



Hours are lost every day – not because of poor work, but because of processes no one questions any more. Unnecessary walking. Needless waiting. Cluttered storage. Disorganised material supply. It may sound minor, but it adds up to real costs.

This Mini Guide shows you how to spot typical waste at the workbench quickly – and eliminate it for good with targeted measures.

01

Optimise material flow and workstation organisation.

Short distances. Clear structures. Clear surfaces.

An efficient workstation is created where materials, tools and processes are arranged logically. Disorganised storage and excess materials, by contrast, lead to search time, unnecessary movement and blocked work areas.

What to look out for:

- ▶ Provide materials close to the workbench and within direct reach
- ▶ Place frequently used tools visibly and with clear labels
- ▶ Keep work surfaces, walkways and transport routes consistently clear and short
- ▶ Regularly remove old, unlabelled or surplus stock
- ▶ Provide only the materials and quantities currently needed

Practical tips:

- ▶ Small containers instead of large collection boxes reduce unnecessary stock.
- ▶ Marked storage locations make missing tools immediately visible.
- ▶ A quick check at the end of the shift shows where unnecessary stock is building up.

Quick check.

☐ Are tools and materials ready without searching?

☐ Are work surfaces and walkways clear?

☐ Are materials moved only as often as necessary?

02

Stabilise processes and avoid waiting times.

Those who wait lose. Those who plan win.

Interruptions often result from missing materials, unclear information or poorly coordinated processes. If these disruptions become the norm, the entire workflow slows down. Clear standards and coordinated processes help to cut waiting times noticeably.

What to look out for:

- ▶ Provide all materials in full and on time
- ▶ Display work instructions and information clearly at the workstation
- ▶ Define approvals, inspection processes and responsibilities clearly
- ▶ Integrate machine, inspection and transport times sensibly into the process
- ▶ Produce and move only what is actually needed

Practical tips:

- ▶ Missing information is one of the most common causes of downtime.
- ▶ Small batch sizes improve material flow and prevent overproduction.
- ▶ Repeated waiting times are usually a process signal – not an exception.

Quick check.

-
- ☐
- Are there regular waiting times in the process?
-
- ☐
- Is information available directly at the workstation?
-
- ☐
- Are responsibilities for materials, checks and approvals clear?
-

03

Promote ergonomics, quality and improvement.

Good work needs a workstation that thinks ahead.

Efficient workstations are created where ergonomic working is possible, errors are spotted early and employees are actively involved in improvements. Even minor strain, frequent searching or recurring rework can cost noticeable time every day.

What to look out for:

- ▶ Avoid frequent bending, stretching or twisting
- ▶ Arrange tools and materials ergonomically within easy reach
- ▶ Make error sources visible and reduce the risk of mix-ups
- ▶ Record rework and analyse causes systematically
- ▶ Actively involve employees in improvements and standards

Practical tips:

- ▶ Good ergonomics reduces strain and speeds up processes.
- ▶ Repeated errors often indicate missing standards.
- ▶ Small improvements that can be implemented quickly usually gain the greatest acceptance.

Quick check.

-
- ☐
- Are workflows designed ergonomically?
-
- ☐
- Do errors or rework occur regularly?
-
- ☐
- Are improvement suggestions actively taken on board?
-

04

5S as the basis for efficient workstations.

Don't just tidy up. Put a system in place.

5S is not a cleaning schedule – it is the basis for workstations that keep working well. Clear standards for order, cleanliness and material supply make deviations easy to spot, reduce search time and stabilise processes.

5S and the five steps.

1. **Sort** – Remove what is unnecessary
2. **Set in order** – Define a fixed place for everything
3. **Shine** – Make cleanliness the standard
4. **Standardise** – Document rules and make them visible
5. **Sustain** – Follow standards consistently



Even simple 5S measures significantly improve clarity, safety and efficiency in everyday work.

Quick check.

-
- ☐
- Frequently used materials and tools are clearly arranged
-
- ☐
- Work surfaces and routes remain permanently clear
-
- ☐
- Search time, waiting time and rework are actively reduced
-
- ☐
- Information and work instructions are directly available
-
- ☐
- Improvement ideas from everyday work are put into practice
-

05

Small changes. Big impact.

Waste rarely stems from carelessness, but from habit.

Established routines, missing standards or unnecessary interruptions often slow processes down. The good news: even small adjustments can noticeably improve everyday work.

This is how search time, unnecessary movement and rework can be reduced sustainably – step by step, with little effort:

- ▶ clear reach zones
- ▶ structured material supply
- ▶ clear labelling
- ▶ ergonomic workstation design
- ▶ short transport routes
- ▶ standardised processes



Efficient workstations start with the right equipment.

Less chaos. More performance. Better workstations.

Efficient work needs the right setting. In assembly, production, dispatch and workshops, workstation design determines whether the day runs smoothly or descends into chaos.

kaiserkraft turns order into a strength.

- ▶ **Workstation systems & workbenches** – Stability you can feel
- ▶ **Tool trolleys & mobile solutions** – everything within reach, right where it is needed
- ▶ **Perforated panel systems** – flexible, tidy, well designed
- ▶ **Labelling & organisation systems** – because time is too valuable to spend searching
- ▶ **Workplace equipment for optimised material flow** – processes that simply work

From a single workbench to complete workstation organisation: kaiserkraft considers the entire work area – so your employees can focus on what they do best. Ready for the next level? Discover your solution now in the kaiserkraft online shop – or request personal advice.