

**Department of Education**  
**SPTVE**  
**SHIELDED METAL ARC**  
**WELDING (SMAW)10**  
**Perform Proper Housekeeping (5s)**  
**Quarter 2: Week 8 Module**



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## EXPECTATIONS

At the end of the lesson, the learner is expected to:

1. identify the 5S phases,
2. explain the importance of 5s and,
3. enumerate 5s in workplace.



## PRE-TEST

**Directions:** Match column A with column B. Write the letter of the correct answer on the blank provided before each item.

COLUMN A	COLUMN B
____ 1. standardize	A. Clean your workplace completely so that there is no dust on the floor, machinery and equipment.
____ 2. sort	B. Do things spontaneously without being told or ordered.
____ 3. self-discipline	C. Sort out unnecessary items and dispose them properly.
____ 4. systematize	D. Maintain high standard of workplace organization and house keeping at all times.
____ 5. Sweep	E. Arrange necessary items in good order so that they can easily pick for use.

**Directions:** Rewrite the following statements on a separate sheet of paper and supply the missing word to complete the sentence.

1. Do things \_\_\_\_\_ without being told or ordered.
2. \_\_\_\_\_ your workplace completely so that there is no dust on the floor, machinery and equipment.
3. Maintain \_\_\_\_\_ of workplace organization and house keeping at all times.
4. \_\_\_\_\_ necessary items in good order so that they can easily pick for use.

5. Sort out \_\_\_\_\_ items and dispose them properly.



## LOOKING BACK

Before you start with the new lesson, let us find out if you still remember the previous lesson on safety and health of welder.

**Directions:** Read the statements carefully. Write **TRUE** if the statement is correct and **FALSE** if it is incorrect. Write your answer on blank space provided before each item.

- \_\_\_\_\_ 1. You have to check if the welding machine and its cable are in good working condition.
- \_\_\_\_\_ 2. Do not use the oxy-acetylene equipment unless you know the safety procedures in operating it.
- \_\_\_\_\_ 3. Hazards may be encountered when using portable grinder.
- \_\_\_\_\_ 4. Biological hazards are related to a mental health and behavioral disorder.
- \_\_\_\_\_ 5. Poor workplace design and awkward body posture are examples of ergonomic hazard.
- \_\_\_\_\_ 6. Working near an electrical hazard is not dangerous and cannot be fatal.
- \_\_\_\_\_ 7. Welding fumes can result to major health hazards.
- \_\_\_\_\_ 8. Arc welding is a safe occupation when proper precautions are taken.
- \_\_\_\_\_ 9. The most common welding injury are burns and exposure to arc rays.
- \_\_\_\_\_ 10. Chip off the slag away from your body.



## BRIEF INTRODUCTION

The 5S is derived from five Japanese terms beginning with the letter “S”  
Used to create a workplace that is clean, uncluttered, safe, and well organized.

Japanese	English
Seiri	Sort
Seiton	Sytematize
Seiso	Sweep
Seiketsu	Standardize
Shiketsu	Self-Discipline

### SEIRI (Sort)

Sort out unnecessary items and dispose them properly.

- ✓ Make work easier by eliminating obstacles.
- ✓ Provide no chance being disturbed by unnecessary items.
- ✓ Eliminate the need to take care of the unnecessary items.
- ✓ Prevents accumulation of unnecessary items.

### SEITON (Systematize)

Arrange necessary items in good order so that they can easily pick for use.

- ✓ Classify necessary items into frequency of handling.
- ✓ Locate jigs and tools that are used very often near to the point of use.
- ✓ Locate the material at the defined position to ensure “First-in, First-out”, as well as to make the work easy.
- ✓ Store and dies molds together with the specific tools necessary for this set-up.
- ✓ Clearly label machinery, equipment parts, jigs, tools and their locations so that everything is understandable and visible to everyone at a glance.

### **SEISO (Sweep)**

Clean your workplace completely so that there are no dust on the floor, machinery and equipment.

- ✓ To make the workplace clean, safe and comfortable.
- ✓ To make it easy to produce quality products.
- ✓ To check whether the machinery and equipment are in good condition or not.
- ✓ Assign responsible persons to each machine, equipment and area.

### **SEIKETSU (Standardize)**

Maintain high standard of workplace organization and housekeeping at all times.

- ✓ To prevent the deterioration of Seiri, Seiton, and Seiso activities.
- ✓ To minimize causes that will make the workplace dirty and uncomfortable.
- ✓ To protect workers from dangerous conditions.
- ✓ To make the workers happy and vivid giving them a chance to present their talent and creativity.

### **SHITKUSE (Self-discipline)**

Do things spontaneously without being told or ordered.

