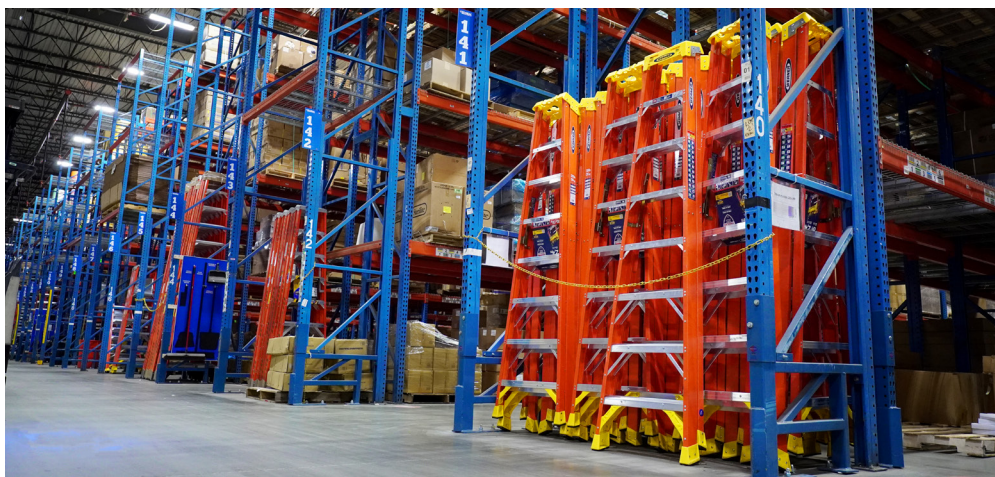


TRANSFORM YOUR WORKPLACE WITH

5S



**PRACTICAL STEPS,
RECOMMENDED PRODUCTS,
AND BEST PRACTICES FOR
IMPROVING OPERATIONAL
EFFICIENCY.**



The Source For Industrial-Strength Equipment And Supplies.

 **GLOBAL[®]
INDUSTRIAL**
We can supply that.

WHY 5S?

Every organization is searching for a competitive advantage. Whether the goal is improving productivity, reducing costs, enhancing safety, or creating more efficient operations, small improvements across a facility can deliver meaningful business results. Consider this: If 100 employees each save just 10 minutes per workday by spending less time searching for tools, materials, or information, that adds up to more than 4,000 hours of productive time recovered each year.

The 5S methodology provides a proven framework for creating organized, efficient, and visually managed workplaces that reduce waste, improve workflow, and support continuous improvement.

Global Industrial helps organizations put 5S into practice with workplace products and solutions designed to support every phase of implementation. Applicable across a wide variety of industries, including manufacturing, warehousing, offices, healthcare, education, retail, or other service environments, this guide combines practical implementation strategies with recommended solutions to help create cleaner, safer, and more productive workplaces.

The benefits of 5S have been proven to help organizations improve efficiency, safety, organization, and process consistency. While results vary, the methodology consistently supports stronger workplace performance and continuous improvement.

The example below highlights measurable results achieved after implementing a 5S program in a hospital pharmacy over a six-week period.

50% **FASTER ITEM RETRIEVAL**

Organizing workspaces and introducing clear visual labeling cut outpatient medication retrieval time in half, helping staff find what they needed more quickly and reducing wasted motion.

67% **FASTER RETURN PROCESS**

Standardized workflows reduced the time required to process returned inventory by 67%, improving operational efficiency and freeing staff for higher-value tasks.

36% **MORE EFFICIENT INVENTORY MANAGEMENT**

Improved organization and inventory controls reduced replenishment time by 36%, helping maintain better stock availability while minimizing waste.

Sallam, M., Allam, D., & Kassem, R. (2024). Improving efficiency in hospital pharmacy services: An integrated strategy using the OCTAGON-P framework and Lean 5S management practices. Cureus, 16(3), e56965. <https://doi.org/10.7759/cureus.56965>



ONE METHOD. EVERY WORKPLACE.

Whether you manage a manufacturing facility, warehouse, healthcare organization, school, office, or retail operation, the objective is the same:

- ✓ Reduce Waste
- ✓ Improve Organization
- ✓ Increase Safety
- ✓ Standardize Processes
- ✓ Support Continuous Improvement

HOW 5S IS APPLIED

Manufacturing:

Focuses on materials, tools, and production flow.

Service:

Focuses on information, processes, and customer experience.

EXPLORE THE FIVE STEPS OF 5S →

STEP 1: SORT

ELIMINATE WHAT YOU DO NOT NEED

SORT is the process of identifying and removing unnecessary tools, materials, supplies, documents (physical or digital), and equipment from the workplace. Eliminating clutter frees up valuable space, improves visibility, and makes it easier for employees to focus on the items they actually use.

