



KNOWLEDGE IS POWER:

The Visual Benefits of 5S Plus

Presenters



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Lean Operations Manager

- 25 years of operational management experience
- Certified Six Sigma, Lean & Team Development



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Global Product Manager

- 25 years of experience in printing systems
- Focused on how printing systems can improve safety & efficiency

Introduction

Going beyond 5S basics, this webinar is:

Not a step-by-step walkthrough of the elements of 5S

Focused on how **workplace visuals and safety efforts** play an important role in the lean process



Knowledge is Power

Workplace visuals enhance **employee knowledge** to take your workplace to the next level.

Think leaner, safer
and more productive!

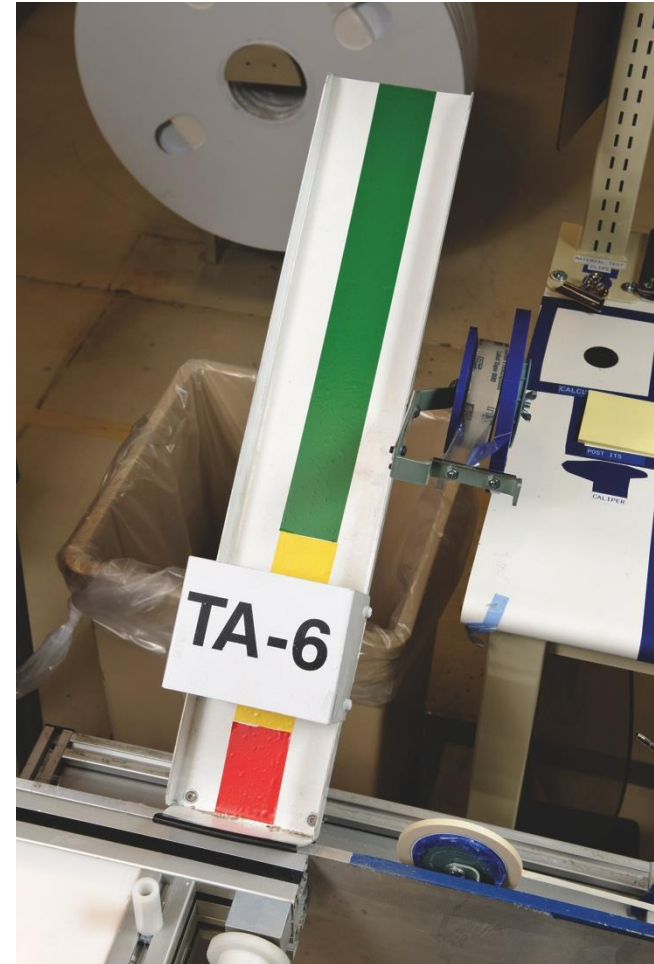


Knowledge is Power

Did you know?

75% of knowledge
is gained through
visuals

13% through hearing and
12% through smell, touch and taste



Knowledge is Power

Did you know?

The human brain processes visuals

60,000

times

faster

than text



Knowledge is Power

Did you know?

When both text
and visuals are
used in a message,
**retention is
increased by
42%.**



Visual Workplace

A lean concept focused on putting **important information right where employees need to see it.**

Plays a critical role in some of the most popular lean tools, including **5S**.



Visual Workplace

Using labels for safety information, procedures, facility identification and other applications helps:

- Reduce waste
- Enhance knowledge
- Improve productivity

Waste accounts for
95% of all costs in non-lean
manufacturing environments



Example Before

Total time: **19-20 Minutes**

- Excess tools
- Obsolete fixtures
- 4 arbor presses (only need 3)
- No order to parts
- Excess motion



Example After

Total time: **12 Minutes**

- Tool shadow board
- Bins in order of operation
- Fixtures bolted to work surface (reduces hand injuries)



FLOOR IS
WET -

BE CAREFUL!



Good

CAUTION

**SLIPPERY
WHEN WET**

Better



Best

The Power to Address Challenges

Workplace Safety & Compliance

Employee Training & Education

Productivity & Quality Improvement



The Power to Address Challenges

Workplace Safety & Compliance

Effective visuals help you:

- Reach HazCom compliance
- Help prevent costly accidents before they occur
- Send employees home safely every day

