

Simplicity in Organization - 5S for Streamlining Office Operation

Lean Showcase - May 12, 2020 - Lisa Cunard



Introduction

- Topic: 5S Tool-Experiment
- Safety Brief
 - Social Distancing
 - Wash hands with soap & water
 - Avoid touching eyes, nose, mouth

Agenda

- Lean Overview
- 5S Overview & Benefits
- Review Learning Objective
- My 5S Experiment
- Summary
- Questions

Lean Overview

My Lean-Thinking:

Lean is about serving people (our customers) and how to do that in the best way possible, by using methods and processes that are efficient, budget-conscious, and result in a positive outcome for everyone involved--and lastly with an eye always on the continuous improvement.



Quote

“Continuous improvement is better than delayed perfection.” - Mark Twain



Define Problem

Questions to consider:

What area needs to be organized?

Why does it need to be organized?

What is the benefit in organizing?



5S Overview

Overview:

- Sort
- Set in Order
- Shine
- Standardize
- Sustain



5S Benefits

Benefits:

- Efficiency
- Safety
- Sustainability
- Simplicity
- Timeliness
- Less-Waste
- Satisfied Customers



Learning Objectives

- 5S - Application & Benefits
- Improved flow
- Improved Inventory control
- Sustainment

First Aid Kit - Requirements

ANSI/ISEA Z308.1-2015, CLASS A, TYPE I, II, III OR IV FIRST AID KIT			
This kit meets the ANSI/ISEA Z308.1-2015 standard as sold. It contains first aid products which meet performance specifications detailed in the standard at the below required minimum fill. It will continue to be compliant only when maintained with products that meet the standard at specified quantities.			
Required Minimum Fill			
16	Adhesive Bandage, 1 x 3 in.	1	Eye/Skin Wash, 1 fl. oz. total
1	Adhesive Tape, 2.5 yd. (total)	1	First Aid Guide
10	Antibiotic Application, 1/57 oz.	6	Hand Sanitizer, 1/32 oz.
10	Antiseptic, 1/57 oz.	2 pair	Medical Exam Gloves
1	Breathing Barrier	1	Roller Bandage, 2 in. x 4 yd.
1	Burn Dressing (Gel Soaked), 4 x 4 in.	1	Scissors
10	Burn Treatment, 1/32 oz.	2	Sterile Pad, 3 x 3 in.
1	Cold Pack, 4 x 5 in.	2	Trauma Pad, 5 x 9 in.
2	Eye Covering with Means of Attachment, 2.9 sq. in.	1	Triangular Bandage, 40 x 40 x 56 in.
The described kit may be suitable for some businesses. However, the adequacy of the contents for hazards of each work environment should always be evaluated by competent personnel. Kits should be inspected frequently to ensure the completeness and usability of all first aid supplies. Any supply beyond its marked expiration date should be discarded and replaced. For a variety of operations, employers may find that additional first aid supplies and kits are needed.			

Before:



After:



After:



After:

<i>fx</i>	A	B	C
	Lab Supplies	Quantity	Expiration Date
2			
3	Adhesive Bandages	16	
4	Adhesive Tape, 2.5 yd	1	
5	Antibiotic Application, 1/57 oz	10	
6	Antiseptic 1/57 oz.	10	Aug-2024
7	Breathing Barrier (1)	10	
8	Burn Dressing (Gel Soaked) 4" x 4"	1	Feb-2024
9	Burn Treatment 1/32 oz.	10	Mar-2022
10	Cold Pack 4" x 5"	1	Apr-2023
11	Eye Covering with Means of attachment	2	
12	Eye/Skin Wash 1 fl. Oz.	1	Aug-2022
13	First Aid Guide	1	
14	Hand Sanitizer 1/32 oz	6	Aug-2020
15	Medical Exam Gloves (2 pair)	2	
16	Roller Bandage, 2" x 4 yd.	1	
17	Scissors (1)	1	
18	Sterile Pads 3" x 3" (2)	2	
19	Trauma Pads 5" x 9" (2)	2	
20	Triangular Bandage 40 x 40 x 56" (1)	1	
21	First Aid Kit/Bag/Container	1	
22	Plastic storage bags	0	
23			
24			
25			

Summary



- 5S - Application & Benefits
- Improved flow
- Improved Inventory control
- Sustainment
- Questions ?

Happy People

<https://www.dreamstime.com/stock-photography-happy-diverse-people-celebrating-diversity-real-group-isolated-white-cheering-image-33262582>

Messy Desk https://www.123rf.com/photo_105580149_messy-office-desk-and-table-with-piles-of-files-and-disorganized-clutter-.html

Organized Desk

<http://www.simplyorganized.me/2017/08/organized-kids-desk-budget.html>

Good Better Best

<https://www.giveeffect.com/blog/giveeffect-culture-continuous-improvement-and-innovation/>

Save

[Saving you say? We're here to help ...skystem.com](#)

Efficiency

[How to Drive Cost Savings, Efficiency ...avatel.wordpress.com](#)

Safety

<https://www.hcamag.com/au/specialisation/workplace-health-and-safety/atlas-steels-post-incident-safety-revamp/164800>

Improvements

http://www.1000ventures.com/business_guide/crosscuttings/quotes_improvement_continuous.html