COMMON CHALLENGES:

- Cluttered work areas
- Wasted storage space
- Unused or obsolete Items
- Difficulty finding essentials
- Duplicate inventory

KEY ACTIONS:

- ✓ Identify unnecessary or obsolete items
- ✓ Apply red tags to questionable items
- ✓ Move tagged items to a designated review area
- ✓ Decide whether each item should be kept, relocated, recycled, or disposed of
- ✓ Organize the remaining items



One of the most effective techniques used during Sort is red tagging. Questionable items are tagged, moved to a designated review area, and evaluated before being kept, relocated, recycled, or discarded.

RECOMMENDED SOLUTIONS



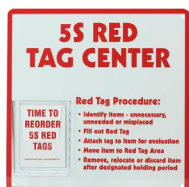
5S RED TAGS

Identify items that need to be reviewed before a decision is made.



COLOR-CODED BINS

Separate and organize the items that remain after sorting.



5S RED TAG CENTERS

Create a centralized location to track tagged items and manage the evaluation process.



TOTES & CONTAINERS

Transport and temporarily store materials during the sorting process.

Expected Result: Cleaner workspaces, more available space, better visibility, and less time wasted searching for unnecessary items.

NEXT STEP

STEP 2: SET IN ORDER

CREATE A PLACE WITH EASY ACCESS TO EVERYTHING

WHAT IS SET IN ORDER?

Once unnecessary items have been removed, the remaining tools, materials, and supplies should be organized so they are easy to find, use, and return. A well-organized workspace reduces wasted motion, improves productivity, and supports consistent workflows.



COMMON CHALLENGES:

- Tools are hard to find
- Items stored inconsistently
- Inefficient workspace layouts
- Poor use of storage space
- Lost or misplaced tools

KEY ACTIONS:

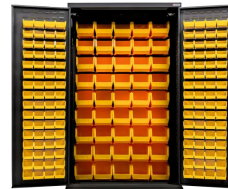
- ✓ Assign a designated location for every item
- ✓ Store frequently used items within easy reach
- ✓ Organize items based on frequency of use
- ✓ Maximize vertical storage space
- ✓ Clearly identify storage locations

RECOMMENDED SOLUTIONS



SHELVING

Organize materials while maximizing storage capacity.



CABINETS

Securely store tools, supplies, and equipment.



5S SHADOW BOARDS

Create designated locations for frequently used tools.



STORAGE PANELS

Organize hand tools and supplies using vertical storage.

Expected Result: Reduced search time, improved productivity, better organization, and more efficient workflows.

NEXT STEP

STEP 3: SHINE

BUILD A CLEANER, MORE RELIABLE WORKPLACE

WHAT IS SHINE?

SHINE focuses on cleaning the workplace while inspecting equipment and work areas for potential issues. Regular cleaning helps identify problems early, improves safety, and supports reliable operations.

COMMON CHALLENGES:

- Dirty work areas
- Safety hazards
- Equipment issues go unnoticed
- Inconsistent cleaning routines
- Overflowing waste containers

KEY ACTIONS:

- ✓ Deep clean work areas
- ✓ Establish daily cleaning routines
- ✓ Inspect equipment while cleaning
- ✓ Remove waste promptly
- ✓ Keep cleaning supplies readily available



RECOMMENDED SOLUTIONS



CLEANING TOOLS

Support daily cleaning and maintenance tasks.



FLOOR CLEANING MACHINES

Improve cleaning efficiency across large areas.



TRASH & RECYCLING

Keep waste organized and workspaces clean.



JANITORIAL & CLEANING CARTS

Keep cleaning supplies organized and mobile.



CLEANING CHEMICALS & LUBRICANTS

Remove contaminants while supporting equipment maintenance.

Expected Result: Cleaner facilities, improved workplace safety, better equipment reliability, and a more professional environment.

NEXT STEP

STEP 4: STANDARDIZE

CREATE CONSISTENT HABITS, MAKE THE PROCESS REPEATABLE

WHAT IS STANDARDIZE?

STANDARDIZE establishes the visual controls and workplace standards that keep the first three steps consistent. Clear expectations make it easier for employees to follow the same processes every day.

COMMON CHALLENGES:

- Inconsistent work practices
- Missing or unclear labels
- Unmarked storage locations
- Lack of visual standards
- Confusing workflows

KEY ACTIONS:

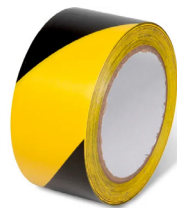
- ✓ Document workplace standards and procedures
- ✓ Label storage locations and equipment
- ✓ Mark aisles, work zones, and pathways
- ✓ Document standard procedures
- ✓ Communicate expectations consistently

RECOMMENDED SOLUTIONS



WAREHOUSE AISLE SIGNS

Clearly identify storage locations and work areas.



