



BRIDGE Academy Toolkit

6-S

6-S is a tool designed to help build a quality work environment—both physically and mentally. It is a foundational tool of process improvement because it is effective at promoting continuous improvement across the whole organization, from individual workspaces to enterprise-level data storage.



Sort	Eliminate what is not needed and keep the tools and materials that you need most often closest to you. <ul style="list-style-type: none">• Eliminate broken or out-of-date items• Store infrequently used items in a central location• Red-tag non-essential items that are being considered for elimination
Straighten	Organize the items that remain <ul style="list-style-type: none">• “A place for everything and everything in its place”• Label items clearly and consistently
Shine	Clean the work area <ul style="list-style-type: none">• Be thorough – clean all workspaces including under and behind equipment• Routine cleaning reduces distractions and health risks and makes it easier to detect problems
Standardize	Define the best way and be consistent <ul style="list-style-type: none">• Standardize storage containers• Create standardized naming conventions
Sustain	Make 6-S a way of life <ul style="list-style-type: none">• Recognize 6-S efforts in the organization• Adhere to maintenance schedules• Audits and checklists
Safety	Eliminate opportunities for injury <ul style="list-style-type: none">• Evaluate ergonomics• Ensure safety equipment is available and functional• Train staff on appropriate safety measures