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1. OBJECTIVE

1.1. This procedure aims to provide direction and reference for all employees of the Faculty of Mathematics and Natural Sciences, Jakarta State University when carrying out occupational safety and health (OSH) inspections within the Faculty of Mathematics and Natural Sciences, State University of Jakarta.

2. SCOPE

2.1. The scope of this guideline includes setting out inspection procedures that must be considered and carried out in carrying out OSH inspections within the Faculty of Mathematics and Natural Sciences, Jakarta State University.

3. TERMS & DEFINITIONS.


3.1. OSH inspection is an inspection that involves tests and measurements carried out based on the characteristics of OSH in the FMIPA UNJ environment which aims to check and ensure that each object subject to inspection meets standards.

3.2. Workspace Building Manager is an official appointed by the direct superior or leadership of FMIPA UNJ to manage the facilities and infrastructure of the building where employees work.

3.3. The Occupational Safety and Health Team (OSH) is a group of FMIPA UNJ employees who have been appointed by their direct superior or FMIPA UNJ leadership to handle occupational safety and health matters within their work units, both departments and faculties.

3.4. Cleaning personnel are FMIPA UNJ employees who are tasked with carrying out cleaning activities in the FMIPA UNJ environment.

4. LEGAL BASIS

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- 4.1. Peraturan Menteri Kesehatan Republik Indonesia Nomor 48 Tahun 2016 tentang keselamatan kerja.
- 4.2. Undang-Undang Nomor 1 Tahun 1970 tentang Keselamatan Kerja.
- 4.3. Peraturan Pemerintah Nomor 50 Tahun 2012 tentang Sistem Manajemen Keselamatan dan Kesehatan Kerja.
- 4.4. Peraturan Pemerintah Nomor 88 Tahun 2019 tentang Kesehatan Kerja.

5. RESPONSIBILITIES

- 5.1. The person responsible for the activity is the OSH FMIPA UNJ task force team.


6. PROCEDURES

- 6.1. The OSH Team determines the frequency of OSH inspections which will be carried out regularly. For each implementation, the OSH Team must prepare an OSH inspection checklist which includes the following:
 - There is a statement of OSH commitment clearly displayed.
 - There is an OSH organizational structure.
 - There is a building plan (to map the need for safety tools).
 - There is a potential hazard identification & risk assessment document (eg HIRARC) for each room.
 - There are emergency response procedure documents in each room.
 - There are evacuation route posters in every room.
 - There is an emergency procedures poster in the elevator (if there is one).
 - There are posters/instructions for using APAR.
 - There are disaster information posters (eg earthquakes).

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- There are warning posters in dangerous locations, for example high voltage in electrical panels.
- There are posters/emergency response instructions.
- There is a manual/automatic alarm system on each floor.
- There is a minimum smoke/fire/heat detector or smoke/fire/heat detector in every laboratory.
- There are sprinklers, at least in the classroom.
- There is a hydrant inside/outside the building.
- There are sufficient numbers of fire extinguishers, with a minimum of:
 - Powder ABC capacity of 3 kg for each office/partitioned room
 - Powder ABC capacity of 6 kg for every 200 m² open space, 20 m corridor, or process laboratory
 - CO₂ capacity of 6 kg for rooms with potential electrical hazards.
- APAR has not expired.
- APAR is equipped with an inspection log book which is filled in every month.
- There are at least 2 exit/emergency doors in each building.
- There is an Exit Sign at the exit
- There is an exit route on the wall/floor.
- There is a Safety Meeting / Assembly Point / Gathering Point.
- Stairs are equipped with a handrail or handrail.
- Stairs are equipped with a border or stopper at the end of each step to prevent slipping.
- On each floor there is a first aid kit complete with contents, with minimum equipment:

• Scissors	• Sterile gauze
• Safety pins	• Iodine
• Bandages	• Wound plaster

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- Burn ointment
- Eucalyptus oil
- Paracetamol
- Cold medicine
- Eye drops
- Thermometer.

- The first aid kit is equipped with an inspection log book which is filled in every month.
- The ambulance or RSND contact number is clearly displayed.
- The fire department contact number is clearly displayed.
- There is a special disabled parking area.
- There is a disabled ramp in the stair area.
- There is a special toilet for the disabled.
- The number of toilets compared to building users (lecturers, staff, students) is at least 1:40.
- There are CCTVs in the hall and certain rooms that need to be monitored.
- There are procedures and work permit forms in the laboratory.
- Emergency safety showers in laboratories that contain toxic and dangerous materials (B3) function well.
- Emergency eye shower in the laboratory containing B3 functions well.
- Every existing B3 is equipped with an information label/material safety data sheet (MSDS).
- Lecturers, staff and students know the commitment of the department and FT regarding OSH.
- Lecturers, staff and students know the personnel in the OSH organization of each department.
- Safety induction is carried out at the beginning of every meeting, practicum or non-routine activity.

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- Routine safety induction / training is carried out for lecturers, staff and students.
- Conducted training on the use of APAR or other extinguishing equipment for lecturers / staff.
- Conducted emergency response training for lecturers and/or staff, for example CPR and First Aid.
- Routine emergency simulations (safety drills) are carried out, at a minimum:
 - Once per semester for scheduled activities
 - Once per semester for activities that are not on the agenda.
- Routine environmental cleaning activities are carried out to reduce the impact of potential biological hazards, such as exterminating moss and spraying mosquito larvae.

7. REPORT PROCEDURE

7.1. The OSH Team fills in the findings of the OSH inspection results which contain information related to:


- Report/inspection date.
- Description of inspection findings.
- Suggestions for improvements to inspection findings.
- Implementing repairs.
- The repair target time has been implemented.
- Status of inspection findings.

7.2. The form is then signed by the officer carrying out the inspection.

8. IMPLEMENTING ACTIVITIES

8.1. Employee

8.2. Workspace building manager

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8.3. Departmental OSH/faculty OSH team

9. RELATED ACTIVITIES

- 9.1. Training on the use of APAR for security guards and the academic community.
- 9.2. Emergency response trials (safety drills) are carried out at least once a year.