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**
  - improve through better clearing, organising, cleaning and visual control

And the 6th S:
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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