- ✓ Seiri, Seiton, Seiso, Shitsuke, these 4S's are techniques and actions to make the workplace well-organized.
- ✓ Shitsuke is a condition in which all members practice these 4S's continuously, spontaneously and willingly.
- ✓ Shitsuke is the creation of strong cooperation culture filled with spirit of high productivity through implementation of these 4S's, as well as motivation, education and training for all the members.
- ✓ Management should give good examples



## ACTIVITIES

### Activity 1

**Directions:** Write at least 2 specific activity which describes 5S.

SORT

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

SELF-DISCIPLINE

10. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

SYSTEMATIZE

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

**5S**

↻

STANDARDIZE

8. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

SWEEP

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

## Activity 2

**Directions:** Encircle the 5 important words related to our lesson. Hint words are inside the box.

1. SORT

4. STANDARDIZE

3. SWEEP

2. SYSTEMATIC

5. SELF-DISCIPLINE

D	A	C	S	N	K	O	P	S	E	R	S
H	S	W	E	E	P	S	L	T	L	A	L
L	O	A	L	A	A	Y	K	A	M	B	K
R	R	B	F	B	B	S	J	N	N	C	J
C	T	C	D	C	C	T	I	D	O	D	I
N	A	D	I	D	D	E	H	A	P	E	H
U	D	E	S	E	E	M	G	R	Q	F	G
D	J	F	C	F	F	A	F	D	R	G	F
A	I	G	I	G	G	T	E	I	S	H	E
F	P	H	P	H	H	I	D	Z	T	I	D
O	B	I	L	I	I	C	C	E	U	J	C
M	D	J	I	J	J	X	B	Y	V	K	B
Y	S	K	N	K	K	M	A	S	W	L	A
Q	W	L	E	L	L	A	B	C	D	E	F



### REMEMBER

5s is a systematized approach to organize work areas, keep rules and standards, and maintain discipline to do good job. The practice of 5S develops positive attitude among workers and cultivates an environment of efficiency, effectiveness and economy. It utilizes workplace organization and work simplification techniques to make work easier, faster, cheaper, safer and more effective.



1. What is 5S and why is it important?

2. How do you implement 5S?

8





## POST TEST

**Directions:** Read the instruction carefully. Match column A with column B.  
Write letters of the correct answer on the blanks provided before each Item.

COLUMN A	COLUMN B
____ 1. systematize	A. Clean your workplace completely so that there is no dust on the floor, machinery and equipment.
____ 2. sweep	B. Do things spontaneously without being told or ordered.
____ 3. self-discipline	C. Sort out unnecessary items and dispose them properly.
____ 4. sort	D. Maintain high standard of workplace organization and house keeping at all times.
____ 5. Standardize	E. Arrange necessary items in good order so that they can easily pick for use.

**Directions:** Rewrite the following statements on a separate sheet and supply the missing word to complete the sentence.

1. Arrange necessary items in \_\_\_\_\_ so that they can easily pick for use.
2. Do things spontaneously without \_\_\_\_\_.
3. Clean your \_\_\_\_\_ completely so that there is no dust on the floor, machinery and equipment.
4. Sort out unnecessary items and \_\_\_\_\_ them properly.
5. Maintain high standard of \_\_\_\_\_ organization and house keeping at all times.

<p>Post-Test</p> <p>1.E 2.A 3.B 4.C 5.D 6.good order 7.being told and orderd 8.workplace 9.dispose 10.workplace</p>	<p><b>Activity 1</b></p> <p>1.Make work easier by eliminating obstacles. 2.Provide no chance being disturbed by unnecessary items. 3.Classify necessary items into frequency of handling. 4.Locate jigs and tools that are used very often near to the point of use. 5.To make the workplace clean, safe and comfortable. 6.To make it easy to produce quality products. 7.To prevent the deterioration of Seiri, Seton, and Seiso activities. 8.To minimize causes that will make the workplace dirty and uncomfortable. 9.Seiri, Seton, Seiso, Shitsuke, these 4S's are techniques and actions to make the workplace well-organized. 10.Shitsuke is a condition in which all members practice these 4S's continuously, spontaneously and willingly.</p>	<p><b>Pre-Test</b></p> <p>1.D 2.C 3.B 4.E 5.A 6.spontaneously 7.clean 8.high standard 9.arrange 10.unnecessary</p> <p><b>Looking Back</b></p> <p>1.T 2.T 3.T 4.F 5.T 6.F 7.T 8.T 9.T 10.T</p>
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### References:

- Public Technical Vocational High Schools, Competency-Based Learning material, Second year, SMAW NCI, (Department of Education 2008)