IMPLEMENTATION OF WORKING CULTURE 5S (SEIRI, SEITON, SEISO, SEIKETSU AND SHITSUKE) IN UNIVERSITY OF PGRI YOGYAKARTA

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ABSTRACT

The term 5S comes from the Japanese language known as the abbreviation of: (1) Seiri (Sorting): Identifying and removing unnecessary from the workplace by leaving only the required items. (2) Seiton: Organize all neatly clean items visually visible for ease of use and retrieval if necessary and enable missing and less easily identifiable items. (3) Seiso (Cleaning): Perform systematic and consistent cleaning around the work area to make daily work easier, tidier, cleaner and more efficient. (4) Setsuke (Assurance): ensures that everyone knows what to do / expected well so as to avoid potential inconsistencies / problems arising. (5) Seiketsu (Habituation): Creating a culture with a set of shared values by defending all of the above four things. The problems seen in the Faculty of Engineering, University of PGRI Yogyakarta is the cleanliness, tidiness and comfort of the workplace where all these factors greatly affect the work conditions and work productivity of lecturers / employees. The purpose of this study is to determine the percentage of implementation 5S and know the effectiveness of 5S implementation at the University of PGRI Yogyakarta, especially in the Faculty of Engineering. The method used in this study qualitative research methods (research on research that is descriptive and tend to use analysis). The stages of this research are: identification of problems, design of letters of observation sheet and checklist grading, assessment of achievement of 5S, determination of effectiveness level of 5S, 5S implementation analysis. The targets and outcomes to be achieved in this study are scientific articles published in ISSN national journals, publications at national seminars, the making of teaching materials of Occupational Safety and Health Management System and posters. Contribution to Science can expand the repertoire of research in the field of implementation, especially in the implementation of 5S work culture and development of teaching materials; And can be exemplified in the implementation of a 5S work culture to create a safer, healthier and more comfortable workplace physical environment.

INTRODUCTION

Nowadays companies or organizations are faced with incredible competition. A superior company or organization must have, and implement a superior corporate or organizational work culture as well. The culture of work is a philosophy based on the provision of life as values that become attributes, habits and also the drivers of being cultivated in a group and reflected in attitudes into behaviors, ideals, opinions, views and...
actions embodied as work or work (Gering Supriyadi, 2001).

The culture of work differs from organization to organization, because it is the basis and attitude of behavior that is reflected by everyone in different organizations. A work culture that is positively formed will be beneficial because every member in an organization needs to contribute suggestions, opinions and even constructive criticism from the scope of its work for the progress of the organization. To improve the good work culture takes years to change it, therefore there needs to be improvements that start from the attitude and behavior of the leader then followed by his subordinates, the formation of work culture begins the level of awareness of leaders or officials appointed where the magnitude of the relationship between Leader with his subordinates so as to determine a particular way what is done in the unit or work unit organization.

Faculty of Engineering is one of the faculty in University of PGRI Yogyakarta. Faculty of Engineering currently consists of 1 study program, namely Informatics Engineering. The number of lecturers owned by the Faculty of Engineering 16 people, 1 person administrative staff and 1 person laboran. Problems seen in the Faculty of Engineering is the issue of cleanliness, tidiness and comfort of the workplace where all these factors greatly affect the conditions of work and work productivity of lecturers / employees. For that needed a concept for the arrangement and setting work area on an ongoing basis. To realize a safe and comfortable workplace one of them by applying the concept 5S.

5S work culture is derived from Japan, 5S consists of Seiri, Seiton, Seiso, Seiketsu, Shitsuke which in the Indonesian language is translated into 5R namely Quick, Rapi, Resik, Rawat, and Rajin. The 5S definition (Yasuhiro, 2000) is a series of workplace activities such as Seiri, Seiton, Seiso, Shitsuke, and Seiketsu, all of which are required to do the job well. "The five keys to a total quality environment".

RESEARCH METHOD

Place of the Research

This research was conducted at Faculty of Engineering University of PGRI Yogyakarta having address at Building B UPY Campus unit 1 Jalan PGRI I Sonosewu No. 117 Yogyakarta.

Object of the Research

The object of research in this research is Faculty of Engineering University of PGRI Yogyakarta. The data sources studied are the equipment and behavior of lecturers and employees at the Faculty of Engineering University of PGRI Yogyakarta.

