

# SAFETY BOARDS

We are a leading Manufacturer of No Parking Sign Board, Safety Sign Board, Retro Reflective Sign Board, Hazard Sign Board, Exit Sign Board and Parking Lot Signs Board from Bengaluru, India.

**WHAT IS 5S?**

- 5S is a structured program to implement workplace organization and standardization
- 5S represents five disciplines for maintaining a visual and productive workplace

**1. SORT**  
Remove what is not needed and keep what is needed.  
Principles:  
• Stratification management  
• Dealing with the clutter  
Practices:  
• Separate the necessary from the unnecessary  
• Get rid of what you do not need  
• "When in doubt, move it out"

**2. SET IN ORDER**  
Arrange essential items in order for easy access.  
Principles:  
• Functional storage  
• Search elimination  
Practices:  
• Find a permanent place for all needed items  
• Arrange items in order for easy access  
• Everything in its place after use

**3. SHINE**  
Keep things clean and tidy, no trash or dirt in the workplace.  
Principles:  
• Cleaning as inspection  
• Degrees of cleanliness  
Practices:  
• Clean and inspect workstations and common areas regularly  
• Clean office equipment, e.g. keyboard  
• Clean computer hard drive and e-files

**4. SUSTAIN**  
Make 5S a habit and teach others to adhere to established standards.  
Principles:  
• Habit formation  
• Disciplined workplace  
Practices:  
• Education and training  
• "Before" and "After" photos  
• Daily 5S five-minute activities  
• Schedule 5S audits

**4. STANDARDIZE**  
Establish standards and guidelines to maintain a clean workplace.  
Principles:  
• 5S standardization  
• Visual management  
Practices:  
• Establish standards and guidelines  
• Make standards and guidelines visual  
• Maintain the workplace at a level in which deviations become obvious  
• Use visibility tools

**VISUAL-MANAGEMENT TOOLS**

- Visual Display:** Label to make it perfectly clear where things belong and what the procedures are.
- Visual Metrics:** Quantify the path to targets for success. Use graphs and Pareto charts.
- Visual Controls:** Create an error-proofed environment to promote easy adherence to standards.

**BENEFITS OF 5S**

- 5S makes our workplace more pleasant
- 5S improves work efficiency
- 5S and safety go hand-in-hand
- 5S leads to better customer satisfaction and higher productivity

Seiketsu	मानकाकरण	विकसित कीजिए।
Shitsuke	स्व-अनुशासन	लाभ पाना और सुधार करना।

