

'5S' HOUSEKEEPING

Poor housekeeping and poor building maintenance are common causes of workplace injuries. The 5S housekeeping system, inspired by the Japanese ideals of lean manufacturing, is also a valuable process for maintaining a safe work environment.

This fact sheet provides an outline of each of the 5S principles and examples of how to implement them for a safe workplace.



The 5S Principles
Image: fathul-ilmi.blogspot.com.au

1. Sort

- / Make the workplace uncluttered and free of waste.
- / Dispose of unwanted items properly.
- / Less items in the workplace reduces clutter and tripping hazards.
- / Remove items that are not used *e.g. old chemicals, equipment*.
- / **5S Tip:** Mark un-used items that with a red tag and remove from the work area.

2. Set in order

- / Establish a place for everything and put everything in its right place.
- / Make a standard, line marked and labelled position for all tools and equipment. Arrange all necessary items in order so they can be found easily for use.
- / Establish one-metre-wide pedestrian walkways and emergency exit pathways. Keep these clear at all times
- / Ensure first-in-first-out (FIFO) basis for all products, especially foods, chemicals.
- / Arrange separate, designated locations for each type of chemical.
- / **5S Tip:** Develop a colour-code for marking safety equipment like fire hydrants, emergency showers, first aid kits and other items (see Page 3).



Designated rubbish bins help with the sorting process

Image: humber.ca/



Tools "set in order"

Image: www.ggalearn.com/

3. Shine

- / Clean your workplace completely.
- / Keep work areas well maintained, clean and well lit.
- / Prevent machinery and equipment deterioration with regular checks and servicing.
- / Repair any damage immediately.
- / Keep floor surfaces clean and maintained.
- / Clean up all spills immediately. Locate and fix the cause of spills or leaks.
- / Inspect and maintain racking and storage areas.



Line marked fire extinguisher location

Image: stop-painting.com



Organised LOTO station

Image: www.totallockout.com/



Line marked walkway in workshop

4. Standardize

- / Establish housekeeping and storage standards & procedures.
- / Maintain everything in order and according to its standard.

+ 5. Sustain

- / Maintain the established standards and continuously improve the standards.
- / Keep the system in working order by educating everyone on the system.
- / In the procedures, specify who is responsible for what activities, and regularly check that the procedures are being followed.
- / Conduct regular management audits *e.g. monthly, of housekeeping against the standards.*

5S colour code

Below is a suggested basic colour code based on available standards e.g. **AS 1318 SAA Industrial Safety Colour Code**, **AS1319 Workplace safety signage**, codes of practice relating to line marking and traffic management as well as some lean manufacturing colour coding.

This code outlines the use of four (4) main colours; Red, Yellow, Green, Blue.



Linemarking tape is a popular 5S tool

Image: www.creativesafetysupply.com/

Note: The workplace safety legislation does not specify requirements for line markings, therefore organisations are able to adopt their own company standards, but it is always wise to use recognised codes of practice and Australian Standards for guidance.

RED	Danger, Fire Protection Equipment & Emergency stop buttons, Defective products.
YELLOW	Hazards, warning for projections, low doorways and steps, travelling conveyors, overhead suspended items, posts or columns, location and width of aisle ways, pedestrian walkways and traffic markings.
GREEN	First aid facilities, location of safety showers and respiratory or rescue equipment, safety instructions and Exit signs. Note: Various VWA guides use green for "safe zones", so use of green for pedestrian walkways is also reasonable.
BLUE	Equipment, PPE storage, information- noticeboards, parking areas, entrances.