

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.

