

5S

**A modern approach to Office
organisation.**

**Simple ideas that make life easier!
... but it's just common sense!**

Does your Office look like this?



Such Workplaces are ...

- **Unsafe**
- **Unproductive**
- **Unpleasant to work in**
- **Embarrassing to take visitors around!**

Why?

Believe it or not, where we work has a tremendous influence on the way we work.

That makes the workplace an important strategic asset.

Take for example, the following office standards...

Do you see any Strangers?



All the items in your office can be characterised as :

- **Runners**
- **Visitors**
- **Strangers**

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What are they?

Concepts examined include :

1. What does your Office say about you?
2. World Class Office Standards – A 5S approach.
3. Organisation of 'Runners', 'Visitors' and 'Strangers'.
4. Management of files – physical and electronic.
5. Quick access to information.
6. How safe is your Office – have you considered the risks?
7. Access to escape routes and fire-fighting equipment.
8. Access to first aiders and first aid equipment.
9. The risk from trip hazards and working at height.
10. The dirty bits! – Bins and Eating area rules.
11. Building efficiency into the way the office is organized.
12. Visual management systems to prevent errors : what is POKA YOKE?
13. Kanban based stock control of office supplies.
14. Developing a prioritized action plan.
15. Sustaining standards through effective auditing.