

By Matt N and Wes Wyatt

On this first episode of Warehouse Safety Tips, we're going to go over a high level explanation of The 5S Methodology – what each S stands for, and even a BONUS S!

Why Should I Use 5S?

We thought our first tip should include something that integrates Safety, and that's exactly what The 5S Methodology does. Whether you're someone who knows nothing about 5S, or someone who works with it everyday, the subject of 5S is something that needs to be ingrained in your facility. Here are just a few of the reasons why:

Firstly— it will make you more organized.

Secondly— it will make you more productive.

Thirdly – it will make your environment much safer.

Lastly – and most importantly, it will save time and money, which makes EVERYONE happier!

What is 5S Methodology?

Now, we'd like to explain what 5S is. Developed in Japan, 5S Methodology is a philosophy that advocates using specific steps to organize the workplace, as well as working practices. Its goals are to improve efficiency and eliminate waste, while improving safety and morale in the workplace. There is a Japanese Word synonymous with The 5S Methodology – “Kaizen”. It comes from the words “Kai” (which means change) and “Zen” (which means to make good/better). Put them together, and you have the principle of constant improvement and/or a change for the better.

What Do The 5 S's Stand For?

The steps to improve efficiency are:

Sort (Seiri): This step is where you sort and categorize items, and separate what is needed – allowing only the bare essentials needed for operation and removing everything else. The elimination of excessive items frees up space, saves time, improves process flow, and allows staff to operate efficiently.

Straighten or Set in Order (Seiton): This step is arranging items that are needed so that they are easy to locate, transport, and use. You should identify locations for these items, so that anyone can find them. Once the task is completed, return the items to the specified locations.

Shine (Seiso): Clean the workplace and its equipment on a regular basis in order to increase safety, maintain standards, and identify defects.

Standardize (Seiketsu): Revisit the first three S's of the 5S on a regular and frequent basis, and evaluate the condition of the workplace.

The Bonus S

Over the years, there has been an additional S added to the mix – which actually makes the 5S Methodology – 6S Methodology, and that's –

Safety: The addition of SAFETY means you should constantly be looking around your facility to identify issues that can or could possibly affect your staff, production, service, and/or your overall facility – and work to eliminate those issues.

And what in the past would have been the 5th S, but is now the 6th is –

Sustain (Shitsuke): Maintain the standard, and improve every day. This S allows you to strive for continuous improvement!

The Wrap Up

If you visit WarehouseSafetyTips.com you'll find the Show Notes for this episode. In those show notes, we've provided the Japanese Word for each corresponding step of the 5S Methodology.

As previously mentioned, we'll dive deeper into each part of the 5S Methodology on future Podcasts and on our WarehouseSafetyTips.com site. But until then, we hope you enjoyed the basic layout of the NEW and Improved 5S Methodology!

Thank you for listening to Episode One of Warehouse Safety Tips – and have SAFE day!

Information from Warehouse Safety Tips!

If you're a seasoned Podcast Listener – this podcast is going to be different from most you listen to. It's based around exactly what the name implies – Warehouse Safety Tips. And since the people in this industry are busy, we understand that time is money. Because of this, each episode will be as short and to the point as possible. You can find the show notes to each episode, links to information mentioned on the podcast, the social media platforms we're on, and anything else related to the podcast at WarehouseSafetyTips.com

More About Mighty Line Floor Tape

If you've ever been to or worked in a warehouse – you know just how important safety is to both management and staff. It's almost impossible to go 10 steps without seeing Safety Tape, Angles, Signs, and/or products.

It's these items that show us how to be safe and avoid danger in the workplace. And if you're looking for the best products to make this happen – look no further than Mighty Line!

Mighty Line Floor Signs / Floor Markings offer the best industrial products out there!

Go to MightyLineTape.com/SafetyTips to request a Sample Pack of their incredible Safety Signs and Floor Markings.

What Makes Mighty Line the Superior Choice in Keeping Your Facility Safe and Productive?

- Mighty Line Tape is the strongest floor tape on the market, and has a beveled edge that increases durability for industrial brush scrubbers, forklifts, and heavy industrial wheel traffic.
- Easy installation and removal thanks to Mighty Line's peel and stick backing. You can apply and reapply it during installation – and it leaves no sticky residue should you need to remove it. This gives you the ability to change workflow areas quickly and easily, without the associated downtime of painting, or using floor markings that leave behind a mess when you remove them.

- Mighty Line Tape is 7 times thicker than the average Safety Floor Tape!
- Mighty Line's Signs and Marking come in a variety of shapes, colors, and sizes. If they don't have what you're looking for in stock – their Customize It Program allows you to create exactly what you're looking for.
- Mighty Line offers a Limited 3-Year Warranty on their Floor Signs and Markings.
- And last but certainly not least – Mighty Line Products are Patented and PROUDLY Made in the USA!

Again – Go to MightyLineTape.com/SafetyTips to request a Sample Pack of their incredible Safety Signs and Floor Markings.

For The Mighty Line 5S Floor Marking Guide and Color Recommendations, visit:

https://issuu.com/mightylinefloortape/docs/floormarking_guideshield/3



THE MIGHTY LINE GUIDE TO A SAFE AND EFFICIENT WORKPLACE

Our Floor Tapes, Floor Signs and a 5S approach will yield measurable results.

The more clarity, logic and clear communication you can bring to a workplace environment, the more safely and efficiently it will operate. Using Mighty Line products, in conjunction with a 5S organizational method, will result in tasks being completed more easily and quickly, and a decrease in workplace injuries.

THE BASIC 5S STEPS:

- SORT** Leave in place only the items necessary to obtain optimal production.
- SET IN ORDER** Use colors of Mighty Line floor tapes and floor markers to show work flow patterns, delineate work areas, and mark proper placement of tools, inventories, and machinery.
- SHINE** When you keep things scrubbed, swept and sanitized, your environment can actually lift morale.
- STANDARDIZE** Ensure everyone knows what they're supposed to do, how best to do it, and when to do it, until it all becomes routine. Our floor tapes, floor signs and placement markers can play a big role here.
- SUSTAIN** These practices are more than rules—they must become an integral part of your company culture. Over time you'll adjust signs, markings, etc. as necessary.

So where do you start?

Start with a plan. Think about what items you need most often, and which are unnecessary. Which items should be nearer to each other? Which should be closer to the shipping area?

Mark everything. Where should that trash can always stay? Mark it. Become a neutral observer and walk through your facility -- where are the most likely collision points? Which passageways tend to get blocked? What are the safety hazards?

Document and store your plan. Consider taking photographs of the layout and flow lines, etc. Conduct an annual review of the plan and revise and correct as needed.