	FACULTY OF LANGUAGES AND ARTS	Doc. Number :
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	SOP FOR USE OF PERSONAL PROTECTIVE EQUIPMENT	Revision Day/Num. :
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1. OBJECTIVE

This Operating Procedure Standard for the use of Personal Protective Equipment (PPE) in the offices, laboratory, and classrooms, was created as a guide for workers and ontractors in the FBS to prepare safe equipment when carrying out certain specific activities.

2. SCOPE

This procedure applies to all workers in the Faculty of Languages and Arts and from outside the Faculty of Languages and Arts as well as all parties from outside the Jakarta State University campus who work in the environment of FBS.

3. TERMS AND DEFINITIONS

3.1. A contractor worker is a worker that attached to FMIPA building works, presently the "Building Management" who work extensively in maintaining the building of FBS.

3.2. A practicum lecturer is someone who has the duties and authority given by the Dean to teach a particular course in accordance with his or her competencies.

3.3. A Practicum Assistant is a student who meets certain qualifications who serves as a companion during a practicum activity

3.4. Practitioners are active students who take part in certain practicum courses (as participants)

3.5. Personal Protective Equipment (PPE) is a tool or equipment that is useful for protecting workers in the laboratory and people around them from dangers, including tools, materials and the environment when work processes in the laboratory are in progress

3.6. PPE is categorized into 3 parts:

1. Head PPE, including: safety helmet, goggles, respirator mask, ear muff and ear plug;
2. Personal/body PPE, including: laboratory coats and aprons
3. PPE for feet and hands: safety shoes and gloves.

4. PROCEDURE

4.1 Head Protective Equipment:

a. Protective Hat (Safety helmet)

Used to protect the head from the risk of falling tools and the danger of electric shock. Protective hats should be used according to the circumference of the user's head so that they are effective and ergonomic when used

b. Protective Glasses (Safety goggles)

Used to protect the eyes from the dangers of exposure to chemicals, both liquid, gas and solid, as well as sharp objects and dust particles

c. Face mask

Used to protect the nose and mouth area from exposure to liquid or gas chemicals so that they do not come into direct contact

d. Respirators

Used to protect the respiratory system from exposure to chemicals that have a strong smell or are volatile (volatile) and also protects from mist particles and

fume particles which are harmful to the respiratory system

e. Ear Plugs

Used to protect hearing devices, namely the ears, from high sound intensity, ear plugs can reduce the intensity of sound entering the ear by around 10-15 dB

f. Ear Muff

Used to protect (better than ear plugs) the hearing device, namely the ear, from high sound intensity, ear plugs can reduce the intensity of sound entering the ear by around 20-30 dB

4.2 Body/Body Protective Equipment:

a. Laboratory coat

This is the main protective equipment that must be worn when working in the laboratory, because it can protect the body from exposure to substances/chemicals as well as extreme temperature changes (hot/cold temperatures) when carrying out experiments. Use a laboratory coat correctly, namely by fully buttoning the laboratory coat and for women who wear the hijab, tuck the hijab inside the coat (do not unravel outside the coat)

b. Aprons

Used to protect the body from exposure to concentrated chemicals/B3 as well as objects with extreme temperatures and extreme structures (sharp).

4.3 Hand and foot protective equipment

a. Safety hand gloves

There are several types, including:

Nitrile: used to protect hands from spills of low concentration materials and avoid sticking a layer of fat on tools/materials thereby avoiding contamination

Rubber: used to protect hands from spills of high concentration, irritant and/or corrosive materials

b. Safety shoes

Used to protect feet from falling heavy objects, exposure to chemicals or electric shock. Protective shoes are usually designed with steel material on the front of the shoe and wrapped in rubber.