

## 5S Agenda & tips and tricks

### Resources:

- Agenda & tips and tricks
- 7 Wastes walk around template
- R Game
- Red Tag
- Action Plan
- Camera
- Skip/bins/cleaning equipment
- Labeller/tape

### Some theory:

- 5S and 7 Wastes are part of the foundation tools of Lean
- If you begin with teaching and implementing this thinking and the tools, a lot of other things can flow from these two elements
- In implementing these two tools you will also demonstrate some of the key fundamental philosophies of Lean eg: respect for all in participation
- In a nutshell 5S is all about workplace organisation and 7 Wastes is all about removing a number of key wastes that often occur in any process – these wastes add no value!
- Sometimes you will see 6S – the 5<sup>th</sup> S refers to Safety
- MUDA is waste (think 7 wastes of a process ie: WORMPIT or TWO DIME), there are also two other forms of waste: MURA (unevenness) and MURI (overdoing)

### Tips and Tricks:

- Remember that all Lean tools are never complete and that implementing 5S and 7W is a committed approach – ie: every one, every day, everywhere. This also illustrates the importance of everyone participating in the activity of 5S as well as being given the opportunities to identify and remove waste in a working process.
- Whilst 5S can be organised as an 'event' to kick start or to give concrete time to this activity – it is not in isolation to an ongoing 5S approach
- Most organisations kick start with 'sort', moving into 'straighten' but very rarely do they move of this aspect (this highlights the hard road of 5S – which makes me think – if you're going to undergo 5S – make sure you are committed to the entire approach, or you will get very little buy in (or continuous improvements) –
- Tight Agenda required for a 5S event – 1 hour empty out and clean spaces into 3 piles: definitely use, not so sure, don't use, next hour put everything back giving everyone the opportunity to discuss the right thing, in the right place as well as good flow of equipment and work etc – then tidy in time for next day's work

## 5S Agenda (at the workshop)

What	Who
<p><b>Welcome and Debrief (15-20 mins)</b></p> <ul style="list-style-type: none"> <li>• Outline Agenda</li> <li>• Using ADKAR explain rationale and goal</li> <li>• Identify key areas for rubbish to go</li> <li>• Identify where shredding bins are</li> <li>• Make known who the staff member is that will 'make the call' on resources/documents/files etc</li> <li>• Identify where Red Tags are kept</li> <li>• Consider recycling pile if practice wants this</li> <li>• Health and safety (NO LIFTING HEAVY ITEMS)</li> <li>• Discuss purpose of taking photos (ensure staff are comfortable with this and the use of the presentations etc)</li> <li>• What can expect to happen? Give an overview</li> <li>• How do we show respect in a 5S?</li> </ul>	
<p><b>Begin (1<sup>st</sup> hour)</b></p> <ul style="list-style-type: none"> <li>• Staff spend this time moving inventory/materials into the following 3 piles               <ul style="list-style-type: none"> <li>○ What we need</li> <li>○ What we are unsure about</li> <li>○ What we don't need</li> </ul> </li> </ul>	
<p><b>Next (2<sup>nd</sup> hour)</b></p> <ul style="list-style-type: none"> <li>• Place all identified 'need and use' items back into work areas; considering flow of people and paper etc</li> <li>• Discuss and consider action/tasks to ensure new flow will be sustained (eg visual management, standardisation etc)</li> </ul>	
<p><b>Refreshment Break</b></p> <p>(somewhere between the 2<sup>nd</sup> hour and 3<sup>rd</sup> hour starting and finishing, stop and have a break, allow people to have something to eat and drink, use this time to lead a discussion on 'how does it feel?')</p> <p><b>Walk Around</b></p> <p>Take staff on a tour of those areas that are currently being worked on. Discuss; what have you done, why have you done that, what will you do next and why will you do that.</p>	
<p><b>Lastly (3<sup>rd</sup> hour)</b></p> <ul style="list-style-type: none"> <li>• All staff ensure all areas are ready to be used the next day</li> <li>• Complete action plans</li> <li>• If staff finish early, they could help others</li> </ul> <p><b>Debrief</b></p> <ul style="list-style-type: none"> <li>• Any questions/feedback</li> <li>• What happens next?</li> <li>• Thanks (lock up/security of staff/building)</li> </ul>	