

“5S” Plan For the New OMHS Hospital

Sort: Removing clutter and all unnecessary items from the work environment; items are brought or stored only when they are needed and are removed from the site when no longer required. This applies to paper, drawings, and other office items, as well as materials and equipment.

Set in Order: Identifying the location where items will be used and placing those items close at hand; creates a place for everything, and requires that everything be put in its place. Items and storage vessels are clearly labeled or marked. Materials brought into the building should be on wheels to the greatest extent possible.

Shine/Sweep: Creating an orderly and clean workspace with continuous clean-up; visual and physical protocol for continuous disposal of refuse; schedule for regular clean-up; visual displays to support.

Standardize: Keep processes consistent to create predictability and simplicity across all project team members. Publish “Standard Best Practices” for implementing the 5S Program, but challenge continuous improvement.

Sustain/Self-Discipline: Creating the expectation that satisfying the plan covering the first four elements is the minimum, and Lean Partners and high performers are expected to continually evolve and improve the systems.