

# 5S PRINCIPLES

Keep Your Workplace Clean, Safe & Efficient

## SORT

Take inventory of all items in your workspace. Inspect them carefully. This can include materials, tools, equipment and machines. Determine which items are essential to keep and which can be removed.



## SET

Keep organized and arrange frequently used items so that they are within quick and easy reach to improve workplace efficiency.

## SHINE

Regularly clean your workspace by sweeping, mopping, dusting, etc as needed



## STANDARDIZE

Develop a system for making the above steps habitual. This includes creating schedules, posting instructions & assigning tasks to ensure that efforts are made into a routine.

## SUSTAIN

Maintain and follow standardized procedures by identifying items that are out of order; inform affected employees, and train employees. The goal is to uphold the 5S system as a long-term and sustainable program.

