

5S Tools

5S Training of Trainers for Training Institutions
Training material No. 14

What are 5S tools?

- “5S tools” are developed to help practice of 5S activities
- Many 5S tools using management techniques called “Visualization” for easy recognition and communication for actions
- 5S tools can be combined to enhance effectiveness of 5S activities
- All tools require an agreed set of rules
- All staff working in the health facility must know those rules and everyone should follow the rules

Types of 5s tools

- Red tag
- Alignment
- Labeling, Tapes
- Numbering, Alphabetical cording
- Safety signs
- Signboard
- Zone
- X-Y axis
- Symbols
- Color cording
- 5S Corner

Leadership and commitment of Management

Total Quality Management

KAIZEN

Quality of services and management

Leadership and team work

X-Y axis

Color coding

Symbols

Sign board

Numbering

Labeling

5-S

Positive attitude

Working environment

5S tools are like a fertilizer to grow the root !

Red Tag

5S RED TAG

Tag No. _____

Name: _____ Date: _____

Item Found (Description):

Work Area: _____ QTY: _____

Category (circle one):

- 1) Raw Material
- 2) Work-in-Process
- 3) Finished Goods
- 4) Tools or Fixtures
- 5) Customer Tools or Fixtures
- 6) Surplus Equipment
- 7) Maintenance or MRO Supplies
- 8) Office Equipment or Supplies
- 9) Company or Customer Files
- 10) Unknown
- 11) Other _____

- Useful for S1
- Use it when can not decide an items are “necessary” or “not necessary”
- Record necessary information on the Red Tag, stick or hang it on the item that cannot make decision.
- If the items is not used for 1 month = Unnecessary item
- If the item is used within 1 month = Necessary item

Alignment



- Useful for S2
- It is useful to improve orderliness and beautification when you organize files, equipment, materials and other items.



Labeling



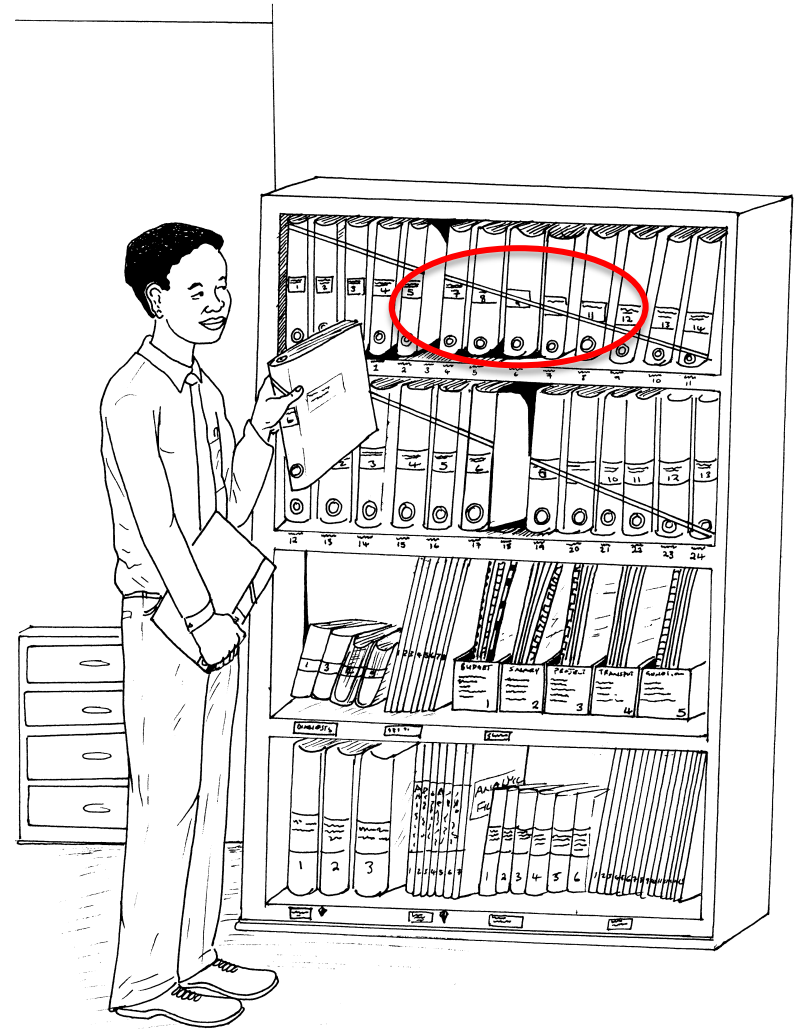
- Useful for S2 and S4
- Labels are used when you identify each item and organize them properly.
- It is useful especially for storing files and items in cabinets/shelves.



