

## HOW TO.....ELIMINATE WASTEFUL BUSINESS ACTIVITY

There are some simple things small and medium organisations can do to improve productivity in the workplace, and they don't include time and motion assessments.

A key contributor to low productivity is wasteful activity, so if you want to identify and eliminate wasteful activity from your business (and who wouldn't), read this guide.

### The 5s Waste Elimination approach

The 5s approach to eliminating wasteful activity is a housekeeping system developed by the Japanese to create a better working environment.

The concept is based on 5 Japanese words:

Seiri (Sort)      Seiton (Set in order)

Seiso (Shine)    Seiketsu (Standardise)

Shitsuke (Sustain)

#### ✓ Step 1: Sort (seiri)

Focus on removing all unnecessary items from the workplace to free up space and reduce the amount of work required to look after what you do have.

- ✓ Check for damaged and obsolete equipment and get rid of it
- ✓ Go through your paperwork and destroy anything you no longer need

#### ✓ Step 2: Set in Order (seiton)

Now create effective storage, making everything easy to find and use.

- ✓ Label files and boxes so people know where things are
- ✓ Make sure everything has a home

#### ✓ Step 3: Shine (seiso)

Make sure areas and tools are kept clean and in good condition so that work can be performed effectively.

- ✓ Give your workplace a good clean (people are much more likely to keep clean places tidy)

#### ✓ Step 4: Standardise (seiketsu)

This 's' is about ensuring 'sort', set in order' and 'shine' are maintained become business as usual (BAU).

- ✓ Use visual and documented approaches such as cleaning schedules, audits and checklists to ensure this happens

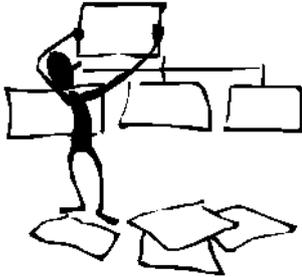
#### ✓ Step 5: Sustain (shitsuke)

Don't let wasteful activities creep back in to your workplace.

- ✓ Maintain the standards through good housekeeping

## HOW TO.....ELIMINATE WASTEFUL BUSINESS ACTIVITY (Cont'd)

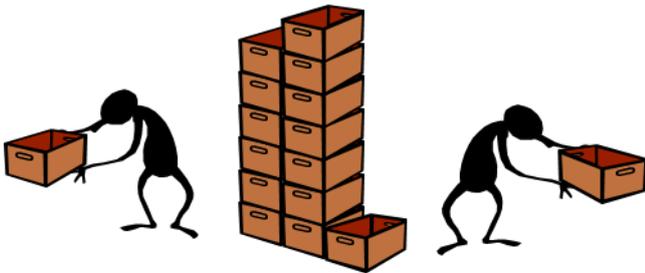
Types of waste you might have in the workplace



**Wasting knowledge**



**Waste of time**



**Waste of Inventory**



**Waste from Defects, scrap and rework**



**Waste from Transporting**



**Waste of Over producing**

I hope you found this guide useful. Contact me at [Karen@KDHRSolutions.com](mailto:Karen@KDHRSolutions.com) if you would like more information.