

KEY MESSAGES

- **Store — Find a permanent place for needed items.**
- STORE is the second S in the 5S approach. It builds on the success we achieved during SORT. Now that we have only what we need, we'll work with our team to find a permanent place for all remaining items.
- The benefits of the STORE phase are to:
 - Create a visually organized and uncluttered space.
 - Visibly show what belongs or what is missing from an area.
 - Gain efficiency by making it easier and faster to find and replace items.
 - Create a safe and ergonomic workspace.
- Our goal is to reduce motion and save time by keeping frequently used items closer to the area where they are needed than those items that are used less frequently.
- We will make sure that heavy or sensitive items are stored safely, and that they can be accessed safely in the future.
- By taking the time to consider the specific needs for each item, we will create a more functional and efficient space where visualizing daily processes and spotting discrepancies are made easier.

TIPS

- When preparing the area after the Sort phase, group items that are used to complete a task together and note how often an item is used.
Ask yourself:
 - How often and where is each item used?
 - Where is the best place to store it?
- Next, work on “right-sizing” to ensure that you are storing the proper amounts. Use questions to help make the decisions on quantity:
 - How often is this used?
 - How much of each item do you need?
 - When should they be replenished?
 - How many times do we run out of this?
 - How many of these items are needed daily and how many do I currently have in the department?
- Label and indicate each item, whether it's a desk or an IV pole. This will help the team identify where each item should be placed. Shareable items within your department should be kept in a more central location, while frequently used items should be kept closer to the area where they are needed.
 - A Spaghetti Diagram is a simple tool that can help the team determine the most suitable storage location for their items.
 - What is the best location or position to minimize staff motion or having to move or transport items?
 - Are items positioned and moved in and out of the area to support an efficient workflow?
- Utilize visual management to indicate placement and quantities needed.
 - Once everything is in its place, use labels, hospital approved tape and signs to help visualize the sequence of the process.

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- Utilize storage techniques such as:
 - Right-sized storage containers that only allow the proper amount of inventory.
 - Racking that allows for easy access and resupply.
 - Color-coded bins for supplies that possess many items
 - Shadow boards for equipment and tools.
- Identify the best locations or positions for items to promote safe ergonomics such as squatting, bending, reaching or preventing tripping. Ergonomics and employee and patient safety are priorities.

ACTION ITEMS FOR MANAGERS

- Share the STORE phase information and key messages with your team in your daily huddles and department meetings.
- Ensure the 5S Campaign flyer is on your communication board.
- Inform your team about the upcoming 5S Audit.
- Select the team members who will assist in organizing items and confirm their participation.
 - Block time on calendars for STORE activities.
- Consider visiting other departments for ideas on the STORE process.

BEFORE STORE PHASE BEGINS

- Communicate expectations and logistics to your STORE team members.
- Gather supplies.
 - Consider the tools your team needs to organize supplies and equipment, such as shelving, racks, storage bins, drawer organizers, peg boards, hooks, adjustable tables, hospital approved tape/paint, ladders, stools, label maker and laminator for signs and arrows.
- Complete the 5S Audit. During the audit, take pictures of the space in its current state.
 - Post the audit on your huddle board, add the audit results to the Leadership Teams Channel and discuss the results with your team.
- Hang provided public-facing signage if completing the STORE phase in a patient or visitor area.
- For more training, an LMS course is available: “5S #1591379”

DURING STORE PHASE

- Check progress frequently and help the STORE team with issues or obstacles.
- Try the new storage process to test if items are stored in the best location before the final steps, such as painting, floor markings, and more permanent laminated signs, following the SHINE phase.
- Continue to communicate with your full team in daily huddles.
 - Share updates, wins, and next steps.
 - Seek feedback on ways to improve the process.
 - Discuss what improvements have been realized. (Space reduction in quantities, reduction in steps, reduction in time for locating an item, etc.)