Taping



- Useful for S2 and S4
- Draw a connected diagonal line on spine of books/files
- The line tells users where to return and helps to arrange items in order



Numbering / Alphabetical cording



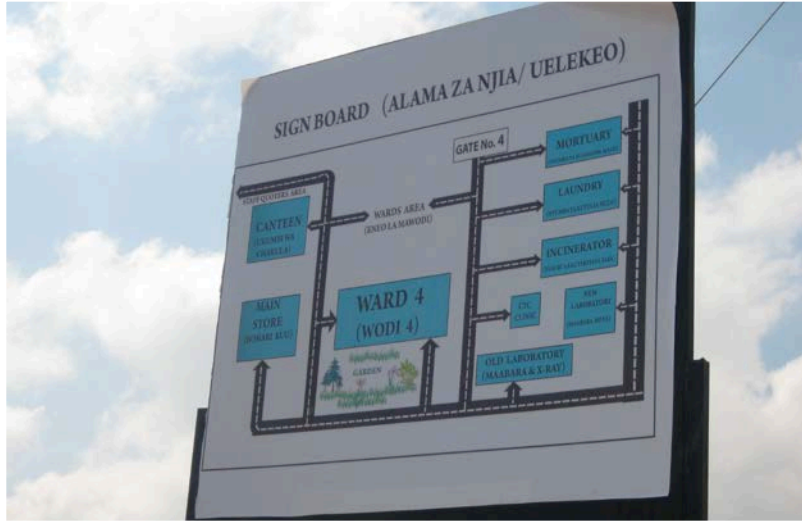
- Useful for S2
- Used to organize files and other items by numbers/ alphabets
- It helps users to find necessary items or information quickly and easily.
- It is very useful for practicing “*Can See - Can Take Out – Can Return*” principle.

Safety signs



- Useful for S2 and S4
- Used to warn visitors and workers to pay attention on hazardous items.
- Majority of hazardous items, which are commonly used in health facility, has international/national standardized safety signs.
- It is recommended to use common safety signs

Signboard



- Useful for S4
- Signboards are used for identifying locations of places and guiding facility users to the place where they want to visit.
- Recommended to use common languages that are understood by all; in Tanzania Kiswahili and English are acceptable.

Zone



- Useful for S2 and S4.
- Zoning is used to identify or recognize proper location/ storage of items.
- It helps people to understand “where it is supposed to be”

X-Y Axis



- Useful for S2 and S4 especially when displaying information/ posters
- This is used for improvement of orderliness and beautification
- Limited space can be utilized and easy to fine necessary information
- It is important to remove old/outdated posters from notice boards regularly to keep it tidy.

Symbols



- Useful for S2 and S4
- Everyone can understand the meaning of “something” by marks/symbols/pictogram without or minimum explanation.



Color coding



- Useful for S4
- Color coding makes facility users understand the meaning of “something” by different colors.
- It is often used for waste segregation, categorization of areas/zones for particular items
- National IPC Guidelines and Health Care Waste Management standards/ policy/ guidelines should be referred to follow national color coding for different types of wastes.

5S corner



- Effective for S5
- Use existing notice board or establish new one
- Can be displayed:
 - 5-S posters
 - Pictorial progress report
 - Implementation progress chart/table
 - M&E information
 - Training information
 - QIT/WIT Meeting information
 - Mission statement on QI
 - Waste bin color coding and type of waste
 - Rules of 5S tools

Key points for 5S tools utilization

- Everyone in the health facility should know the meanings and rules of 5S tools
- Think of people working in the next process
- Need to have monitoring mechanism to check proper usage of 5S tools and effectiveness



5S tools utilized by 5S stages

	5S tools	S1	S2	S3	S4	S5
1	Red tag					
2	Numbering, Alphabetical cording					
3	Labeling, Tapes					
4	Safety signs					
5	Sign board					
6	Zone					
7	X-Y axis					
8	Alignment					
9	Symbols					
10	Color coding					
11	5S Corner					

WHAT IS “VISUAL CONTROL”?

