

Workshop: 5S– organizing the workplace

Workplace standards that guarantee increased effectiveness

Target group

Production engineers, managers, leaders, operators, employees responsible for improving production processes and work stations, as well as those who would like to improve their own work station. The workshop is also addressed to managers interested in extending their knowledge of maintaining and improving the 5S system.

Get the practical insight into solving problems and responding to challenges including:

- Low efficiency and poor quality of work.
- Unstable work conditions.
- Employees' lack of willingness to keep their work station in order.
- Excess items and things that "will definitely come useful one day".
- Disorder and lack of visualization.

Overview

5S consists of methods and techniques that enable creating and maintaining high quality of work stations. It also constitutes one of the basic tools of Lean Manufacturing that ensures proper workplace organization and improvement of the organizational culture of the company. Moreover, it is a technique that stabilizes processes. Proper application of 5S means developing the concept "a place for everything, and everything in its place", which results in high capacity, quality and safety of work, and provides basis for further improvement.

| Benefits for the company | Benefits for the participant |
|---|---|
| <ul style="list-style-type: none"> • Raised safety standards • Enhanced quality of work. • Increase in work stations ergonomics • Work pace stability due to limited disturbance and implementation of standards. • Skillful improvement of production processes. | <ul style="list-style-type: none"> • Acquiring the ability to identify and eliminate areas at a work station that reduce ergonomics, quality and efficiency. • Developing the ability to adjust the 5S system to the specificity of production processes in a given company. • Familiarity with methods that support developing a visual management system at a work station. |

AGENDA

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| Module 1 | 9:00 – 10:30 (10:30 – 10:45 coffee break) | <ul style="list-style-type: none"> ▪ Introduction to 5S, group activities – simulation game, further steps of 5S and ways of their implementation. ▪ Examples of good and bad workstations shown in pictures and videos, key success factors in 5S. |
| Module 2 | 10:45 – 12:15 | <ul style="list-style-type: none"> ▪ Methodology of implementing subsequent steps of 5S in the production hall, group activities. ▪ Evaluating good and bad solutions, the most frequent mistakes in 5S implementation. ▪ Preparation for entering the production hall: dividing the participants into subgroups, assigning tasks to group members, discussing rules of work at particular workstations. |
| 12:15 – 13:00 Lunch | | |
| Module 3 | 13:00 – 14:30 (14:30 – 14:45 coffee break) | <ul style="list-style-type: none"> ▪ Practical workshop in the production hall or in the project areas. ▪ Analyzing selected work stations with regards to 5S, practical activities regarding 1, 2, 3 and 4 S in the production hall, collecting materials for further group presentations |
| Module 4 | 14:45 – 16:30 | <ul style="list-style-type: none"> ▪ Further activities in the production hall, collecting all improvement suggestions for particular workstations, presenting the results. ▪ Workshop summary, Q&A session. |