

ABSTRAK

Analisis Penerapan SOP Kesehatan dan Keselamatan Kerja (K3) Ruang Filing Rekam Medis di Klinik Kepanjen Eye Center (KECE)

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Kesehatan dan keselamatan kerja (K3) pada Klinik merupakan salah satu upaya meningkatkan mutu pelayanan Klinik terutama bagi petugas rekam medis di ruang filing yang merupakan bagian dari tenaga kesehatan. Tujuan penelitian ini adalah mengetahui penerapan kesehatan dan keselamatan kerja (K3) ruang filing rekam medis dan faktor-faktor yang mempengaruhi kesehatan dan keselamatan kerja (K3) ruang filing rekam medis di Klinik Kepanjen Eye Center (KECE). Desain penelitian ini menggunakan metode penelitian deskriptif dengan metode kualitatif. Pengumpulan data menggunakan wawancara, observasi dan dokumentasi. Hasil penelitian ini menunjukkan belum adanya SOP (Standar Operasional Prosedur) tetap terkait kesehatan dan keselamatan kerja (K3) di ruang filing rekam medis. Potensi bahaya fisik seperti suhu, pencahayaan, dan lantai masih perlu diperbaiki. Bahaya ergonomic terhadap posisi duduk dan lama bekerja masih perlu diperbaiki dan kurangnya alat bantu tangga. Bahaya lingkungan terhadap debu-debu halus di bagian rak paling atas rak filing rekam medis. Kesimpulan dari penelitian ini adalah belum tersedianya SOP (Standar Operasional Prosedur) terkait kesehatan dan keselamatan kerja (K3) di ruang filing rekam medis dan untuk pencahayaan ruangan rekam medis lantai dasar kurang memadai, tidak adanya kebisingan suara, kebersihan ruangan perlu terjadwal rutin, perlunya alat pengatur suhu dan kelembaban ruang, dan perlunya penambahan alat bantu tangga lipat. Saran dari peneliti adalah sebaiknya pihak Klinik Kepanjen Eye Center (KECE) membuat kebijakan dan SOP (Standar Operasional Prosedur) terkait kesehatan dan keselamatan kerja (K3) di ruang rekam medis khususnya ruang filing. Potensi bahaya lingkungan perlu melakukan pembersihan terjadwal agar tidak mengganggu kesehatan petugas rekam medis dan menyediakan alat pengatur suhu dan kelembaban agar ruangan tetap terpantau kelembabannya. Kemudian untuk potensi ergonomi perlu difasilitasi tambahan tangga lipat alumunium sebagai alat bantu petugas supaya tidak menggunakan kursi ketika tangga lipat masih digunakan di ruangan lain.

Kata Kunci : Kesehatan dan Keselamatan Kerja (K3), Ruang Filing Rekam Medis

ABSTRACT

Analysis of SPO Occupational Health and Safety Implementation in Medical Record Filing Room at KECE Clinic (Kepanjen Eye Center)

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Occupational health and safety (K3) in the Clinic is one of the efforts to improve the quality of Clinic services, especially for medical record officers in the filing room who are part of the health workforce. The purpose of this study was to determine the implementation of occupational health and safety in the medical record filing room and the factors that affect occupational health and safety in the medical record filing room at the Kepanjen Eye Center (KECE) Clinic. The design of this study used a descriptive research method with a qualitative method. Data collection used interviews, observations and documentation. The results of this study indicate that there is no fixed SOP (Standard Operating Procedure) related to occupational health and safety in the medical record filing room. Potential physical hazards such as temperature, lighting, and floors still need to be improved. Ergonomic hazards to sitting position and working duration still need to be improved and the lack of ladders. Environmental hazards to fine dust on the top shelf of the medical record filing rack. The conclusion of this study is that there is no SOP (Standard Operating Procedure) related to occupational health and safety in the medical record filing room and the lighting on the ground floor of the medical record room is inadequate, there is no noise, the cleanliness of the room needs to be scheduled regularly, there is a need for a temperature and humidity regulator, and the need for additional folding ladders. The researcher's suggestion is that the Kepanjen Eye Center (KECE) Clinic should create a policy and SOP (Standard Operating Procedure) related to occupational health and safety in the medical record room, especially the filing room. Potential environmental hazards need to be cleaned regularly so as not to interfere with the health of medical record officers and provide temperature and humidity regulators so that the room's humidity is monitored. Then for ergonomic potential, it is necessary to provide additional aluminum folding ladders as an aid for officers so that they do not use chairs when the folding ladder is still used in other rooms.

Keywords: Occupational Health and Safety, Medical Record Filing Room