potentially upgrade it, to maximize safety and productivity. The goal here is that anything you reach for is immediately useable and in its best working condition.

**Clean**      **Repair**      **Refill**

3

## Set (in order)



Arrange everything in the area (for example: drawers, furniture, supplies, etc.) in a logical way based on how often it is used, how it is used, and who uses it. Put a labeling system in place to help show where things belong and if they are missing. The goal here is to eliminate as much confusion and wasteful movement as possible.

**Arrange**      **Label**      **Anticipate**

4

## Standardize



Repeat steps one through three across all relevant areas. Set guidelines for acceptable inventory levels. Finally, set a schedule to help audit and preserve the hard work from steps one through three. The goal here is to set a standard to follow and continuously follow up on the area to ensure those standards are being met.

**Schedule**      **Audit**      **Anticipate**

5

## Sustain



Use checklists, auditing, and visual cues to ensure the new standard is followed. Build in regular dates to reassess whether the results of the Sort and Set (in order) steps are still relevant or if adjustments are needed. Find ways to involve all staff in the Sustain process. The goal here is to ensure everyone knows the new rules and to revisit those rules regularly.

**Revisit**      **Collaborate**      **Equip**