Definitions

- Visual – See, eye , optical
- Control – manage,direct
- Definition- Visual control is a **technique** employed in many places where information is communicated by using **visual signals** instead of **texts** or other **written instructions**.
- Visual control are the signals or symbol seen by eye to manage the place or working environment

What is “Visual control”?

- *“Visual signals are used instead of texts or other written instructions.*
- *“The design is deliberate in allowing **quick recognition** of the information being communicated, in order to increase **efficiency** and **clarity**. “*

What is “Visual Control”? (cont’d)

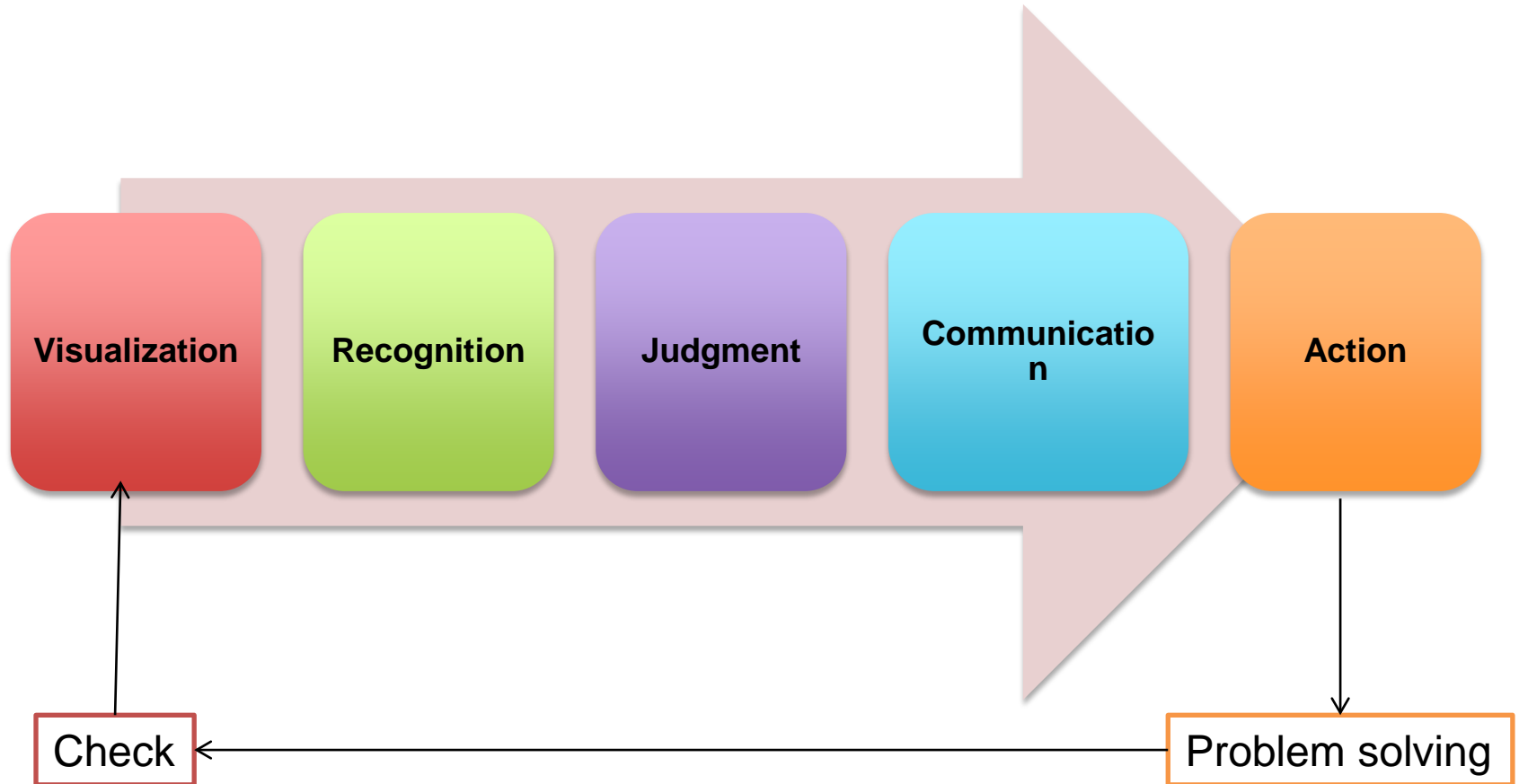
Visual control is the principle of increasing efficiency and effectiveness simply by deliberately making things **visible**.

