

# 5S Guide

## What is 5S?

5S is a key component to the “visual workplace” system where workers are presented with important visual information in the locations and at the times it is needed within a facility. The purpose of the 5S system is to organize a workspace in the most efficient and effective means possible. This can be achieved by identifying, using, and storing items in a standardized manner that is understood and adhered to by all team members.

## Why label for 5S?

A cost effective and efficient way to implement 5S practices in any facility, labeling can facilitate:

- Color-coding for quick visual reference
- Identification of assets, workspaces, etc.
- Uniform communication throughout the facility



### Benefits of implementing

- Increased worker productivity
- Reduced costs associated with loss and breakage
- Creates an overall safer work environment

## Breaking down the 5S system

The 5S's	What does it mean?	How to implement?
<b>SORT</b>	Eliminate all unnecessary tools, parts, and instructions.	<ul style="list-style-type: none"> <li>• Color code with labels</li> <li>• Designate workspaces</li> </ul>
<b>STRAIGHTEN</b>	Arrange tools, parts, and instructions so that all have a clearly marked “home”. Items used most frequently should be the easiest and quickest to locate.	<ul style="list-style-type: none"> <li>• Label both the tool and its designated home space</li> </ul>
<b>SHINE</b>	Clean all workspaces and equipment, keeping everything clean, tidy and organized.	<ul style="list-style-type: none"> <li>• Set a designated time to clean an area</li> </ul>
<b>STANDARDIZE</b>	Set uniform procedures and workstations through the facility to promote interchangeability.	<ul style="list-style-type: none"> <li>• Create standardized workstations</li> <li>• Train on maintaining work areas</li> </ul>
<b>SUSTAIN</b>	Enforce adherence of all rules and procedures to prevent unfavorable practices from returning.	<ul style="list-style-type: none"> <li>• Implement regular audits</li> </ul>



## 5S Solutions from DYMO

Meet your 5S needs with industrial labeling solutions from DYMO. Designed to work exclusively with Rhino label makers, DYMO IND labels are tough - jobsite tested and UL recognized. Whether you're labeling to OSHA, ISO and ANSI color standards or labeling in harsh conditions, DYMO IND labels have you covered.



up to  
1"



up to  
3/4"



up to  
3/4"



### Rhino™ 6000

single 1734519 | kit 1734520

### Rhino™ 5200

single 1755749 | kit 1756589

### Rhino™ 4200

single 1801611 | kit 1835374

### Rhino™ M1011

kit 101105



### IND Vinyl Labels

- Ideal for both indoor and outdoor applications
- Available in the widest range of OSHA, ANSI and ISO color standards
- UL recognized as a component to UL 969
- RoHS compliant
- Length: 18 ft



UV  
Resistant



Water  
Resistant



Temperature  
Resistant  
-40° to 176°F



Oil  
Resistant



Chemical  
Resistant



### IND Embossing Labels

- For heavy-duty, extreme condition labeling
- Ideal for marking pipelines, underground cables, engine parts, building materials and more
- Compatible with Rhino M1011 Embosser Kit only



### IND VINYL LABELS FOR 5S

Label Color / Width	1/2 in For use with Rhino™ 4200, 5200, 6000	3/4 in For use with Rhino™ 4200, 5200, 6000	1 in For use with Rhino™ 6000
	DYMO #	DYMO #	DYMO #
A	18444	18445	1805430
A	18432	18433	1805431
A	18435	18436	1805427
A	1805413	1805419	1805425
A	1805416	1805422	1805429
A	1805435	1805436	1805432
A	1805414	1805420	1805426
A	1805243	1805417	1805423
A	1805415	1805421	1805428
A	1805412	1805418	1805424

### IND METAL EMBOSSING LABELS

Label Material	1/2 in For use with Rhino™ M1011 only	Adhesive Strength
	DYMO #	
Aluminium	31000	Non-Adhesive
Aluminium	35800	Adhesive
Stainless	32500	Non-Adhesive

To learn more about labeling solutions from DYMO, contact your DYMO sales representative or visit us online at [dymo.com](http://dymo.com)

DISTRIBUTED BY:  
DYMO, ATLANTA, GA 30328  
800-426-7827: [WWW.DYMO.COM](http://WWW.DYMO.COM)

[www.labelcity.com](http://www.labelcity.com)



A NewellRubbermaid Brand