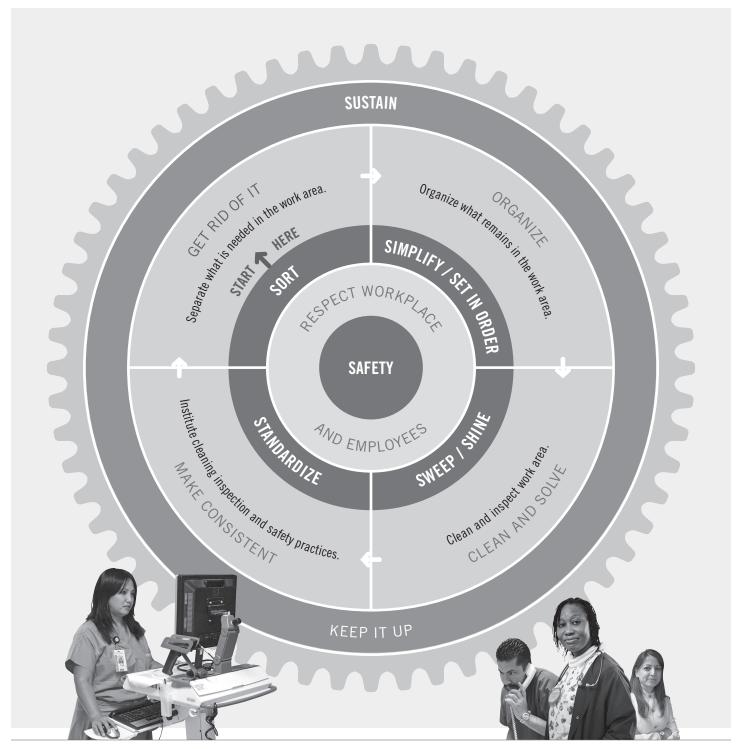# 6S to Tame Chaos in the Workplace

Purpose: Primarily used as a systematic approach to organizing everything from inventory and stock to desktop and computer files. Improves inventory control, which helps save Kaiser Permanente money—as well as creating a healthier, happier workplace.

When: Use if your supplies are disorganized, or if stock is being hoarded or still on the shelf when the expiration date arrives.

Who: Level 2 team and higher. The 6S tool is not complicated and gets everyone on the team involved.

SUSTAIN

GET RID OF IT
Separate what is needed in the work area.
START HERE
SORT

ORGANIZE
Organize what remains in the work area.
SIMPLIFY / SET IN ORDER

RESPECT WORKPLACE
SAFETY
AND EMPLOYEES

STANDARDIZE
Institute cleaning inspection and safety practices.
MAKE CONSISTENT

SWEEP / SHINE
Clean and inspect work area.
CLEAN AND SOLVE

KEEP IT UP

1. SORT

GOAL: Remove everything from the workplace that is not needed to do the work. Get organized.

[ ] Take a picture of what the area looks like now.

[ ] Decide who will lead this effort and who will do it.

[ ] Set a deadline for finishing the 6S work.

[ ] Sort items into three categories: keep, decide and trash/recycle.

[ ] Once items are sorted, get feedback from all affected employees and departments.

[ ] See if items in trash/recycle can be donated.

[ ] Take the items from the decide group and place them in the keep or trash/recycle group.

NOTES:

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2. SIMPLIFY / SET IN ORDER

GOAL: A place for everything and everything in its place.

[ ] Organize and establish a place for the "keep" items from the Sort step.

[ ] Locate items according to frequency of use, ease of access and ease of use. Try to color code like items.

[ ] Label the location for each item and its quantity.

[ ] Outline with tape the area where equipment will be stored.

[ ] Map the new locations of items and educate employees on the proposed changes. Allow for feedback.

[ ] Use PDSA cycle testing prior to final implementation.

NOTES:

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3. SWEEP / SHINE

GOAL: A clean and neat workspace or area.

[ ] Clean area(s) and/or equipment.

[ ] Develop a schedule and checklist to ensure items and/or areas stay clean. Example: What will be done daily, weekly or monthly? Who does what?

[ ] Team determines what cleaning supplies need to be kept on hand.

[ ] Think about who else may be affected (EVS, for example) and involve them if necessary.

NOTES:

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4. STANDARDIZE

GOAL: Prevent setbacks in previous three steps.

[ ] As a team, develop checklists or work instructions.

[ ] Create a shadow board to show where tools and equipment are stored (optional).

[ ] As a team, determine appropriate inventory.

[ ] Consider using "kanban" cards (color-coded cards used to signal when to order, what to order, etc.) to identify when reordering or replacement is necessary.

[ ] Update policy and procedures manual with new way of doing work.

[ ] Communicate with the affected people and departments and ask for feedback.

NOTES:

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5. SAFETY

GOAL: Create a work environment where hazards are easily identified and then minimized or eliminated.

[ ] Are hazardous materials properly labeled and stored?

[ ] Are walkways, aisles and workstations free of clutter?

[ ] Are exits clearly identified?

[ ] Is personal protective equipment available and maintained?

[ ] How are hazards identified and discussed?

NOTES:

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6. SUSTAIN

GOAL: Setting and maintaining the proper conditions to keep 6S alive and active in the workplace.

[ ] AWARENESS: Communicate so people know the benefits and the rewards of doing 6S.

[ ] TIME: Build in time to do 6S and have the right people doing it.

[ ] STRUCTURE: Make it a part of daily work.

[ ] REWARDS AND RECOGNITION: Create and connect so praise is meaningful and timely.

[ ] Post before and after photos.

NOTES: