

Implementation of the 5S Method in Increasing Work Efficiency at a Manpower Services Company in Gresik

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Abstrak

This research aims to analyze the application of the 5S method (Seiri, Seiton, Seiso, Seiketsu, Shitsuke) in increasing work efficiency at employment service company, a company operating in the service sector. The research method used is a qualitative approach with data collection through observation, interviews and document analysis. The research results show that even though 5S has been implemented, the level of implementation still varies. Seiri and Seiton elements show value that needs to be improved, while Seiso and Seiketsu have been implemented well. The main obstacles faced include employees' lack of understanding of the importance of 5S and resistance to change. As a solution, it is recommended that management conduct regular training and outreach regarding the 5S method and implement a periodic audit system to ensure consistency of implementation. It is hoped that this research can contribute to increasing work efficiency at employment service company and become a reference for other companies in implementing the 5S method.

Kata kunci: *Sample Action 5S, Work efficiency, Work environment, Productivity*

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INTRODUCTION

In an era of increasingly tight business competition, companies are required to increase work efficiency to achieve competitive advantage. One effective approach to achieve this is by implementing the 5S method, which consists of seiri (Compact), seiton (Neat), seiso (Clean), siketsu (Maintain), and shitsuke (Diligent). This method comes from Japan and has been proven to help companies create a more orderly, clean, and efficient work environment. manpower service companies, companies engaged in the service sector, face challenges in increasing operational efficiency and employee productivity. With increasing operational complexity, companies need to adopt methods that can help reduce waste, improve quality and speed up work processes. The implementation of the 5S method is expected to be a solution to achieve these goals. One of the problems often faced by companies is the lack of order and cleanliness in the work area. This can cause confusion, decreased productivity, and even occupational safety risks. By implementing 5S, manpower service companies can create a more organized work environment, where each employee can easily find the tools and materials they need, and maintain the cleanliness of the work area. In addition, the implementation of 5S can also increase employee awareness of the importance of discipline and responsibility in maintaining the work environment.

The importance of implementing the 5S method lies not only in the physical aspects of the work environment, but also in the development of a better Company culture. By involving all employees in the 5S implementation process, the Company can build a sense of ownership and shared responsibility for the work environment.

This is expected to increase employee motivation and work enthusiasm, which in turn will have a positive impact on the Company's overall productivity and performance. However, the implementation of the 5S method is not without challenges. Some obstacles that may be faced by the Manpower Services Company include employee resistance, lack of understanding of the principles of 5S, and lack of support from management. Therefore, it is important to conduct an in-depth analysis of the factors that influence the success of the 5S implementation in this Company.

With this background, this study aims to explore the implementation of the 5S method in the Manpower Services Company and analyze its impact on work efficiency. It is hoped that the results of this study can provide useful recommendations for the Company in its efforts to improve operational efficiency and create a better work environment. In addition, this research is also expected to be a reference for other companies who want to apply the 5S method in the context of their industry.

RESEARCH METHOD

This study uses a qualitative approach, which aims to understand the implementation of the 5S method (seiri, seiton, seiso, seiketsu, shitsuke) in improving work efficiency in a labor service company. This method was chosen because it allows researchers to gain an in-depth understanding of how the 5S method can be implemented.

The researcher involved data collection through direct observation in the company's work environment, interviews with employees and management. Observations were conducted to evaluate workplace conditions before and after the implementation of 5S, while interviews aimed to obtain employee perspectives on the impact of implementing the method on productivity and work efficiency. The data obtained will be analyzed descriptively to describe the changes that occur due to the implementation of 5S.

Types of Data and Sources

The two types of data used in this study are primary data and secondary data. Here are some examples:

1. Primary data. This data is obtained from direct review, namely by:
 - a. Direct observation in the workplace. The aim is to find out how employees of this labor service company do their jobs
 - b. Interviews with employees, managers, or other related parties at the labor service company
2. Secondary data

Secondary data obtained by researchers here is literature related to searching for books, articles, and journals that discuss the 5S method

Information Collection Method

The following are methods used by researchers to collect information, including:

1. Observation

Data collection is carried out through observation through observation to the location of the research object. Direct observation to understand the condition of the room where employees do their work.

2. Interview

Interviews are conducted with related parties, one of the employees, to obtain more relevant information related to the employees who work there and the condition of the surrounding environment.

3. Documentation

Collecting data from internal documentation, such as the condition of the employee's room, the necessary storage items. This documentation is important to get a detailed picture of the condition of the work room.

The following is a correlation image of the three methods used to collect data as above.

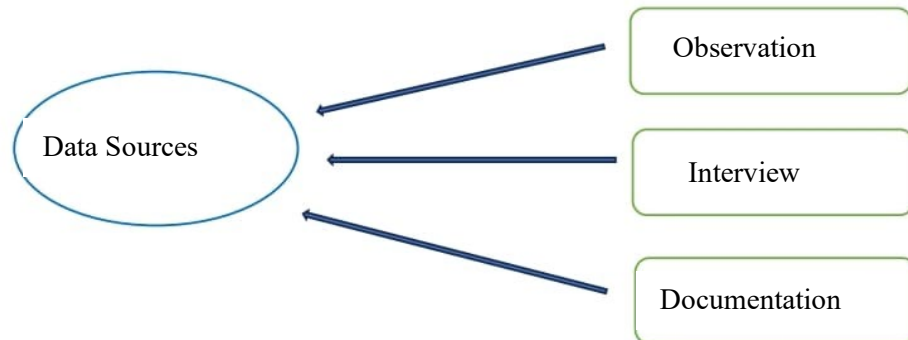


Figure 1. Showing the correlation between different data collection techniques
Data Analysis Methods

Data analysis methods help researchers find research objects. Data that has been collected with several data collection methods will be analyzed using the 5S method to see its impact on efficient work environment conditions.

