

# A Guide to 5S Workplace Organization



At Mid-Land Enterprises, we are called out to work in facilities with foreign work environments and different schedules. Our scope of work may include coming on to your line and making a small repair, performing a maintenance procedure, or we may settle in for a job too big to distract your regularly scheduled employees from their day-to-day operations. Whatever the case, we implement the 5S Workplace Organization Methodology to complete our work with minimal interruption to your line using efficient time management to protect your bottom line.

Sometimes simply referred to as “5S”, this workplace housekeeping system is part of a continuous dedication to lean manufacturing. “A place for everything, and everything in its place,” is the mantra of this method. As we bring our tools into your facility to work alongside your employees, the 5S system reduces waste and optimizes productivity through the maintenance of an orderly workspace.

We have created this guide so you can also comprehend the benefits of this system.

# 1 Sort

Sorting not only saves time and space, but it also identifies annoyances in the workflow allowing them to be quickly remedied. Without a sorting process, communication between workers is diminished, and that collaboration is imperative for improving productivity.



# 2 Set in Order

Being able to find what you need when you need it is the ultimate process for eliminating waste. The standardization of workplace order reduces time waste and leads to a leaner inventory. This means things can be found when they are critically needed. Unsafe conditions are also identified in this step since order can create a more predictable workflow leading to less risk.

# Shine

Not only do we focus on where our tools are, we also monitor what condition they are in at all times. The concept of “shine” can mean very literally keeping everything clean. Keeping a tool in the right condition can help us identify when to replace a tool as the defects of wear and tear become more obvious. It also can lead us to request more light for a job. Which improves morale as the working condition improves. This consideration guards against poor morale that can spread when a place is dimly lit and not properly clean. Pride in our work is shown in this pillar.



# Standardize

At Mid-Land Enterprises, we can count on our team to fully understand and implement our standard operating procedures. As multiple people work together on a task, it is important that the standardization of these processes is well established. The effect of having total team “buy-in” into this methodology creates an equal working relationship, wherein everyone is expected to do their part to maintain the levels of excellence. Standardization also must include a voice for anyone on the team to identify a need and be rewarded for continual improvement of the system.

# Sustain

As with any great idea, execution is key. Once execution starts, however, consequences must follow for lack of maintenance. Any great organization methodology will stand the test of time if the rewards and losses are clearly defined and equally measured.



While the 5S Workplace Organization Methodology is a standard, each job is different. At Mid-Land Enterprises, our employees are trained to constantly brainstorm ideas for improvement for any given situation. As a third-party, highly-skilled workforce, we know that these standards are the basis for the quality of work our repeat customers have come to expect from us.



Hang this at your workplace as a reminder of the 5S guide.

# Your Guide to Workplace Organization

**5S**

- Sort
- Set in order
- Shine
- Standardize
- Sustain

For nearly two decades Mid-Land Enterprises has been honored to serve Joplin, Missouri and the Mid-West with quality products and services. Our company takes pride in building structures, components and millwright services with professional personnel who commit themselves to operating in a safe environment. Discover why so many trust the team at Mid-Land Enterprises.



417.782.7168  
mid-landenterprises.com

