



5S is a philosophy applied in the workplace that helps promote efficiency and effectiveness. The 5 principles help to achieve a well-organized and safe working environment. A cluttered and untidy workplace can lead to low productivity, worker dissatisfaction, and re-occurring accidents.

1. Sort – All items, equipment, and materials should be neatly arranged, and all unnecessary objects should be removed. The objective is to reduce clutter and make it easier to locate the resources needed for work.

- Keep only necessary tools, equipment, materials, and supplies.
- **Eliminate clutter** and unnecessary objects.
- Keep work, walking, and standing areas free of trip hazards.

2. Straighten (Set in Order) – Organize items so they are easy to find, use, and return to their proper place.

- Clearly identify and store tools, equipment, and materials.
- **Label containers, storage areas, and workspaces.**
- Keep PPE requirements clearly marked.
- Ensure emergency equipment, stop switches, breakers, fire extinguishers, and exits remain visible and accessible.
- Maintain clearly marked aisles, walkways, forklift routes, and emergency egress paths.

3. Shine – Maintain a clean and orderly workplace to improve safety and productivity.

- Clean work areas, machinery, tools, and equipment regularly.
- Keep storage containers clean, organized, and in good condition.
- Maintain PPE, cleaning equipment, and safety signage in good condition and readily available.
- Follow established cleaning schedules and responsibilities.

4. Standardize – Create consistent procedures to maintain organization and cleanliness across all work areas.

- Return tools and equipment to designated locations after use.
- Keep maintenance records current and accessible.
- Dispose of waste materials regularly.
- Maintain adequate lighting, ventilation, and overall workplace conditions.

5. Sustain (Self-Discipline) – Make 5S a daily habit and continuously improve the workplace.

- Participate in routine 5S inspections and activities.
- **Take ownership** of housekeeping and organization responsibilities.
- Allocate time for regular cleanup and workplace improvements.



Check out this video for more tips!

<https://www.youtube.com/watch?v=aivUQQhNTDs>



Toolbox Talk Attendance Form

Supervisor / Project Manager: _____ Date: _____

PRINT NAME	SIGNATURE