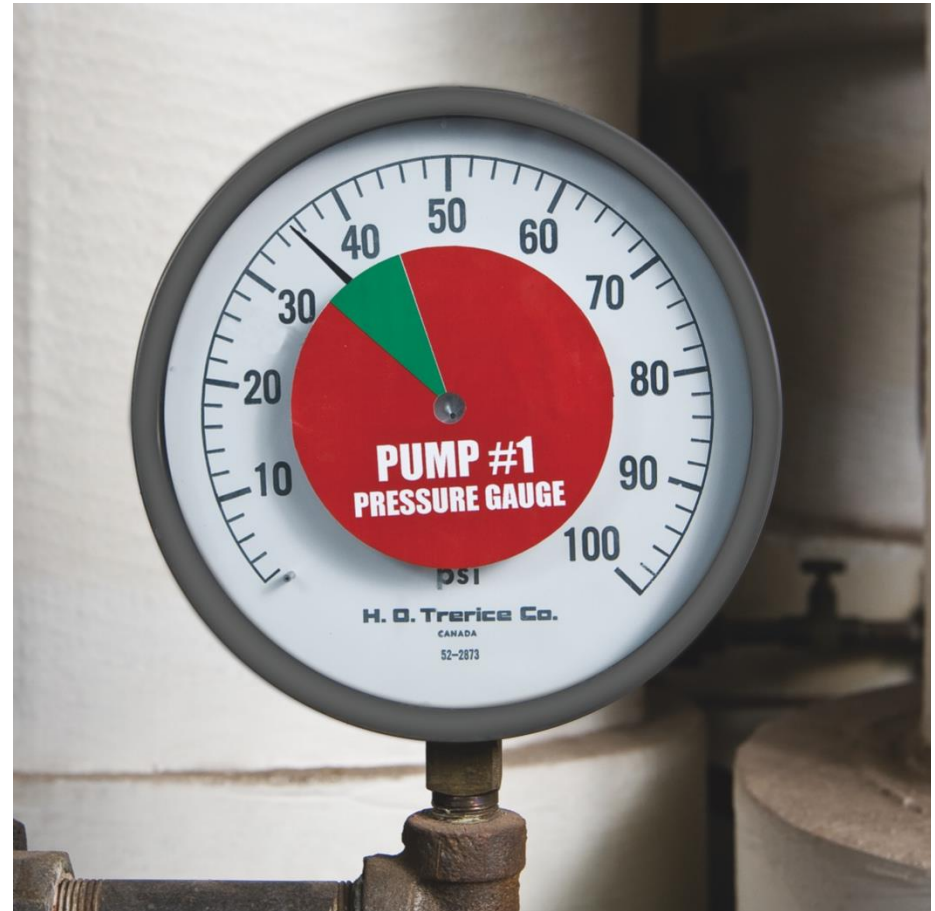


The Power to Address Challenges

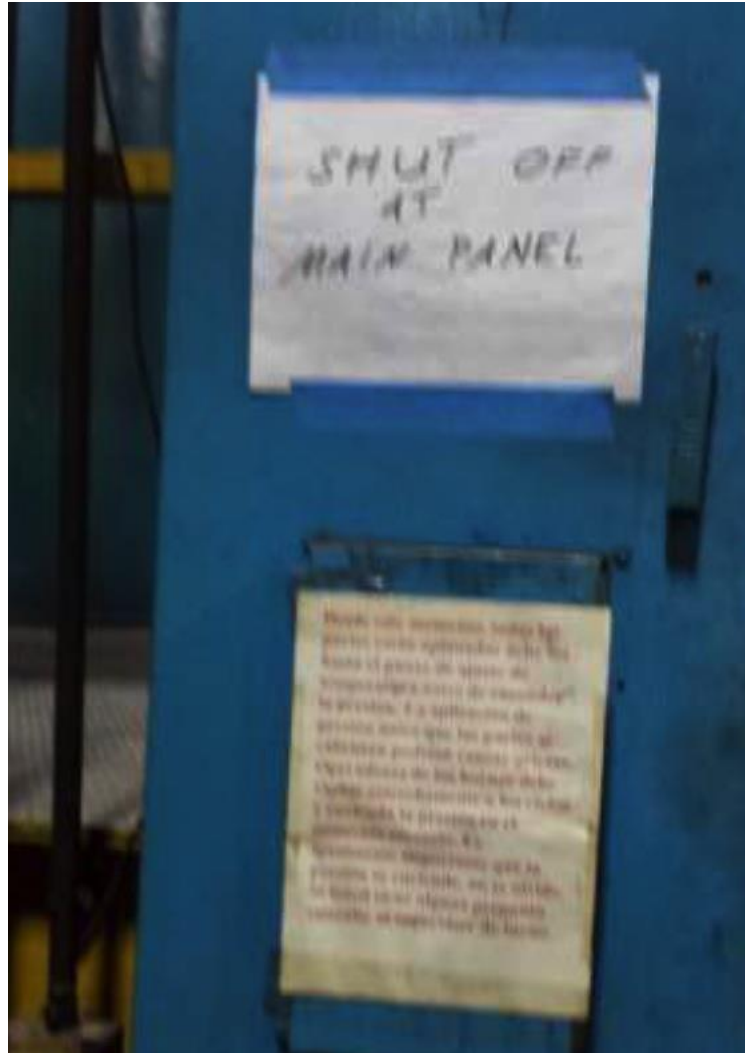
Employee Learning & Education

Effective visuals help:

