



辦公室5S in Office

引言 Introduction

「5S」是一個經實踐證明非常有效的工作場所管理工具。起源於日本「5S」，是取5個日文詞語「Seiri, Seiton, Seiso, Seiketsu, Shitsuke」的開頭字母為名，日文漢字的「整理、整頓、清掃、清潔、修養」，意思代表整理、存放、清潔、標準和修養。每個「S」既有獨立的性質，又有緊扣的關係。

“5S” symbolizes a proven and practically effective tool for good housekeeping practice in workplaces. It is originated in Japan and represents five Japanese terms beginning with the letter “S”, namely “Seiri, Seiton, Seiso, Seiketsu and Shitsuke”, which mean “Organization, Neatness, Cleanliness, Standardization and Discipline”.

Each S has its own special features; nevertheless, all of them are tightly linked.





辦公室的日常工作，其實也存在著一定職安健的危害。例如文件存放欠佳引致物料墮下事故、長時間使用電腦找尋檔案而導致筋肌勞損等，都是由於因文件檔案整理不善所產生的。在辦公室應用5S，除可改善上述問題，更能增加工作效率，使僱主和僱員同得益。以下例子可作參考：

Daily office routines can in fact be hazardous at a certain extent.

For example, hazards can be caused by the poor management of documents and files, including poor storage of files leading to the falling objects, where long hours of searching in computer may result in musculoskeletal disorder or even an increase in work stress. However, the 5S can improve these problems and enhance efficiency, benefiting both employers and employees. The following examples illustrate how the 5S practice improves office work and environment for your reference.

1 辦公桌 Office Desk

1.1 桌面 Desk top

把桌面變得整齊，騰出更多工作的空間：
Adopt the following four measures can make your desk tidy and create more space:

1. 減少令人注意力分散的物件 Reduce objects that distract attention

- 文件夾 — 除非你正需要處理有關文件，否則應放回抽屜內。
- 郵件 — 出納郵件的位置應盡量遠離桌面。
- 相片 — 緊掛於牆壁上。
- 小吃 — 存放在食物櫃內。
- 小飾物 — 應遠離桌面的範圍。
- **Folders** – put them back into your drawer unless you are processing the related documents.
- **Mails** – the corner for dispatching and receiving mails should be away from your desk.
- **Photos** – should be hung on wall tightly.
- **Snacks** – store them in your food cabinet.
- **Accessories** – put them away from the desk area.



2. 處理日常用品 Handle daily items

- 把無需要經常使用的物品放回抽屜內(如計算機、打孔機、剪刀、黏膠帶等)。
- Items that are not frequently used should be stored in your drawer (e.g. calculator, puncher, scissors and tapes etc).

3. 擺放物件於慣用的位置

Place items at a convenient position

- 把經常使用的文具置於方便拿取的地方，如慣用右手的人，物件應放在右方。
- 如需經常使用電腦，則應把電腦顯示屏幕和鍵盤放在你工作桌上正中的位置；偶然使用者，可放置它到你較習慣的一邊使用。
- Stationery should be put at a convenient position, for example, on the right side for a right-handed person.
- If your need to use your computer very often, you should put the monitor and keyboard at the centre of your desk; or else, you can place them to the side where you are accustomed to use.

4. 有條理組織桌面上的物件，創造小型的工作中心

Organize items on your desk systematically and create various small workstations. Such as

- **電話中心** — 電話、便箋、留言便條集中放在慣用的一邊，而電話號碼編索則可置在較遠的後方。
- **電腦中心** — 鍵盤和滑鼠可放在正前方，文件夾則可放在習慣的一邊。
- **時間中心** — 包括時鐘、月曆的顯示放在一起。
- **Telephone centre** – telephone, memo pad and message slip are placed at convenient spots and telephone directory at farther back.
- **Computer centre** – keyboard and mouse are placed at your right front and folders at your convenient side.
- **Timer centre** – clock and calendar are displayed together.

1.2 抽屜 Drawer

清楚標示抽屜作為工作中心：

Clearly label your drawer to make it as a work centre.

