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
2025

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

HELMET

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.

EYE PROTECTION

Wear work safety goggles

- In all areas posted with signs (blue signs that provide instructions).
- Grinding, cutting, and removing work.
- Drilling, grinding, and turning work with material chips.
- Welding.
- Handling chemicals or hazardous materials.
- Cleaning work with compressed air.
- Carving work or working with a crowbar.
- Time to open wrapping wire and steel strips.
- For work on pipes (opening, replacement of joints or installation)
- If the worker wears glasses, normal safety glasses are not required but they are not a substitute for face protection.

HEARING PROTECTION

Obligation to use hearing protection

- In all marked areas (blue markings providing guidance) more than 85 dB(A).
- When working on machines with noise levels above 85 dB(A).
- When working in tanks where activities are thought to produce high noise levels, namely 65 dB(A).

RESPIRATORY PROTECTION

Respiratory Protection

- Must be used in accordance with regulations in designated areas.

FOOT PROTECTION

Safety boots

- Safety boots must be worn in all production departments, workshops, warehouses, building areas, and in all areas described in the regulations.
- Guests do not need to wear safety shoes if they are just touring through the area and not doing any work. But they still have to wear shoes.

HAND PROTECTION

Gloves must be worn

- In all work, where there is a risk of injury from mechanical effects, high temperatures or chemicals.

- If necessary for certain areas regulated in regulations.

Gloves may not be worn.

- Drilling work using a drill machine stand

WORK CLOTHES AND JEWELRY

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.

VEHICLE

- 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.

GENERAL RULES OF CONDUCT

- 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

ORDER AND REGULARITY

- Maintaining order and cleanliness of the workplace is mandatory for all types of work.

SMOKING PROHIBITION

- Basically, smoking is not permitted in all work locations.
- This also applies in open areas and inside vehicles.
- Smoking is only permitted in designated areas, which are marked “Smoking Area”
- the office is not an area for smoking.

DANGEROUS AREA

- Dangerous areas must be marked or closed according to the level of danger.
- Open gratings or holes in the ground must be secured immediately by installing barriers.

HOST PRINCIPLES

- Everyone is responsible for everything that happens within their area.
- Before starting work in another study program, you need to report to the person in charge and comply with applicable work permit regulations.

PRINCIPLE OF NO TOUCHING

- It is prohibited to touch a material or part of a machine that is being 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.

PROTECTION AGAINST FIRE

- 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.