6S

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This is a tool used to organize and optimize our work area.

This can be a physical or virtual workspace.

The goal is to have a workspace that promotes efficiency and discourages waste.

This tool is made up of 5 main steps namely;

- Sort
- Set
- Shine
- Standardize
- Sustain

Creating flow

Step 1: Sort

This simply means separating the necessary from the unnecessary. The goal is to eliminate that which is not needed. If you are unsure if you need an item, tag it and review it in 2 to 4 weeks.

Step 2: Set

Organize needed items and ensure that all the needed items have their assigned space.

Step 3: Shine

Clean and inspect the work area. Set standards for cleanliness and visually inspect that everything is where it belongs. Cleanliness makes workspace safe and uncovers potential problems.

Creating flow

Step 4: Standardize

Set guidelines to maintain step 1 to 3. Include schedules and expectations.

Step 5: Sustain

encourage and monitor regular application of standards. Build commitment to standard and make it a habit amongst all concerned parties. Use the <u>6S template </u>attached as additional resource to help monitor commitment.

A 6th step recently added is **Safety**. This simply means ensuring workplace safety, risk assessment and managemen**t**