

# 5S

**An Efficient Workplace  
Equals  
A Safe Workplace**

## **SORT**

Only keep needed items in the work area.  
When in doubt, sort it out.

## **STRAIGHTEN**

A place for everything and everything  
in its place.

## **SHINE**

Ensure everything is cleaned and  
functioning properly.

## **STANDARDIZE**

Develop a routine for sorting, straightening  
and shining.

## **SUSTAIN**

Create a culture that follows these  
steps every day.