- Enhance training
- Provide process and safety information
- Make the job easier



Employee Learning Example

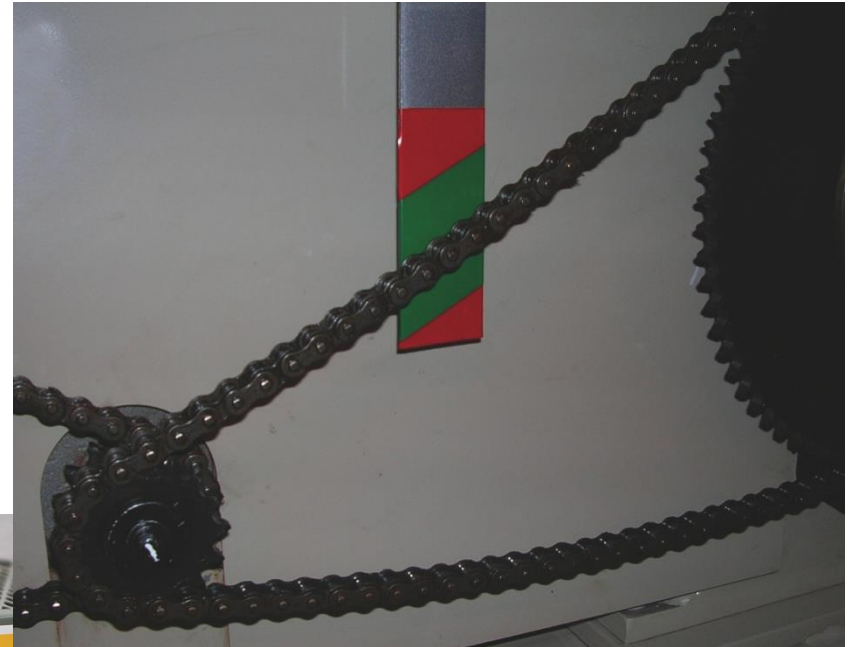


The Power to Address Challenges

Productivity & Quality Improvement

Effective visuals help:

- Reduce equipment downtime
- Improve turn-around time, on-time delivery & PPM metrics
- Enhance work quality



Example 1

Spruce Pine Fire Department

Problem

Equipment confusion meant lost tools (\$400 axes & \$1,000 air packs) and 2hr/call clean-up time

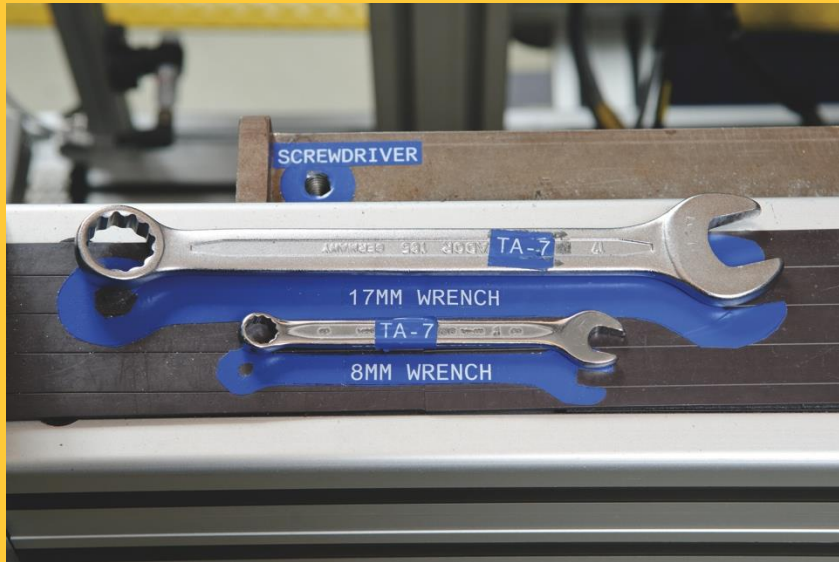
Solution

Color-coding the equipment of all 8 firehouses with a label printer and vinyl labels