When things are visible, they are kept in **conscious mind**.

It also serves to ensure that everyone has a **common viewpoint** of what is being displayed.



Visual control

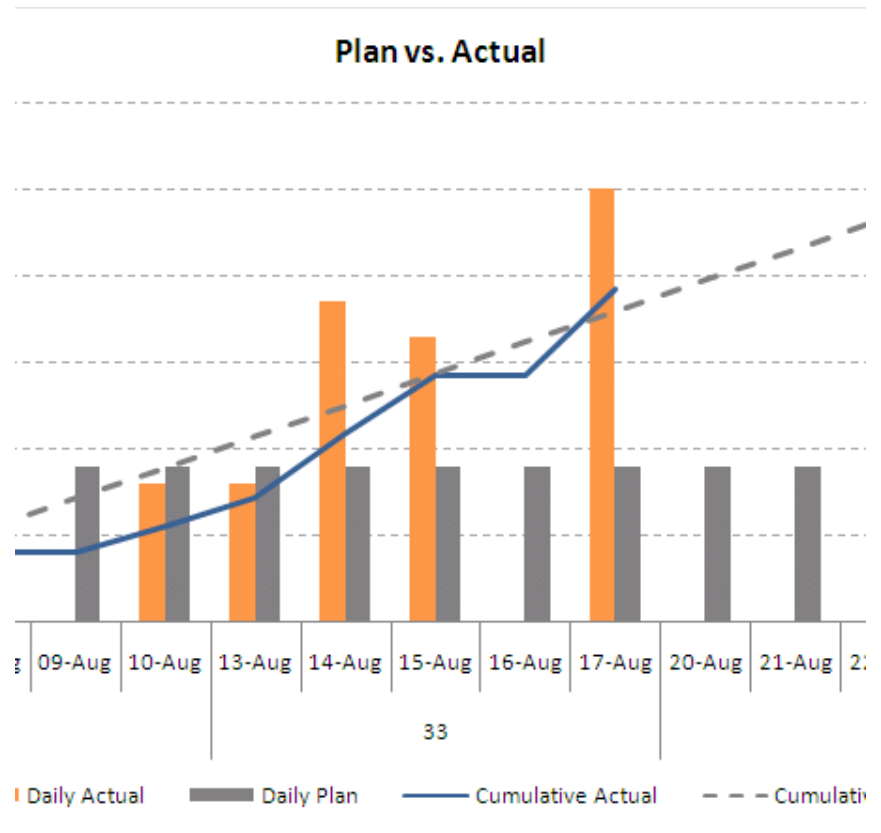


Examples of visual control

Stock control by color

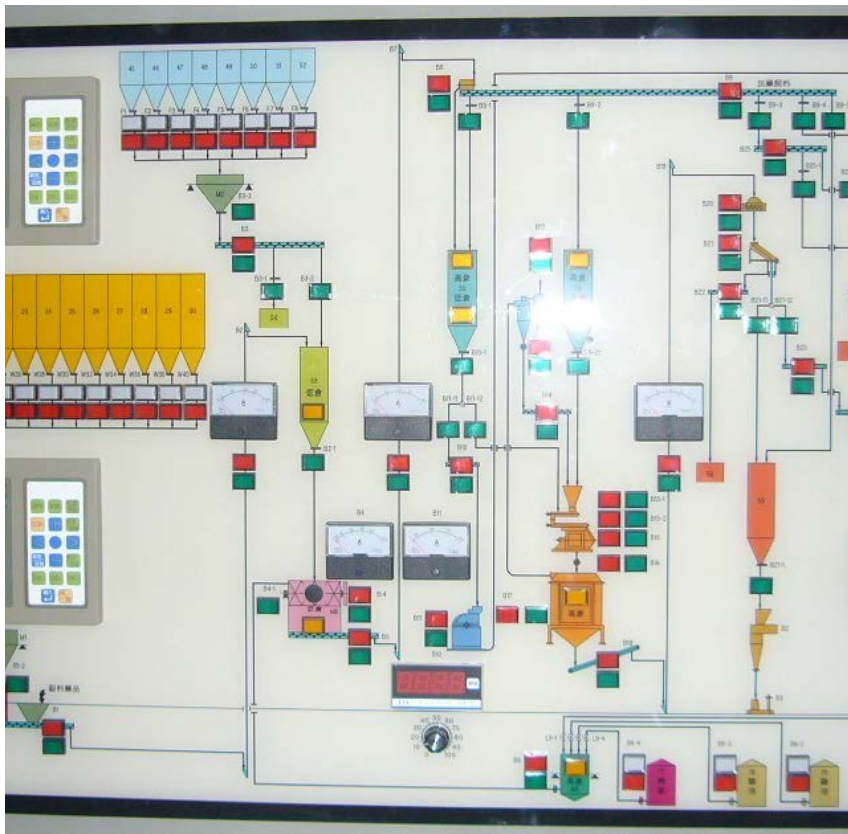


Plan vs Actual sheet

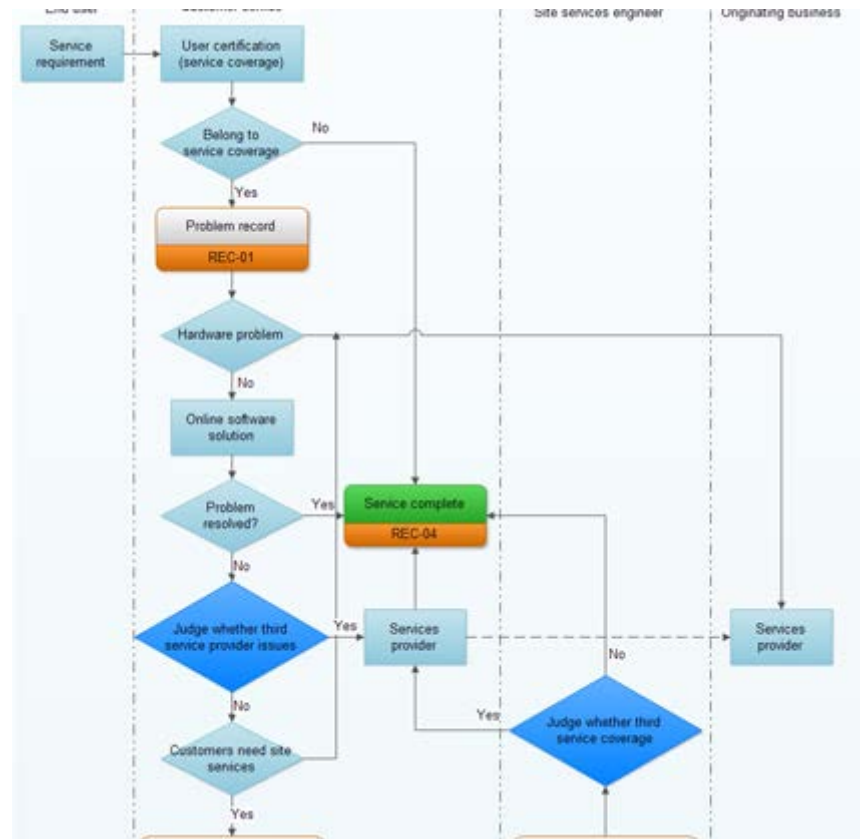


Examples of visual control

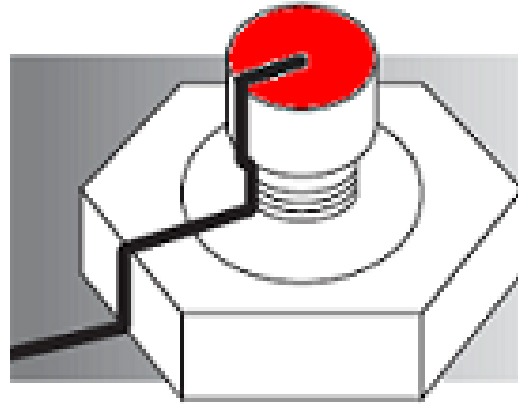
Machine Control panel



Standard work flow

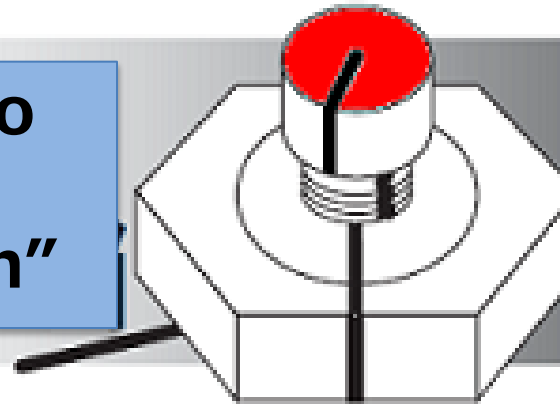


Examples of visual control



**Screw is tight
“Normal condition”**

**Screw is loose or too
tighten up
“Abnormal condition”**



Examples of visual control with 5S tools



What's wrong?



Examples of visual control with 5S tools



Examples of visual control with 5S tools



