General Safety Regulations For the Academic Community and Third-Party Contractors



FACULTY OF MATHEMATICS AND NATURAL SCIENCES

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THE SAFETY, HEALTH, AND ENVIRONMENT UNIT FACULTY OF MATHEMATICS AND NATURAL SCIENCES OF UNIVERSITAS NEGERI JAKARTA



General Safety Regulations For the Academic Community and Third-Party Contractors

K3LFMIPA 2023

1. PURPOSE

These general work safety regulations explain the responsibilities for safety, occupational health, and the environment within the guidelines of the Faculty of Mathematics and Natural Sciences.

2. AREAS IN WHICH THESE REGULATIONS APPLY

These regulations apply to all areas in the Faculty of Mathematics and Natural Sciences.

3. GENERAL INFORMATION

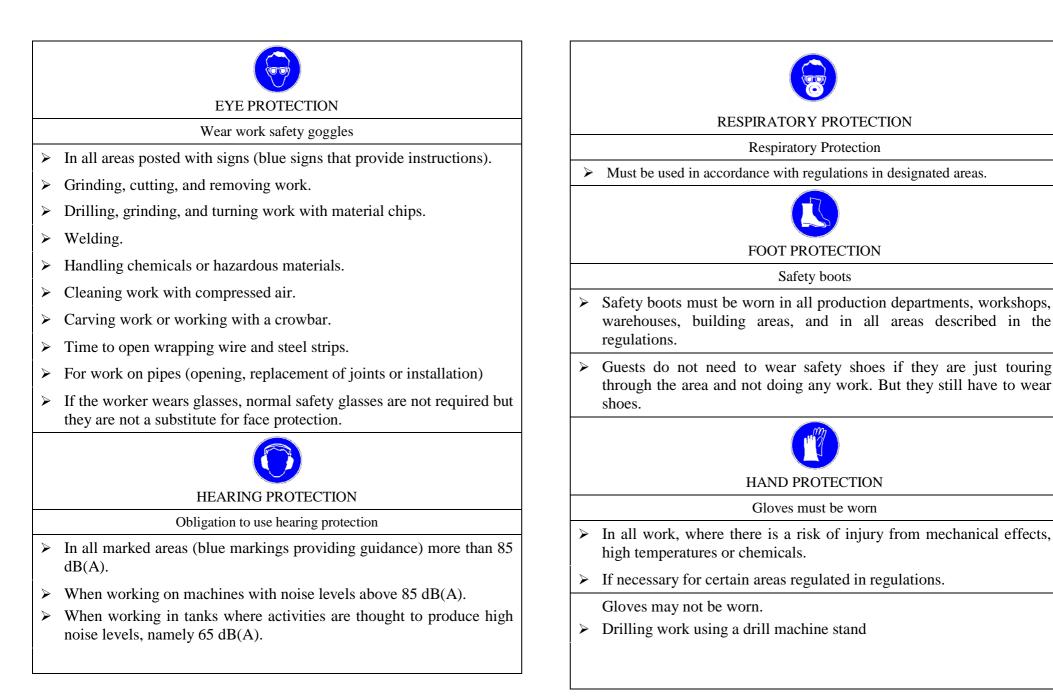
- ➢ Work safety instructions for specific areas.
- Rules and prohibitions apply to everyone
- > The following regulations apply

4. OBLIGATIONS



Wear a helmet

- > Areas where signs are installed (blue signs containing instructions).
- > There is a danger of head injury due to impact or flying objects, falling, collapsing, or levitating objects.
- > At construction sites
- > If work is done one on top of another
- When shut down according to the regulations applied for the specific area
- Protective helmets are recommended if use is regulated for a specific area
- Hair nets/harnets or headgear that provide a significant effect must be worn if the length of the hair could cause a hazard due to the movement or rotation of the machine or machine parts.





Work uniform

- Use Personal Protective Equipment (PPE) such as laboratory coats when working in biology, chemistry and physics laboratories.
- Must comply with regulations for certain areas regulated by work safety regulations.

Jewelery

Do not wear long rings or necklaces when working in laboratories and production areas and when working with chemicals

Tie

Make sure all ties are folded when visiting locations with potential mechanical and chemical hazards.



TRAFFIC IN THE FACULTY OF MATHEMATICS AND NATURAL SCIENCES AND IN THE PARKING AREA

General Information

> Use highway codes commonly used in Indonesia.

Pedestrian

- Don't run or rush but walk. (Except for safety or security people handling people in danger)
- > Do not walk in the middle of the road.
- > Must use sidewalks if there are any, do not use the roadside.



