



5'S HOUSEKEEPING STRATEGIES

WHO SHOULD ATTEND?

Production, Factory, Product, Process, Line, Supply Chain, Project, Material – Line Leader, Supervisor, Planners, Executives, Managers and People involved in 5'S Housekeeping Implementation



SMI LEARNING OBJECTIVE

SMI SKILL ONE

List Down TEN Areas of 5'S Safety/Health Housekeeping Applications at Workplace

SMI SKILL TWO

Conduct 5'S Housekeeping Meeting to Implement 'New' 5'S Initiative!

SMI SKILL THREE

Creative 5'S Problem Solving – MOST Difficult 'S' and Practical Solutions!

SMI SKILL FOUR

Develop 'New' Safety and Health 5'S Housekeeping Programme for Workplace

SMI SKILL FIVE

Develop 5'S Housekeeping Action Plan – Win Stakeholder Commitment!

SMI SKILL SIX

Top Management Commitment and Support – Safety and Health in 5'S Housekeeping!

“ THE WORLD HAS CHANGED ”

The IMPOSSIBLE Happened! A Worldwide Shutdown 2020; this CHANGES EVERYTHING in 5's Housekeeping and a NEW NORMAL will emerge!

A Worldwide Recession, Business Model Change, Work from Home, Communication Delays, Reduced Investments, Compulsory Health Screening, IT Dependence, etc.

The more 'adept' companies will achieve Profits Faster. We MUST expect Supply Chain Disruptions, Vendor Financial Meltdown, Lack of Materials, Slow Operations, Unpredictable Demands and a myriad of NEW CHALLENGES, NEVER EXPECTED!

The 5'S Housekeeping RESET in Rethinking 'Traditional' Strategies, Persuade Stakeholders to CHANGE and Support New Safety/Health Initiatives – Creative Strategies, Practical Solutions and Move Away from Current Practices – It requires a Paradigm Shift!





5'S HOUSEKEEPING STRATEGIES

Smart Production –
Instill Housekeeping
Safety and Health
Habits

PART A “5'S HOUSEKEEPING POST-COVID 19 – SMART PRODUCTION”

1. **The ‘Smart’ Production 2021** – Customer Orders, Material Delays, Worker Retrenched, Cost Down Pressure, etc.
2. **5'S Housekeeping and Workplace Safety/Health** – Develop Positive Work Habits and Culture

PART B “5'S HOUSEKEEPING – PRE-COVID 19 PERFORMANCE”

1. **5'S COMMITTEE REFOCUS – WORKPLACE SAFETY and HEALTH**
 - A. **5'S Steering Committee Initiative** – Communication, Promotion, Inspection and Training of New 5'S Practices
 - B. **5'S Housekeeping Champion** – Overcome Difficulties/Challenges (People, Attitude and Commitment)
 - C. **SMI Skill ONE** – List Down TEN Areas of 5'S Safety/Health Housekeeping Applications at Workplace
2. **NEW 5'S HOUSEKEEPING – CONTINUOUS IMPROVEMENT**
 - A. **5'S Continuous Improvement** – Dynamic NEW 5'S Application in Safety and Health Programme!
 - B. **Propose 5'S Housekeeping Change** – Present 5'S Review, Opportunity to Improve and Proposal Approval
 - C. **SMI Skill TWO** – Conduct 5'S Housekeeping Meeting to Implement ‘New’ 5'S Initiative!

PART C “NEW’ 5'S HOUSEKEEPING – SAFETY and HEALTH”

3. **WORKPLACE 5'S HOUSEKEEPING – YOUR BEST PRACTICES**
 - A. **Past and Present 5'S Housekeeping** – Review, Question, Motivating and Commend Best 5's Practices!

- B. **SEIRI** – Red Tag Strategy (Make, Attach, Identify), Taking Action and Schedule SEIRI Plan
- C. **SEITON** – Workplace Layout and Mapping (Organise, Storage, Shelving, Cupboards, Labels)
- D. **SEISO** – Daily Cleaning and Equipment Inspection (Before/After, 5 Whys) and Cleaning Log Book
- E. **SEIKETSU** – Visual Checklist (Organised, Orderly, Clean) Turn Habits to Natural and Standard Behaviour)
- F. **SHITSUKE** – Training and Self-Discipline (Awareness and Excitement), Celebrate, Inspect and Review
- G. **SMI Skill THREE** – Creative 5'S Problem Solving – MOST Difficult ‘S’ and Practical Solutions!

4. **SAFETY and HEALTH in 5'S IMPLEMENTATION**
 - A. **Safety and Health Workplace Changes** – PPEs, Touch Points, Social Distancing, Hand Wash)
 - B. **Apply Safety and Health Shitsuke** – Implement Training, Self-Discipline and Daily Reminders
 - C. **SMI Skill FOUR** – Develop ‘New’ Safety and Health 5'S Housekeeping Programme for Workplace

PART D “PRACTICAL 5'S HOUSEKEEPING PLAN”

5. **5'S HOUSEKEEPING PROGRESS TRACKING**
 - A. **5'S Progress Tracking** – Identify and Resolve 5'S Implementation Issues and Obstacles
 - B. **Develop 5'S Housekeeping Schedules** – Organise Meeting and Discuss Implementation Deadlines
 - C. **SMI Skill FIVE** – Develop 5'S Housekeeping Action Plan – Win Stakeholder Commitment!
6. **MONITOR and REPORTING 5'S PERFORMANCE**
 - A. **Monitor 5'S Housekeeping Implementation** – Tracking and Follow-up (Daily, Weekly and Monthly)
 - B. **Identify 5'S Performance Improvement Areas** – Develop Pro-Active Action to Prevent Failures
 - C. **SMI Skill SIX** – Top Management Commitment and Support – Safety and Health in 5'S Housekeeping!