

5s implementation



**ASSIGN
BUSTER**

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Page 1 | WELCOME TO : UNIVERSITY OF BATANGAS 5S GOOD HOUSEKEEPING ORIENTATION

Page 2 | WHAT IS 5S ? 5S is a set of TECHNIQUES providing a standard approach to GOOD HOUSEKEEPING within the UNIVERSITY OF BATANGAS

Page 3 | About 5S A cornerstone of 5S is that untidy, cluttered work/study areas are not productive. People are happier in a clean and tidy environment and hence are inclined to study and work

hard with due care and attention. Page 4 | THE 5S SARILING SIKAP SELF-DISCIPLINE SHITSUKE SIGURUHIN STANDARDIZE SEIKETSU SIMUTIN SWEEP

SEISO SINUPIN SYSTEMATIZE SEITON SURIIN SORT SEIRI FILIPINO ENGLISH

JAPANESE Page 5 | WHY PRACTICE 5S ? 5S BENEFITS TO THE UNIVERSITY

5S increases production 5S improves quality 5S reduces costs

5S makes delivery on time 5S improves safety 5S improves morale Page 6 |

5S BENEFITS TO THE STUDENTS 5S makes the CAMPUS more pleasant

5S makes LEARNING more effective 5S improves STUDENTS' safety WHY

PRACTICE 5S ? Page 7 | OBJECTIVES OF 5S General Objectives 1. Promote

awareness on the value of 5S good housekeeping 2. Create a friendly,

healthy and safe school environment 3. Perform, practice and adopt 5S

habits anytime and anywhere 4. Initiate and inspire the UB Community in the

achievement of becoming a University of choice thru 5S habits Page 8 |

Specific Objectives SORT Identify and separate necessary items from

the unnecessary by: Segregating useful from non- useful items

Recycling items Disposing properly non-useful items (bio-degradable or non-

biodegradable) Page 9 | Specific Objectives SYSTEMATIZE Neat

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placement and identification of needed items by: Studying the use of items and the frequency of their use Considering space or location for storing the things needed to be kept and to be disposed. Making safety the priority Page 10 | Specific Objectives SWEEP Maintaining a clean work place Arranging things in order Placing proper labels or tags Page 11 | Specific Objectives STANDARDIZE Standardize clean-up activities by: Sustaining five-minute daily clean up habit Keeping a balance between personal cleanliness and the cleanliness of the environment Avoiding littering Learning to pick-up tiny pieces of waste around Page 12 | Specific Objectives SELF-DISCIPLINE Instilling the ability of doing things the way they are supposed to be done Becoming a role model by treating your school as your second home Influencing others to join in keeping a well-maintained study area. Aiming for constant improvement Page 13 | HOW TO PRACTICE 5S 1. SEIRI * SORT * SURUIN Take out unnecessary items and dispose them. Purposes To make the work easy by eliminating obstacles. To eliminate the need to take care of unnecessary items. To provide no chance of being disturbed with unnecessary items. Page 14 | Sorting Procedures : STEP 1 Look around your workplace with your colleagues. Discover and identify items which are unnecessary to your work. Start with a RED TAG CAMPAIGN. If required at some point in the future, move to a store location. Decide the maximum number of any type of item to be retained. Then dispose ALL unnecessary items. Page 15 | Sorting STEP 2 If you and your colleagues cannot decide if an item is necessary or not, put Disposal Notice with the date on the item, and set the item aside. STEP 3 After a period, say 3 months, check if no one needed the item. If no one needed the item, that means the item is not necessary in your work. Page 16 | Sorting Note: In this <https://assignbuster.com/5s-implementation/>

sorting operation, you must not forget inside all drawers, lockers and cabinets. Disposal can be done in either of the ff. ways: Sell to outside company. Move to other section where the item is needed. Throw it away, or dispose as garbage. While looking around for unnecessary items in your workplace, look at every nook and corner Page 17 | HOW TO PRACTICE 5S 2. SEITON*SYSTEMATIZE* SINUPIN/SALANSANIN NG MAAYOS Arrange necessary items in good order for use. Purposes: To prevent loss and waste of time. To be able to find out and pick up necessary items easily. To ensure first come first serve basis. Page 18 | Systematizing Procedures : STEP 1 Make sure that all unnecessary items are eliminated from your workplace. Then think of what things should be put where, taking into account the flow of your work. Page 19 | Systematizing STEP 2 Put most frequently needed items close to the user, so as to minimize the movement of the person. Things which are not so often used could be placed slightly further away. You can make a plan with your colleagues based on these principles and locate things accordingly. Page 20 | Systematizing STEP 3 Make sure that everyone at your home/workplace knows what are kept where for efficient use. Make a list of things with their locations and put it on lockers/cabinets. Label each drawer/cupboard to show what is kept inside. Page 21 | HOW TO PRACTICE 5S 3. SEISO - (SWEEP, SHINE, SCRUB) - SIMUTIN (Thoroughly clean and check everything in the work area with no dust and grime anywhere). PURPOSES: 1) To create a spotless workplace. 2) To turn the workplace into a clean, bright place where people enjoy working. 3) To maintain everything in the best possible condition by constant check and care . Page 22 | Sweeping How is cleaning done? Start from the top Clean as you work Smell unusual odors Observe unusual movements Clean with

inspection Choose a 5S Day. Page 23 | Sweeping Never throw anything and make it your habit. Learn to pick-up tiny pieces of waste around you. Clean as you go. Page 24 | HOW TO PRACTICE 5S 4. SEIKETSU * SANITIZE* SIGURUHIN ANG KALINISAN Maintain high standard of housekeeping or equipment cleaning and checking procedures. Purpose: To help maintain orderliness and cleanliness in the workplace. Page 25 | HOW TO PRACTICE 5S 5. SHITSUKE * SELF — DISCIPLINE* SARILING KUSA Do things spontaneously without being told or ordered. It is the most important concept of 5S (even the most difficult) from the point of view of long term productivity improvement. If we fail in achieving SHITSUKE, our 5S can only be short lived. Page 26 | Self-Discipline Is to make everyone practice 4S WILLINGLY and spontaneously as a habit or way of life. There is no other way to foster such culture than practicing 4S regularly until such time when everyone becomes FOND of 5S Self-discipline is a good tradition. Page 27 | Self-Discipline SHITSUKE MEANS : MAKE YOURSELF PRETTIER BY YOURSELF or DO THINGS BETTER BY YOUR SELF Page 28 | Self-Discipline To help create such corporate culture conducive to 5S, the following need to be emphasized: Treat the University as your (own) second home. You are spending more of your ‘waking time’ in school than at home. Your school is an important place where you acquire knowledge and skills needed in life. Page 29 | UNIVERSITY of BATANGAS A UNIVERSITY OF CHOICE TOGETHER WE CAN MAKE . . .