



# LEAN

Increase Efficiency and Organization  
with Akro-Mils and 5S Lean

***sort • set in order • shine • standardize • sustain + safety***



# *sort • set in order • shine • s*

## 5S Lean and Akro-Mils

**5S Lean is a methodology to improve efficiencies and enhance operational performance.** By incorporating industry-leading products from Akro-Mils, you can easily:

- Improve inventory levels
- Reduce inventory cost
- Create extra workspace
- Improve safety
- Decrease downtime
- Develop control through visual cues
- Boost employee morale through empowerment and accountability
- Identify problems faster
- Promote stronger communication among teams



**Before**



**After**



# *standardize • sustain + safety*



AN

**Converting your workplace to 5S Lean with Akro-Mils products is smart business!**

Organizations that invest in a 5S process gain productivity, create higher quality products and lower operating costs by simply implementing a system of waste removal, visual identification and efficient use of space.

Whether choosing bins, containers or carts from our extensive selection, or creating a custom system, Akro-Mils' innovative products and services add value at every stage of your 5S operation – **improving your productivity and performance!**





# sort

**Reduce-Remove-Renew**

**Sort it out! The first step is to organize the work areas, leaving only those tools and materials necessary to perform daily activities.**

## Sort

- Use Akro-Mils bins to sort and separate like parts in small or large work spaces
- Bins feature large hopper front for easy access and faster picking
- AkroBins® are available in 14 sizes and 7 colors for total visualization. Five additional colors are available in limited sizes
- Clear bins provide maximum visibility and easy identification of supplies
- Shelf Bins and ShelfMax® Bins will fit on new or existing shelving systems

## 5S Red-Tagging

- Identify items that are not necessary or are used infrequently



- Use Akro-Mils mobile carts, platform trucks or dollies to temporarily hold and transport red-tagged items for removal

### **Eliminate**

- Remove and relocate unnecessary items from the work area
- Use Akro-Mils Attached Lid Containers, Nest & Stack Totes and Super-Size AkroBins® to store unnecessary items away from the work area until a decision can be made to keep or dispose of them

Akro-Mils offers a variety of products to assist during the sort stage. Organizing the items that you have will help to determine what is needed and lay the foundation for your 5S program.





# set *in* order

**Everything Has Its Place**

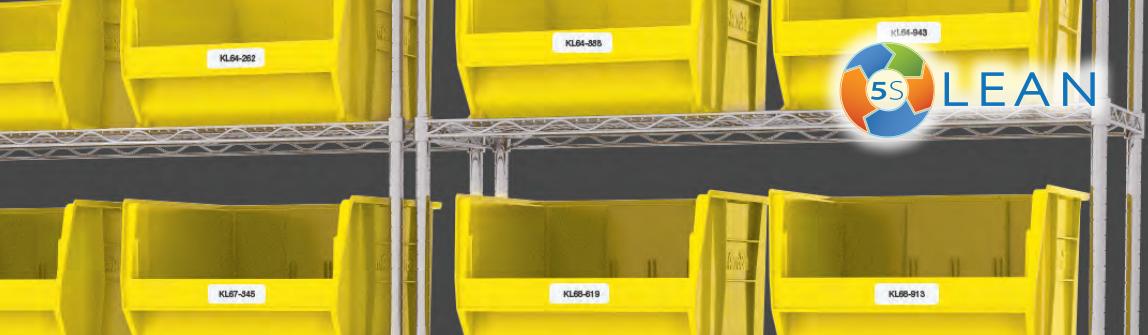
**Frequently used work station materials and tools should be arranged so that all needed items are easy to get to and accessible for anyone to find.**

## Organize

- Work areas should be organized in a way that makes the most efficient uses of shelving, racks, counter areas and floor space, keeping frequently used items within reach
- AkroBins®, Shelf Bins and ShelfMax® Bins let you store items used together close to each other
- Orderliness eliminates waste in production and clerical activities
- Use 1:1 labeling. Label both the bin and its space on the shelf to ensure parts are always returned to their proper location