MARKING & WARNING TAPE

Define pathways, equipment locations, and safety zones.



SHELVING LABEL HOLDERS

Keep storage locations clearly identified and easy to update.



SAFETY SIGNS & TAGS

Reinforce workplace standards and communicate important information.

Expected Result: Greater consistency, improved communication, fewer errors, and easier employee onboarding.

NEXT STEP

STEP 5: SUSTAIN

CONTINUOUSLY INTEGRATE AND IMPROVE

WHAT IS SUSTAIN?

SUSTAIN is about reinforcing the standards established during the first four steps through regular audits, employee engagement, training, and continuous improvement.

COMMON CHALLENGES:

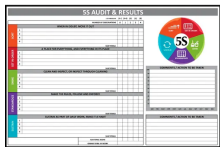
- Old habits return
- Standards are not maintained
- Inconsistent audits
- Limited accountability
- Declining employee engagement

KEY ACTIONS:

- ✓ Conduct regular 5S audits
- ✓ Review performance and identify improvement opportunities
- ✓ Reinforce workplace expectations through visual management
- ✓ Keep safety documentation current and accessible
- ✓ Recognize and encourage continuous improvement



RECOMMENDED SOLUTIONS



5S PLANNING & AUDIT RESULTS BOARD

Track audits, responsibilities, and improvement activities reviewed before removal or relocation.



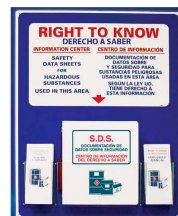
LOCKOUT TAGOUT DEVICES & TAGS

Reinforce standardized safety procedures and ensure compliance for workplace safety regulations.



5S PLANNING & AUDIT RESULTS OVERLAYS

Update and customize existing boards for ongoing 5S management.



RIGHT-TO-KNOW STATIONS & BINDERS

Keep required safety information organized, accessible, and compliant.

Expected Result: A workplace culture that supports continuous improvement, stronger accountability, better compliance, and long-term operational excellence.

NEXT STEP

BEYOND THE FIVE STEPS:

EVALUATE IMPACT, MEASURE SUCCESSIONS, IDENTIFY TANGIBLE & INTANGIBLE BENEFITS

WHY MEASURE?

You cannot improve what you do not measure. Tracking key performance indicators (KPIs) helps determine whether your 5S initiative is delivering meaningful benefits and identifies opportunities for continuous improvement.

WHAT SHOULD YOU MEASURE?

Operational Efficiency	Quality	Workplace Performance	Financial
Productivity	Defect or Error Rates	Safety Incidents	Cost Savings
Time Savings	Rework	Employee Engagement	Waste Reduction
Cycle or Service Time	Customer Satisfaction	Audit Scores	Inventory Optimization

SAMPLE KPIs

Manufacturing	Service
Throughput	Customer Satisfaction
Lead Time	Response or Service Time
Defect Rate	Error Rates
Overall Equipment Effectiveness (OEE)	Productivity
	Cost Savings

Expected Result: Organizations can measure the impact of their 5S program, demonstrate business value, and identify opportunities for continuous improvement.

BUILD LEADERSHIP & TEAM SUPPORT FOR 5S

WHY IT MATTERS

A successful 5S program depends on more than tools and processes. Lasting results require leadership commitment, employee participation, and a shared understanding of the benefits.

STRATEGIES TO BUILD LEADERSHIP SUPPORT:

Speak Their Language:

Highlight metrics they care about.

Address Perceptions:

Show how small changes can lead to significant impact (10 minutes a day in filing adds to thousands of hours saved annually).

Use Competitive Edge:

Emphasize how 5S helps stay ahead of competition by improving processes and launching products faster.

Show Company-Wide Relevance:

Highlight how 5S can be applied to all departments, not just production (marketing team completing projects faster, HR streamlining hiring and onboarding).

STRATEGIES TO ENGAGE TEAMS:

Motivate the Teams to Use 5S:

Listen to objectives and show how standardized processes simplify work.

Make it a Team Sport:

Host brainstorming sessions to gather ideas and encourage ownership of 5S solutions.

Provide Ongoing Support:

Offer regular training, workshops, and mentorship programs.

Celebrate Wins:

Recognize achievements and share measurable results, such as reduced response times.

Link 5S to Personal Growth:

How it enhances skills like organization, problem-solving, and teamwork.

Identify 5S Champions:

Those who are enthusiastic can mentor and empower others.

Conclusion

The most successful 5S programs are not one-time projects, they become part of the organization's culture. Small, consistent improvements, supported by leadership and embraced by employees, create lasting operational excellence.

READY TO PUT 5S INTO ACTION?

Global Industrial has the products, solutions, and expertise to help keep your operations running strong.

**LET'S GET
STARTED**

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