 **5S Module Overview**

Title of Process/Resource: **Lean 5S**

Date: June 2020

Lean 5S Process/Resource purpose:

Embarking on a 5S journey will optimise workplace organisation for all staff. Minimising many of the wastes of a process can be achieved by improved 5S in a workplace – thus improving flow of people, information and resources.

**Lean 5S - Best Practice in Action**

What is 5S?

5S is one of the foundation tools of Lean. Simply put it can best be described as a good ‘housework’ or ‘spring cleaning’. However it is much deeper than this – and should not be mistaken as a one off event, it is an orderly approach to the way in which a workplace is organised.

Why should you 5S?

Embarking on a 5S journey is one of the basic but essential parts Lean and by doing so people will be able to discover other lean concepts ie: flow, standardisation and visual management. At the same time the 5S approach ensures that concepts such as 7 wastes of a process are considered too.

Resources provided by Tū Ora:

* Lean brochure
* 5S card
* 5S poster
* Course outline sheet (this sheet)
* Power point presentation
* Red Tags
* 5S Agenda
* 5S event
* Training
* Briefcase exercise

Delivery/Training Needs:

-workshop -module  -face2face  -visit 

Resources the Practice needs to provide

* Lean Leader
* Lean team
* Invitation to visit
* Training Time
* Resources for 5S event (see Agenda)
* Visual Display Board

What do I need to do to 5S?

* Train staff on the concept of Lean thinking and Lean tools
* Host a 5S event
* Adopt the 5S approach
* Audit and Maintain
* PDCA
* Use the Lean team to drive behaviour

How do I 5S?

* Allocate key areas to stock, work stations
* Consider flow of people, paper, information
* Standardise workplace organisation

How will we know if 5S is working?

* Minimised/reduction in 7 wastes of a process (waiting, overproduction, rework, motion, processing, inventory, transportation)
* Increased staff and customer satisfaction
* Order, less chaos

What else could we consider?

* Setting aside a set time to 5S initially
* Incorporating 5S into daily work
* Improving 5S aspects

What else could we consider?

* Further Lean Training for all staff
* Visiting Lean organisations

Further resources

Internet Links:

<https://www.google.com/search?q=5s+lean&rlz=1C1CHBF_enNZ848NZ848&sxsrf=ALeKk03whs9UJM-fvKF_ypcvZ_Yo1GghkA:1591504199886&source=lnms&tbm=isch&sa=X&ved=2ahUKEwjyjPiT7-7pAhW-63MBHZ2LCWMQ_AUoAXoECBAQAw&biw=1280&bih=578&dpr=1.5>

<https://asq.org/quality-resources/lean/five-s-tutorial>

Supporting Legal documents: none

Clinical Best Practice: not applicable

Recommending reading:

<https://www.england.nhs.uk/improvement-hub/wp-content/uploads/sites/44/2017/11/Bringing-Lean-to-Life.pdf>