## Create Space

- Louvered Hanging Systems create vertical storage and help to make the most of an area



- Wire and steel shelving systems create customized storage systems to fit any workspace
- Akro-Mils mobile systems are versatile centers that keep items organized and within reach at all times

### Designated Areas

- Use bar codes, Akro-Mils adhesive labels or Akro-Mils card holders on bins or shelving units for accurate inventory control
- Use parking spots for mobile waste receptacles, carts, hand trucks and dollies

Create a clutter-free workspace by using Akro-Mils products. AkroBins and Shelf Bins give you the flexibility to customize storage areas through color coding. We also offer many panel and rail hanging systems, steel shelving or rack systems for sorted inventory and materials.





# shine

**Polish-Protect-Prevent**

**Prevent dirt from accumulating and develop a cleaning maintenance schedule to help protect parts and equipment from dirt, dust and debris.**



## Cleaning

- Checking the condition of equipment should be included as a cleaning task to help identify early warning signs of unplanned breakdowns

## Protect

- Store materials securely with lids to keep items clean and protected
- Akro-Grids have divider options to customize individual compartments for parts, plus optional lids to keep out dust and debris
- Many Akro-Mils plastic products are resistant to oils, chemicals and weak acids
- AkroDrawers® with enclosed shelving systems help keep supplies, parts and tools secure and dust-free



- Easy-to-clean Nest & Stack Totes and Attached Lid Containers nest when empty for efficient organization and storage

Many Akro-Mils products have lids available to prevent dust and dirt from accumulating on supplies. Items such as Universal Hanging Bins, Attached Lid Containers, Nest & Stack Totes, Akro-Grids, InSight® Bins and AkroBins® help protect your products and keep items clean.





# standardize

## Best Practice Methods

Benchmarking and evaluation tactics should be utilized to maintain a consistent approach for carrying out tasks and procedures.

### Systematic Approach

- Now that you have created an organizational system, develop procedures to keep your 5S method in operation

### Workflow

- Never run out of inventory by implementing a Kanban system. The Kanban Extended Label Holder uses a bright orange indicator flag to show a bin needs to be restocked.
- Indicator® Two-Tone Bins simplify visual recognition when supplies need to be replenished – never run out again!
- Super-Size AkroBins® securely stack atop each other, ensuring items stay in their proper places
- Portable work centers allow for easy mobility and integration of 5S duties into regular work responsibilities



- Easy Flow Gravity Hopper bins and racks are designed with an angled top opening for easy, consistent filling every time
- The 31620 smaller size option includes FIFO sliding shelf divider to help eliminate waste and expiration of product

## Consistency

- By standardizing operator work stations, non-value-added tasks are removed or corrected, which reduces downtime and increases output and efficiency

Akro-Mils' bins, carts and hoppers help create universal standards for each process such as color coding, labeling and uniform sizes. Consistent and clear standards will make the 5th S, *sustain*, easier to maintain.





## Continue

- Reinforcing and evaluating best practices will keep waste out of the process and provide a solid foundation from which to build improvements in the future

# sustain

Train-Reinforce-Measure

A disciplined and committed workflow process empowers workers to improve and maintain the workplace. When employees take pride in their work, it leads to greater job satisfaction and higher productivity.

Akro-Mils products help sustain any 5S Lean process – sort and shine, remove unnecessary handling steps and create streamlined practices and workflow.

Our plastic and steel material handling products promote effective storage, organization and transport systems to boost efficiency and reduce costs in any work environment.



# safety

**5S Equals a Safe Workplace**

Reduce the risk by removing clutter and unnecessary waste in the workplace.