Technique of Data Collection

Methods of data collection in this study include:
1. Observation
   Observation is an investigation conducted systematically deliberately held by using the sensory apparatus, especially the eyes of the events that take place and can be analyzed at the time the incident occurred (Arikunto, 2002).

2. Documentation
   Documentation comes from the word document, which means written goods, method documentation means way of collecting data by recording the data that already exist (Orphan Riyanto, 1996). Documentation method is to find data about things or variables in the form of notes books, letters, transcripts, magazines, agenda, and others. Techniques or documentary study is a way of collecting data through archives and including books on opinions, theories, arguments and others relating to research problems.

3. Library Studies
   Literature study is done so that researchers menguasi theory and basic concepts related to the problem under investigation. This study is conducted
by reading and studying some references such as literature, scientific reports and other scientific papers that can support the formation of theoretical basis, so that it can be used as a strong foundation in research analysis.

Method used of the Research

The method used in this research is qualitative research method. Qualitative research method is research about descriptive research and tend to use analysis. The process of research is more highlighted. In addition the theoretical basis used to focus more on the research undertaken. This type of research is more subjective than quantitative research. This method is fairly new than the previous method. This method is also often referred to as a naturalistic method because of research done on natural conditions, and also called as ethnographi method because it is widely used to observe culture or anthropology.

Procedure of the Research

To solve the problem in this research through the steps are as follows:

1. Identification of Problems

   The first step done in this research identify the problems that exist in the Faculty of Engineering University PGRI Yogyakarta that is about the 5S work culture that has not been maximally implemented.

2. Design Grids Observation Sheets and grid list match (checklist)

   The observation sheet instrument was used to obtain data concerning the description of physical and environmental conditions at the Faculty of Engineering, University of PGRI Yogyakarta. While the prepared checklist is used to know the application of 5S in the Faculty of Engineering, University of PGRI Yogyakarta. From several indicators obtained criteria that become benchmarks in the application of 5S in the Faculty of Engineering, University of PGRI Yogyakarta. So that later obtained an assessment of the application of 5S in the Faculty of Engineering, University of PGRI Yogyakarta.

3. Assessment of the achievement of 5S

   From the data taken using the observation technique, the result of the research is a percentage of the attainment of Seiri, Seiton, Seiso, Seiketsu and Shitsuke (5S) in the Engineering Faculty of PGRI University Yogyakarta. Each sub variable will get the percentage of achievement of achievement. To clarify in its presentation it will be presented in the form of Pie Diagram.

4. Determination of effectiveness level of 5S application

   Effectiveness is a description of the success rate or superiority in achieving predetermined goals and the presence of attachments between the varied values. From the predicate that has been described in the previous chapter it can be concluded again some assessment of the results of percentage measurement of seiri, seiton, seiso, seiketsu and shitsuke as follows:

   a) If the 5S sub variable meets the four criteria then the researcher first gives 100%, then replaced with the predicate: the application is "Effective".

   b) If the sub variable 5S meets three criteria then given the level of achievement of the application 75%, then replaced with the predicate: the application is "Effective".

   c) If the sub variable 5S meets two criteria then given the level of achievement of 50% application, then replaced with predicate: the application "Less Effective".

   d) If the sub variable 5S meets one criterion then it is given a level of achievement of 25% application,
then replaced with predicate: its implementation "Not Effective".
e) If the sub variable 5S does not meet the criteria then given the level of achievement of 0% application, then replaced with the predicate: the application "Very Ineffective"
5. Analysis of 5S implementation
After the appraisal of 5S implementation and known level of effectiveness of the implementation carried out analysis / discussion whether the application of 5S is in accordance with the 5S concept.

Data Analysis Technique
Data analysis method used is qualitative data analysis method. According to Bogdan & Biklen (1982) quoted by Lexy J. Moeloeng (2011), qualitative data analysis is an effort done by working with data, organizing data, sorting it into manageable units, synthesizing it, finding and finding patterns, finding What is important and what is learned, and decide what can be told to others.

CONCLUSION
1. The conclusions of this study include:
   Application of 5S work culture is expected to improve the effectiveness and productivity of lecturers and employees at University of PGRI Yogyakarta, especially in the Faculty of Engineering.
2. The application of 5S working culture is expected to create a safe and comfortable working environment.

REFERENCE
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