Result

Reduced inventory check-in **from 1 hour to 15 minutes** & reduced **clean-up time by 50%**





Example 2: Before & After

Boom & Soc Room at SPC

Problem

Slips, trips and falls need to be reduced

Solution

Train leadership, incorporate reduction in trip hazards into standard work, complete Kaizen improvement event

Result

Reduced 3 lifts per bail to just one, organized facility to **reduce tripping hazards and improve productivity**





Example 3

Return Merchandise Authorization (RMA) Process Improvement

Problem

Need to improve process for handling returned goods

Solution

Moved computer and phone to product area and organized RMA area

Result

RMA backlog: **500 order to 36 (93% reduction)**
Close time: **50 days to 3.8 days (92% reduction)**
Hit Credit: **65% to 52% (15% reduction)**
Walk Steps: **184 to 56 (69% reduction)**



5S

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



6S

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



5S Plus

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



PLUS SAFETY



5S Plus

Key benefits:



Visual Best Practices

- Avoid putting **too much content** in one visual
- Include **multiple languages** to align with the needs of your workforce
- Provide information on **hazards and how to respond** to them
- Use **active tense** in text
- Use **symbols/pictograms** to support text
- **Keep up-to-date** with any equipment, process or hazard changes
- Align with 2011 **ANSI Z535** safety sign standards
- Follow recommended **color standards** for both signage and floor marking



Visual Best Practices Color Chart



Blue

- Raw materials / Purchased Parts / Incoming Product Dies / Screens / Tools



Green

- Std. Work in Process (SWIP), Finished Product, Safety Equipment.



Gray

- Machine Location / Stationary Items (trash cans, cabinets, etc.)



White

- Maintenance Items/ Recommended Equipment Color



Brown

- Empty Skid / Empty Tote Locations



Yellow

- Main Aisles



Red

- Scrap / Fire Equipment



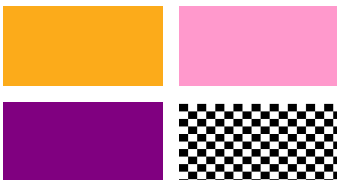
Red/White

- Areas to be kept clear for safety/compliance purposes



Yellow/Black

- Physical Hazards/Caution or Hazardous Materials



Other Colors: Orange/Pink/Purple/Checkers

- Alternate Positions defined in Standard Work



Getting Started

To get started on your journey to a **leaner, safer workplace** with “5S Plus”:

- **Identify the need**
- **Get the cleaning supplies, tapes, labels, forms, tags and other supplies you need**
- **Take before pictures**
- **Identify a 5S project area and start your first step: SORT!**



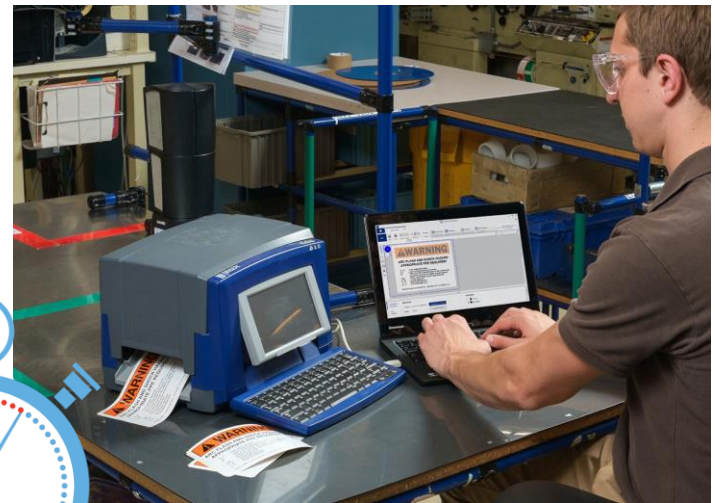
Do-It-Yourself (DIY) vs. Pre-Printed Labels

When it comes to creating workplace visuals you have options:
Stock, Custom or DIY



The DIY/On-Demand Label & Sign Creation Difference:

- **Efficient**
- **Cost-effective**
- **Convenient**
- **Customizable**



Recap

Visuals are your key to a **leaner, safer and more productive workplace.**

By implementing effective visuals, your employees will have the **knowledge and awareness at-a-glance** of the correct processes, safety precautions, machine performance, inventory levels and what-goes-where in your facility.

Workplace visuals are an essential element in **creating a “5S Plus” workplace** that reduces waste while focusing on safety performance every step of the way.



Questions?

Thank you.

To learn more about “5S Plus”
download our Guidebook at:

BradyID.com/5SPlusGuide