RESULTS AND DISCUSSION

Results

In a labor service company, it is certainly a large company, but there are problems that affect work efficiency. First, most employees do not fully understand the concept of 5S, which causes the implementation of this 5S method to not run optimally. Many employees are still less disciplined in maintaining cleanliness and tidiness in their respective work areas, creating an environment that does not support productivity. All items on the table are not placed in a safer and tidier place.

Based on the results of observations, interviews, and initial documentation, the environmental conditions of the work area of the labor service company show that the placement of goods with each other is less than optimal and does not apply the 5S method, which results in several problems as follows:

1. Inefficient placement of goods layout can cause difficulties in arranging goods
2. Lack of awareness in implementing the 5S method which can cause goods to be different from their categories
3. There is difficulty finding goods when needed because they are just put on the table

The results of the observation show that the layout of the work space in the company is still not well organized. Some equipment and work materials are not placed in strategic locations, resulting in wasted time looking for items needed while working. This contributes to low operational efficiency and employee productivity. To address this issue, it is recommended that the management of the Manpower

Services Company conduct regular training on 5S and implement a periodic audit system to ensure that each element of the 5S method is applied consistently across all work areas.

Data Processing

5S Method Analysis

Table 1. Shows the analysis of the 5S method

5S Aspect	Findings	Constraints	Solutions
Seiri / Sort	Many unused items are still on the desk	Difficulty in quickly finding the desired items	If no longer needed, they should be discarded or stored in a cabinet to avoid visual clutter while working
Seiton / Set in order	Items around and under the desk/chair are not arranged neatly	Uncomfortable working conditions due to piles of paper	Reorganize the desk layout based on item categories and store them in a storage cabinet, grouping and labeling them
Seiso / Shine	The desk is often dirty due to dust, and the floor is not clean	Lack of cleaning staff, making it difficult to clean at all times	Increase the number of cleaning staff and provide guidance on how to clean the work area to keep the floor tidy and dust-free
Seiketsu / Standardize	There are no adequate guidelines on implementing 5S in the work area	Lack of employee awareness in applying the 5S method in the workplace	Create visual posters explaining the steps of the 5S method for better understanding
Shitsuke / Sustain	Difficulty in maintaining employee discipline in implementing the 5S program	Employees lack motivation to continue following the program	Conduct regular audits, such as weekly, to ensure proper implementation

From the results of the analysis above, it was found that the lack of application of the 5S method in the work area that can find items is difficult due to the lack of employee awareness and also internal and external factors. With the presence of items that are still dirty and not needed in the work area, it causes discomfort while working and there is difficulty in finding the items needed because of the pile of items. The time to search for items is difficult because they are not grouped with their respective categories. lack of cleaning staff causing the room to become dirty. The layout of the items is not appropriate so it is difficult to find and there needs to be a visual poster / banner regarding the steps in implementing the 5S method.

Discussion

The 5S method is a very effective approach to improving efficiency and productivity in the work environment. By implementing five steps, namely Seiri,

Seiton, Seiso, Seiketsu, and Shitsuke, companies can create a more organized, clean, and comfortable work atmosphere. Here is a further discussion of each element of the 5S method:

1. Seiri (Succinct)

Seiri focuses on sorting necessary and unnecessary items. In practice, this step helps reduce clutter in the workplace by removing irrelevant or unused items. This not only creates more space but also makes it easier for employees to find the tools and materials they need. The application of Seiri can increase work time efficiency and reduce stress due to chaos.

2. Seiton (Neat)

After sorting is done, the next step is Seiton, which is to arrange the necessary items neatly. Good arrangement ensures that all equipment and materials are easily accessible and placed in strategic locations. Thus, employees do not need to spend time looking for tools or work materials, so that productivity increases. The implementation of Seiton also creates a more professional and pleasant work environment.

3. Seiso (Clean)

Seiso emphasizes the importance of maintaining a clean workplace. Cleaning the work area regularly helps prevent the buildup of dust and dirt that can damage equipment and reduce the quality of products or services. A clean work environment also contributes to the health and safety of employees, thereby reducing the risk of work accidents. By implementing Seiso, companies can create a positive image in the eyes of customers.

4. Seiketsu (Maintain)

Seiketsu focuses on standardizing good practices that have been implemented in the previous steps. This includes creating standard operating procedures (SOPs) to maintain a clean and tidy workplace consistently. With clear standards, employees will find it easier to understand the company's expectations and apply them in their daily work. Standardization also makes it easier for management to carry out supervision and evaluation.

5. Shitsuke (Diligent)

Shitsuke is the final step that emphasizes the importance of discipline in implementing all 5S elements as part of the daily work culture. Building this discipline requires commitment from all employees and management support to ensure that the 5S principles are implemented consistently. Regular training and supervision can help maintain employee enthusiasm in implementing 5S.

The implementation of the 5S method in a labor service company has broad implications in the implementation of 5S on the efficiency of the work environment. An efficient work environment will support the Company to be more responsive. The company needs support for employee awareness in the importance of the 5S method for an efficient and effective company environment and with the implementation of the 5S method provides this solution by eliminating the accumulation of goods/paper, environmental cleanliness and also facilitating the search for small items that can hinder the process during work.

CONCLUSION

Based on the results of the analysis above, the implementation of the 5S method in the company can bring many benefits, including increasing operational

efficiency, reducing waste, and improving the quality of the work environment. The description of the application of the 5S method analysis in the work environment in a labor service company is the addition of cleaning staff, sorting out items that are still in use and those that are not used, arranging items in the cupboard so that they do not pile up, making posters about the steps to implement the 5S method and installing them in front of the work room, and evaluating employees for discipline and responsibility in implementing the 5S method.

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