1. 抽屜是用來放置工作物件的地方，不應用作存放鞋襪或雜誌。
1. Drawer is a place for allocating working items instead of accessories or magazines.
2. 把抽屜內過去六個月還沒有用過的東西拿走，以騰出更多儲存空間。
2. Remove items that are unused for the past six months to free more space for storage.
3. 按實際需要，合理地貯存最少量的基本文具，最好是一件，用完才補充，不應囤積。
3. Store reasonably the least amount of stationery to address practical needs. Do not stock up.
4. 把同類的物件歸在一起，組成如筆、紙、郵件、檔案等項目中心，貯放於抽屜內並貼有標示。
4. Put together items of similar categories and build slots for various items, such as pen, paper, mail and file; store them in your drawer and label the slots.
5. 善用抽屜分隔，例如：有分隔淺平的文件盤來放置筆；深的抽屜供作擺放長的物件如印章。
5. Make use of your drawer to separate things effectively. For example, a flat tray for putting pens and deep drawers for long items such as stamps.



2 電腦 Computer

電腦仿似現實環境的工作間，包含有桌面、抽屜、文件櫃。電腦的桌面就如辦公桌面，工具列裝有應用程式仿如抽屜載有文具，而磁碟機就是文件櫃。

A computer is like a workplace in real life, featuring desk top, drawer and file cabinet. A computer desk top is like a work desk and applications in the toolbar is like stationery in a drawer, while disk drives are file cabinets.

2.1 桌面 Desk top

實施下列四項做法可使電腦桌面變得整齊：

Tidy up your desk top by implementing the following four measures:

1. 減少令人注意力分散的物件

Reduce objects that distract attention

- **桌面背景** — 選用的色彩不可過份繽紛鮮艷，應選取較簡單的風景為背景。
- **遊戲** — 只容許在午飯時間或休息時進行，又或者應回家後才進行。
- **Background of your desk top** – it should not be too colourful and should use landscape of simple textures.
- **Games** – play only at recess during lunchtime or at home.

2. 處理日常用品

Handle daily items

- 把無必要經常使用的圖標(icon)包括檔案、應用程式又或者捷徑等移置別處。
- Move elsewhere the icons that are not frequently used.

3. 擺放物件於慣用位置

Allocate items at a convenient position

- 常用的圖標(icon)應按重要性依次序排好。
- Arrange icons in order of importance

(4) 有條理組織桌面上的物件，創造不同功能的工作中心

Organize items on your desk top systematically and create different mini workstations

- **資料夾中心** — 我的電腦、我的文件等。
- **網絡連接** — 網際網路、Outlook等。
- **檔案管理** — 文字處理、試算表、簡佈等。
- **視聽裝置** — 相片編輯、Media Player等。
- **Folder centre** – My Computer, My Documents and so on.
- **Internet connection** – Internet Explorer, Outlook and so on.
- **File management** – Word Processing, Spreadsheet, PowerPoint and so on.
- **Audio and visual software** – Photo Editor, Media Player and so on.

2.2 工具列 Toolbar

保留具主要功能及程式的圖標(icon)。例如：時鐘、防毒軟件、音量控制等。

Retain only icons with major functions and programmes on the toolbar, such as the clock, anti-virus software, volume control and so on.



2.3 磁碟機 Disk drive

1. 檔案命名需有意思並組織成合理層次 Name your files with meanings and organize them in systematic way

檔案名稱應能獨立清楚顯示其用途(例如：註明草稿／修訂版次)，而文件內的頁首頁尾可加上有用的資料(例如：檔案名稱、頁碼、日期及時間)。

The name of the file can independently and clearly state its usage (e.g. state of it is a draft / the number of revision), while useful information can be added in the header and footer of a document (e.g. file name, page number, date and time).

