

6s

5S Workplace Organisation + Safety

What is 6S (5S + Safety)

- Seiri – Sort (Clearing)
 - clearly separating necessary from unnecessary, and remove unnecessary
- Seiton – Set in order (Configure)
 - visually arrange and identify items for ease of use and retrieval
- Seiso - Shine & Check (Clean & Check)
 - keep the workplace clean (not pretty) to allow problems to be identified
- Seiketsu - Standardise (Conformity)
 - continually monitor the level of clearing, organising and cleaning
- Shitsuke - Sustain – (Custom & Practice, Consensus)
 - work towards a shared set of values regarding clearing, organising and cleaning
- **Safety** And the 6th S:
 - **improve through better clearing, organising, cleaning and visual control**

Why add safety to make 6S?

- In some industries safety is far more important than in others..
- Adding as an additional step creates;
 - Greater awareness
 - More focus
 - Another chance to review

6S safety review

- Review each of the previous 5 steps with regards to safety;
- **Sort**
 - All clutter removed to remove any potential hazards?

6S Safety review

- **Set in Order**

- Safe placement of tools and equipment
 - Heavy items not placed high where they could fall or low where they can cause strain when lifting.
- Clearance and access space to allow safe work
- Safe handling considered
 - Roller tables for moving tools
 - Hoists, scissor tables

6S Safety review

- **Shine**
- Highlight safety critical cleaning
- Prevent hazards
- Highlight safety in audits

6S Safety review

- **Standardize**
- Standard ways of working consider safety
- Specifically highlight safety critical steps
- Highlight safety in audits
- Signage and training

6S Safety review

- **Sustain**
- Feedback safety performance
- Safety awards and warnings system

Aim of 6s

- Zero accidents
- Zero near misses

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