

A visual workplace is a productive and safe workplace.

5S: Transform Your Workplace

The 5S visual management system makes it easy to ensure your workplace is more organized, efficient, productive and safer. The 5S system first analyzes your workspace and removes unnecessary items. From there, it organizes essential items and efficiently cleans and maintains the workspace. Best of all, these steps quickly become part of your organization's daily routine.

Visual cues are a vital part of a successful 5S program. They help you communicate information to employees using color-coding, labeling and floor markings. Floor markings help employees recognize work cell boundaries, areas requiring special caution and locations for public spaces, such as restrooms, break rooms and recycling bins.

You can get started with the 5S system today—and begin transforming your workplace.

Implementing the 5S system is even easier with 3M™ Vinyl Tape 5S Color Coding Starter Pack. See back for details.



5 steps in the 5S system:

- 1. Sort:** Retain only the items and procedures necessary to do the job.
- 2. Straighten:** Ensure each item is kept in a designated place.
- 3. Shine:** Maintain clean and organized spaces.
- 4. Standardize:** Define standards for workspaces and procedures.
- 5. Sustain:** Keep up with established standards and procedures.

When implementing 5S, think 3M.



3M™ Safety Stripe Tape 5702 combine yellow and black stripes that call for attention, highlighting low hanging objects, protruding equipment or steps.



3M™ Vinyl Tape 471 clearly marks lanes, corridors and hazardous or no-go areas in factories, warehouses and hospitals.

Looking great longer: Colors are locked into the vinyl helping to maintain its vibrant color and reduce rework.

Excellent abrasion resistance provides long service life: Durable vinyl backing resists abrasion, scuffing, moisture, weathering acids and alkaline chemicals for long service life.

Ease of application and removal: 3M pressure-sensitive rubber adhesive sticks on contact to just about any surface for fast application with no dripping, drying, or clean-up.

Resists lifting: Flexible construction stretches and conforms to curved surfaces and around corners for a reliable tight fit.

For more information, call 1-800-362-3550 or visit 3M.com/IATD



3M Industrial Adhesives and Tapes Division
3M Center, Building 225-3S-06
St. Paul, MN 55144-1000
Phone 800-362-3550
Fax 877-369-2923
Web 3M.com/IATD



3M™ Vinyl Tape 5S Color Coding Starter Pack

Convenient pack of color coding vinyl tapes to help implement the 5S system by providing floor marking and safety identification. The included 3M™ Vinyl Tapes and 3M™ Safety Stripe Tapes come in a variety of bright colors that are locked into the vinyl for permanent high visibility. Perfect for lane marking, hazard and safety marking of floors, loading docks, shipping areas and warehouses.

When compared to painting, 3M™ Vinyl Tapes and 3M™ Safety Stripe Tapes are easy to apply requiring minimal downtime of production area thus increasing staff productivity.



| Pattern | Color | Where to Use* |
|---------|--------------|--|
| | Yellow | Aisles, walk-ways and traffic lanes, work cells |
| | Orange | Material or product inspection or temporary storage locations |
| | Red | Safety/first aid, defect/scrap area, red tag area |
| | Green | Materials and manufacturing, finished goods |
| | Blue | Materials and manufacturing, raw materials |
| | Black | Materials and manufacturing, work in progress |
| | Black/Yellow | Areas of potential health risks, extra caution needs to be taken |
| | Black/White | Areas to stay out of for operational purposes |

*Examples of where to use.

Ordering Information

| Part No. / Description | UPC | Size/Roll | Rolls/Box |
|--|--------------------|-----------|-----------|
| 3M™ Vinyl Tape 5S Color Coding Starter Pack | | | |
| 6 rolls 3M™ Vinyl Tape 471 (yellow, orange, red, green, blue, black) | | 2 in. | |
| 1 roll 3M™ Safety Stripe Tape 5700 black/white | 0-00-76308-97971-3 | x | 8 |
| 1 roll 3M™ Safety Stripe Tape 5702 black/yellow | | 36 yd. | |

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