5S Workplace Organization

5S housekeeping is the most basic and fundamental approach to improving workplace performance in all types of business. The 5S System is designed to improve workplace organization and standardization. This course offers an opportunity to experience firsthand how the 5S System reduces waste in a simulated production facility. Participants learn the concepts of the 5S System and then apply them to transform a cluttered, disorganized area into a clean, organized and orderly workplace.

Length: 8 hours     CEUs: .8
Prerequisites: Intro to Lean
Cost: $295.00
Date: Thursday, October 23, 2014
Time: 8:00 a.m. – 5:00 p.m.
Register call: 281-542-2061

What You Will Learn:
What is the 5S System?
- The 5S System
- Lean Building Blocks
- Defining Lean
- Examples of Cluttered and Unorganized Work Areas
- A Fundamental Strength: The 5S Visio
- Examples of Organized Work Areas

Production Round 1
Identify Your Current State

Getting Started: Workplace Scan
- Form an Implementation Team
- Identify the Project
- Gather Information
- Create a Display
- Exercise: Perform a Workplace Scan

Sort
- Sort Procedure
- Red Tag Examples
- Exercise: Sort

Set in Order and Set Limits
- Definition of Set in Order
- Set in Order Procedure
- Examples
- Exercise: Set in Order

Shine
- Definition of Shine
- Shine Procedure
- Exercise: Shine

Production Round 2
Standardize
- Definition of Standardize
- Maintaining the First Three S’s
- Guidelines of Standardization
- OSHA Safety Color Codes
- Procedures for Standardization
- Examples for Standardization
- Exercise: Standardize

Production Round 3
Sustain
- Definition of Sustain
- 5 Necessary Conditions
- Examples of Sustain
- Use of Rewards and Recognition
- Exercise: Sustain

Implementing the 5S System in Your Organization
- Examples of Implementation
- Keys to Success
- Benefits of 5s System
- Total Employee Involvement

CONTACT THE COORDINATOR
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