

CREATING A 5S TEAM



A balanced team is required for a successful 5S project.

A 5S team generally consists of 4 – 6 team members and may include team members from any department/unit that uses the area where the 5S project is being implemented.

The following should be considered when selecting members for a 5S team:

- New staff
- Experienced staff
- Staff from various shifts (Days/Evenings/Nights/Weekends), as appropriate
- Staff from other departments/units that use the space
- Chuckers (those who enjoy removing clutter/unused items)
- Keepers (those who prefer to keep all items)



Change Management

During a 5S project, items may be discarded. It is important to recognize that this change can be challenging for some team members.

- Chuckers may find this process exciting, almost therapeutic
- Keepers may find this process stressful

During the initial meeting with the team, review the sorting guidelines of the 5S process. Refer to these guidelines to assist in keeping the team on track and understanding why items are removed/discarded. The Red Tag Area is useful as well, as it allows for a space for items to be reviewed at the end of the project.

If the project has the potential of spread (being applied to other areas), it may be beneficial to have participants from those location(s) as part of or “special guests” on the team.