3. 定期為檔案作備份 Back up your files on a regular basis

2. 刪除無用檔案 Delete useless files

- 只保留有用的，能為你提供增值用途的，因此扔掉已遞交的文件草稿。
- 儲存有可能重用的，例如會再使用的講議或報表檔案。
- 扔掉能在別處找得到的，拋棄網頁資料的打印本而將網址加入我的最愛名單。
- 只留下文件或電子版本其中一種。
- 只保留主要部份，而不是全份。
- Retain the useful ones that can provide you with added value.
- Save the file that may be reused in future, for example, text of a speech or spreadsheet.
- Dump the files that are already located elsewhere and the hardcopies printed from websites; add those websites to the My Favourite list instead.
- Retain either hardcopy or electronic copy.
- Retain only the key part instead of the entire piece.



3 文儀用品 Stationery

整理文儀用品的貯櫃，以達到易找、易取及易放回的目的。
Organize stationery cabinet for the purpose of being easy-to-find, easy-to-get, and easy-to-return.

法則 Rules：

1. 把物品歸類，常用的放在較前位置。
2. 充份利用原先包裝。
3. 物件的擺放應面向前及與櫃的平面成直角。
4. 排成先入先出的使用序。
5. 命名及加上標籤。
6. 張貼總表。
7. 規劃適當訂貨時間，減少不必要的貯量。

1. Categorize items and put those frequently used at the front position of the cabinet.
2. Fully make use of original package of stationery.
3. Place items with their front facing forward and at right angle against the flat surface of the cabinet.
4. Arrange items in a first-in, first-out fashion.
5. Name and label items.
6. Post up a general list of all items.
7. Make a timely order to reduce unnecessary storage.



有獎問答遊戲

文職系安全及健康委員會於本通訊內續設了一個有獎問答遊戲，藉此來提高大家對工作安全的警覺性，希望讀者們踴躍參加，若能答中以下三條問題，便可參加抽獎，有機會獲得價值\$150購物禮券乙張，名額共5個。

The Sedentary Workers Safety & Health Committee has included a prize quiz in this bulletin to help raise awareness of work safety. We look forward to your participation. If you can answer the following three questions correctly, you can enter the lucky draw and have an opportunity to receive one of a total of 5 shopping vouchers to the value of \$150.

- 1 「5S」運動是一套發展於下列哪一個國家的工場管理方法？
5S is a management tool for good housekeeping practice in workplaces and it is originated in which country?
A. 新加坡 Singapore B. 日本 Japan C. 英國 Britain
- 2 根據「5S」工場管理的基本概念，把要與不要的東西清楚地分別出來，是下列哪一項工作的意義？
Which S is the meaning of sorting and disposal of items placing in the workplace?
A. 整理 Organisation B. 存放 Neatness C. 修養 Discipline
- 3 以下哪一項職安健危害是由於文件檔案整理不善所產生的？
Which one of the followings is the OSH hazard caused by the poor management of documents and files?
A. 物料墮下 falling objects B. 筋肌勞損 musculoskeletal disorder
C. a + b

請圈出正確答案及填妥下列表格，郵寄或傳真回本局總辦事處，請在信封面註明「文職系安全健康通訊問答遊戲」。

截止日期：2007年5月31日。

Please circle the correct answers and fill in the following form and send it or fax it to the Council. Please write "Sedentary Workers Safety & Health Bulletin Prize Quiz" on the envelope. **Closing date: 31 May, 2007.**

姓名 Name : _____ 身份証號碼 Identity Card No. : _____

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參加細則

1. 每人只限參加一次。
2. 主辦機構之員工及其直系家屬均一律不得參加。
3. 得獎者結果以主辦機構的決定為準。
4. 主辦機構保留更改有關是項活動事宜的權利，恕不另行通知。
5. 倘有任何爭議，一切以主辦機構的決定為最終決定。
6. 歡迎複印參加表格。

Personal Data Statement

We will keep your personal data for promotion of safety and health at work, including related research and statistical purposes. We may need to transfer such data to service providers, event co-organizers and partner institutions. If you do not wish to receive information and news relating to safety and health at work from us, please mark the box at the end of this Statement.

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Rules for participation

1. Each participant may only enter once.
2. The employees and direct family members of the organising body are not eligible to enter.
3. The decision of the organising body regarding the prize results is final.
4. The organising body reserves the right to make changes to any matters related to the competition and will not provide further notice.
5. In the event of any dispute, all decisions by the organising body are final.

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