Examples of visual control with 5S tools



Examples of visual control

Infectious



Non-infectious



Visual control requires two simple conditions;

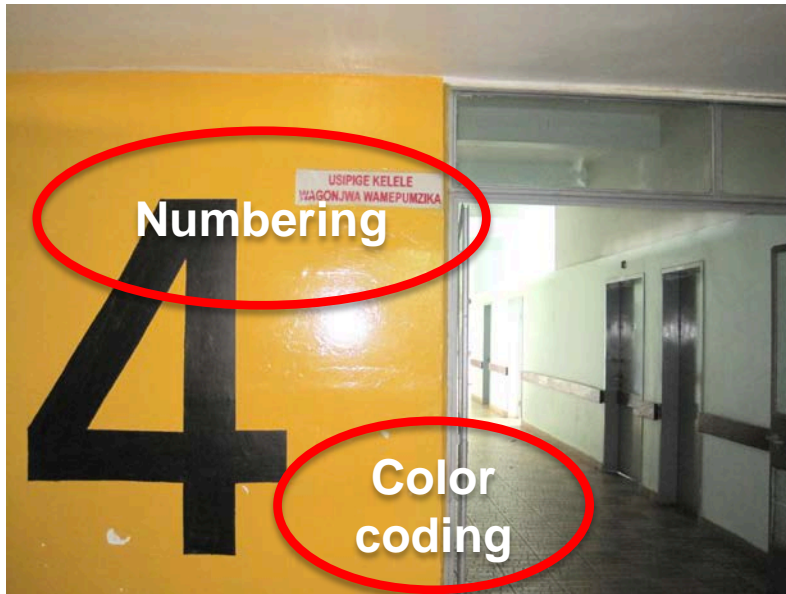
Need to have an agreed set of rules

Everyone must know the agreed set of rules

Where are the areas for effectively usage of Visual control?

1. Schedule and Delivery Controls
2. Quality Controls
3. Work Controls
4. Facility Controls
5. Equipment & Tooling Controls
6. Performance Improvement Controls
7. Material Flow Controls

Combination of 5S tools



Combination of 5S tools



What do you think...?



Colour coded for segregation of wastes, properly labelled on waste bins, instructions are given to staff.....Why it happens????

Possible causes

- Weak knowledge on waste management among staff
- Weak commitment to waste segregation among staff
- Negligence of rules and regulations

What could be done for improvement

- Proper training/ instruction of staff
 - Medical staff
 - Non-medical staff
- Positive mind set and commitment
- Color coding of segregation areas
- Share information on color coding of waste segregation to all staff
- Establish monitoring mechanism

Benefit of using Visual Control in your workplace

- Make problem visible to everyone = Corrective action can be taken immediately
- Display the operating or progress status in an easy to see format
- Save time for searching something/somewhere
- Manage items/ materials/ stocks easily = reduce taking inventory
- Obtain common understand of rules and regulation

**Thank you for your attention.
Any questions?**