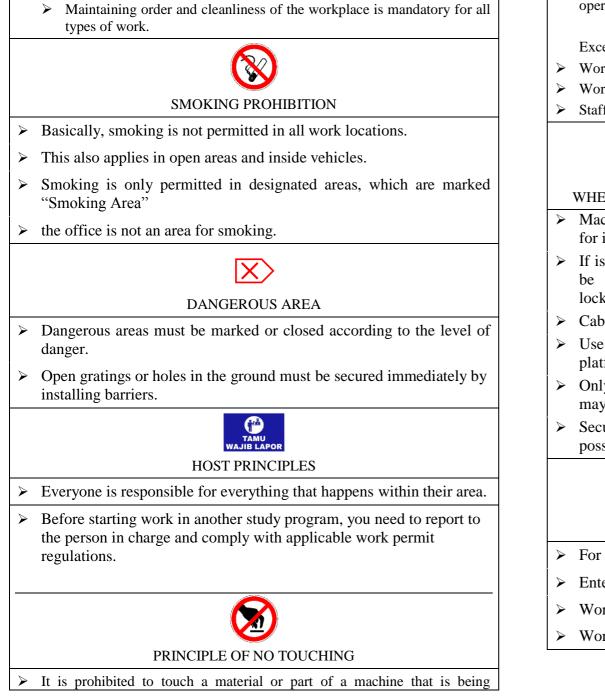
- > Park only in designated areas, parking neatness must be observed.
- ➢ Maximum speed 20 km/hour.
- > Always drive with the lights on when it is dark.



- Must pay attention to all warning signs, directions and prohibition signs.
- > It is prohibited to play games and all pranks that might pose a risk to the academic community.
- It is prohibited to bring, and/or use alcohol and illegal drugs in all areas of the Faculty of Mathematics and Natural Sciences.
- People who are under the influence of alcohol, drugs, which could pose a danger to themselves, and other people are not permitted to work.
- It is prohibited to take photos or films at the work site (unless permission is given by the K3 Chair of the local work unit or personnel in a higher position).
- As soon as possible remove damaged, broken items or dangerous equipment and report it to superiors.
- > It is prohibited to pour chemicals into packaging for food or drinks



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operated with your hands or objects.

Exceptions: The following conditions must be met

- ➢ Work is necessary.
- Work is permitted.
- Staff have been trained to do this job



WHEN THERE IS REPAIR, MAINTENANCE, AND CONSTRUCTION

- Machines and workplaces need to be isolated according to regulations for isolation
- If isolation must be carried out via a main switch, the isolation must be secured from the entry of electrical energy by means of locking/sealing.
- Cables or hoses should not cause tripping
- Use appropriate methods such as ladders, building ladders or platforms to climb.
- Only scaffolding that has been recommended by an authorized person may be used.
- Secure equipment or objects on scaffolding or platforms from possible falls.



WORK PERMIT REQUIRED:

- > For work that contains a risk of fire and explosion.
- Entering closed/prohibited areas (from a safety aspect).
- ➢ Working with or near hazardous materials.
- > Work at a height of more than 1.5 meters.



- Fire extinguishers, hydrants and hydrant boxes, fire reporting facilities, emergencies, showers, eyewash stations, emergency exits, electrical control rooms, must be unobstructed and easily accessible.
- Keep fire protection doors closed
- Firefighting and emergency response equipment such as hydrants, hoses and nozzles, fire extinguishers, first aid kits and breathing equipment with oxygen cylinders may only be used for emergencies and training
- It is not permitted to use fire extinguishing equipment for cleaning work.



EMERGENCY STATE

Every time there is an emergency such as an accident, fire, explosion, chemical spill, release of toxic materials, it must be immediately reported to the FMIPA K3L Team on duty.



REPORTING INJURIES, NEAR ACCIDENTS AND UNSAFE CONDITIONS

Immediate supervisor must be immediately notified of injuries and unsafe conditions or events that nearly lead to accidents.



CONSEQUENCE

Violations of work safety regulations can result in disciplinary action, in the form of admonition from the Faculty.



ADDITIONAL NOTES FOR CONTRACTORS

The responsible Faculty management has the authority to provide directives, which must be followed.

NUMBERS TO CALL FOR EMERGENCY RESPONSE

- ➢ Police: 112
- ➢ Firefighters: 113
- Ambulance: 118 / 119
- ➢ Hospital (RSUP): (021) 489 1708
- ➢ UNJ Clinic: (021) 475 0964
- ➢ FMIPA management: (021) 489 4909
- ► K3L FMIPA:
- ► KSR UNJ Unit:
- Make sure that the rescue unit contacted has sufficient information: What, when, where, and how many people were injured.
- > It is mandatory to follow the instructions of the rescue unit.
- ➢ Emergency Response Plan must be followed.

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