

5S WORKPLACE SELF-CHECK

Is your workspace working for you?

A 2-minute, 10-point self-check for small operators.

A disorganised workspace doesn't announce itself — it just quietly costs you. Minutes lost hunting for the right tool, jobs redone because something went missing, a new starter who can't find anything. The fix is rarely more space or more shelving; it's a system. Here are ten signs of one that's working.

Tick each statement you can honestly answer YES to today.

- Every tool and item has one obvious home — and it goes back there, not 'somewhere near there'.
- A new starter could find what they need on day one without asking three people.
- You're not buying duplicates because no one could find the one you already owned.
- Nothing's stored 'just in case' that hasn't been used in the last year.
- The space gets reset at the end of a shift — not just when it becomes unbearable.
- Walkways, exits and access points are clear every day, not just before an inspection.
- What lives where is obvious at a glance — labels, zones, shadow boards — not held in someone's head.
- The layout matches the order the work actually happens in.
- There's one known standard for 'tidy' that everyone follows, not each person's own version.
- Someone owns keeping it that way — it doesn't slide back the moment things get busy.

YOUR SCORE — count your ticks

8–10	<p>Running well</p> <p>The system's largely there — protect the few gaps you couldn't tick, because that's usually where the lost time hides.</p>
5–7	<p>Slipping</p> <p>You're losing more time and money to disorganisation than you'd think. A focused reset claws most of it back fast.</p>
0–4	<p>Working against you</p> <p>The space is costing you every shift. The good news: every item here is fixable, in a sensible order.</p>

The next step

This self-check tells you **where** the space stands. A **5S Readiness Scope** tells you exactly which gaps are costing you, what a reset would involve, and what it'd take to make it stick — assessed on-site and handed to you as a written plan.

Book a 5S Readiness Scope → info@fixingprocesses.com · 0431 195 889