## Prevention

- In addition to a cleaner, higher quality and better functioning workspace, incorporating 5S techniques will also reduce the risk of potential hazards or accidents

## Quality

- Manufactured under rigorous ISO 9001 standards
- Products are quality tested to ensure performance expectations
- Products optimize productivity and customer satisfaction
- Enhance efficiencies and minimize confusion



# *sort • set in order • shine • s*

## 5S Lean and Akro-Mils

The focus of a lean environment is to remove unnecessary wastes from the process and create an efficient workplace. Identifying what wasteful actions exist helps companies discover inefficiencies that increase cost and provide little value to the customer. There are typically **8 wastes** that can exist in current practices, and the idea is to evaluate and focus on those areas that need corrected.

### THE 8 WASTES:

- 1. Overproduction:** Producing more than what is needed for a job or schedule.
- 2. Waiting:** Idle time that can be spent doing something productive.
- 3. Transportation:** Handling more than once, delays in moving materials or unnecessary handling during the completion of tasks.
- 4. Overprocessing:** Extra actions or operations that are performed outside the scope of the customers' needs.

- 5. Excessive Stock:** Any surplus supplies or tools that are unnecessary to the job at hand.
- 6. Unnecessary Motion:** Any action or movement that adds no value to the final product.
- 7. Producing Defects:** Any rework that results in scrap or is substandard to quality performance.
- 8. Untapped Creativity:** Not utilizing all knowledge, ideas, skills and available resources employees have to offer.



# standardize • sustain + safety

# 3 wastes



Akro-Mils offers a 5S Kit – featuring a variety of samples of our products – which is a great tool to use in forming your own customized 5S plan.

Contact Akro-Mils to request  
your 5S Kit to get started today!  
**800.253.2467 • akro-mils.com**





# LEAN

Increase **Healthcare** Efficiency and Organization  
with Akro-Mils and 5S Lean

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# 5S

## Lean

Healthcare Solutions

**5S Lean is a methodology to improve efficiencies and enhance operational performance.**



### Increase Efficiency and Organization with Akro-Mils and 5S Lean!

A well-organized supply room is critical in medical, pharmacy or laboratory settings. Extra time spent by physicians, ancillary staff, and nursing staff searching for supplies can affect the timeliness and quality of care being given to your patients.

By incorporating industry-leading products from Akro-Mils, you can easily:

- Improve workflow and productivity
- Reduce PAR levels
- Develop a cleaner, more efficient environment
- Create extra workspace
- Increase safety
- Reduce wasted time and effort
- Boost employee morale
- Ensure improvements remain intact



# sort

Reduce-Remove-Renew

Sort and group medical supplies and remove infrequently used items.



There are a variety of Akro-Mils products available to assist with these steps.

AkroBins® are available in an assortment of colors and sizes. InSight® Bins provide visibility to your supplies to speed up retrieval of patient items.



# set in order

Everything Has Its Place

Developing an effective identification system, color coding supplies by category or utilizing clear storage bins decreases time spent searching for items.



# standardize

## Best Practice Methods

Evaluate and improve organizational efficiencies. Standardize these methods throughout the medical/pharmacy facility.

# shine

Polish and Protect

An organized area is easy to keep clean and identify when items are out of place. Daily housekeeping should be conducted.

*Once an area is clean, keep it clean.*  
Employees should inspect for items that are out of place, expired or damaged during the daily cleaning routine.

Akro-Mils products, such as AkroBins® – used in a 2-bin Kanban system – and the Easy Flow Gravity Hopper, will protect product and initiate a FIFO retrieval of supplies.

Standardize by using a color coding and labeling system throughout the facility and organize supply rooms in a like manner – this will help staff find patient supplies quickly and efficiently.



# sustain

Train-Reinforce-Measure

Continuous training and involvement will help to obtain commitment from staff members.

*Sustaining your 5S model can be challenging.*

Commitment from the entire organization is essential to the long-term success of your program. Designated time to maintain, committed staff and Akro-Mils products are vital to this step.



Before



After

# +safety

5S Equals a Safe Workplace

A 5S area is a safe environment for employees and helps to create a positive image.

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