Compatibility of the Use of Personal Protective Equipment (Uniform) Based On Standard Operational Procedures in PT Ochiai Menara Indonesia Quality Control Subdivision

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Highlights:

- Protection of workers from accidents through the efforts of technicians to secure places, equipment, work environment, and Personal Protective Equipment (PPE) play a role in occupational health and safety.
- PPE is used as a last resort to protect workers when doing work so that work accidents and dangerous diseases do not occur.

1. Introduction

Systematic work procedures in carrying out tasks in the workplace are the most critical factors in the overall occupational safety and health management system [1]. A job requires the existence of a guide as a guide for officers to reduce the risk of accidents. Every worker needs to follow a set work procedure [2]. This is important to ensure the safety and health of these workers. These procedures are usually outlined in the form of Standard Operating Procedures (SOP) [3].

Abstract

This study aims to determine the suitability of using PPE (Uniform) based on SOP in the quality control subdivision of PT Ochiai Menara Indonesia. PT Ochiai Menara Indonesia is a manufacturing company that produces spare parts for the needs of the automotive industry which is located at Jl. Maligi Raya, Lot K-1 Industrial Area KIIC Karawang 41361 West Java Indonesia. The method used in this research is descriptive qualitative method with triangulation techniques. There were 3 subjects in this study, namely Assistant Manager, Leader, Coordinator of the quality control subdivision of PT. Ochiai tower of Indonesia. The results of the study showed that there was a mismatch in the use of PPE (uniform) when working. The solution to this problem is that management must give a direct warning to employees who wear uniforms that are not in accordance with company SOPs, and must replace uniforms by buying new uniforms from the company. conduct regular safety patrols so that employees comply with all company rules

Keywords: PPE, K3, PT. Ochiai Menara Indonesia
Standard Operating Procedures (SOP) can provide convenience to every worker in carrying out their duties so that they can provide quality and quality work results, while avoiding the risk of exposure or contracting disease [4]. Understanding, attitude and awareness are important things that must be owned by every worker in implementing and complying with these SOPs so that every worker does his job properly and correctly [5]. There are several SOPs in each company, for example, SOPs for shipping goods, SOPs for personal protective equipment, SOPs for 5S, SOPs for the selection process, SOPs for using uniforms. The use of Personal Protective Equipment (PPE) can be divided into three groups, namely: a.) Head Protection Equipment, including: Helmet (Safety Hat), Safety Glass (Safety Goggles), Mask, Respirator, Ear Plugs (Earmuffs), b.) Body Protective Equipment including: Work Uniform, Apron, c.) Limb Protective Equipment including: Safety Shoes/Boot, Gloves (Hand Gloves). The tool must comply with the company's SOP [6]. The use of health equipment is for occupational safety and health and provides a sense of protection to workers for their safety and health in carrying out work, to prevent accidents, fires, explosions, pollution and occupational diseases [7].

Principles must be considered in controlling occupational health and safety (K3) at PT. Ochiai Menara Indonesia is that when an accident occurs, whether it is minor or serious, unexpected costs will arise, the amount of which is in accordance with the level of damage caused. The elements that cause accidents are (1) machines (2) work equipment (3) chemicals (4) climate-related environment. Workers do work that will not be separated from the possibility of accidents and impacts that impact health. Protection of workers from accidents through the efforts of technicians to secure places, equipment, work environment and Personal Protective Equipment (PPE) play a role in occupational health and safety [8]. Manpower has an important role and position as workers, it is necessary to make efforts to protect both from the economic, political, social, technical and medical aspects.

PT Ochiai Menara Indonesia is a manufacturing company that produces spare parts for the automotive industry's needs with a marketing target of exporting more to countries in Europe, America and Asia. Which is located at Jl. Maligi Raya, Lot K-1 Industrial Estate KIIC Karawang 41361 West Java Indonesia. However, for the use of PT. Ochiai Menara Indonesia, there are still several employees who do not comply with the company's SOP, including: employees who change uniforms not in accordance with the SOP, namely the bottom of the pants is penciled or the size is smaller, the waist circumference is reduced and the height of the trousers is increased, the circumference of the hands is short.

The use of inappropriate uniforms does not protect employees, the dangers posed, or the dangers faced by employees, namely the employee's space for movement becomes limited, causes a feeling of discomfort, inflexibility, easily damaged, restricts movement, and heat [9] [10]. Based on these problems, researchers realize that the comfort of PPE affects the inappropriate use of PPE when working, which is important for occupational health and safety, where if employees use inappropriate PPE during the production process it will increase health and safety risks for workers and if work accidents occur, work will be hampered. or it can cause problems for the company. So the writer is interested in taking the title "Conformity of Use of Personal Protective Equipment (Uniform) Based on Standard Operating Procedures in the Quality Control Subdivision of Pt Ochiai Menara Indonesia"

2. Literature Review

2.1. Protective Personal Equipment (PPE)

Personal protective equipment minimizes and prevents work-related accidents and illnesses caused by not using them [11]. Incorrect contact with materials and machines in the workplace can result in serious injuries and illnesses [12]. According to Yane Liswanti [13], Personal Protective Equipment are tools that are able to provide protection against accident hazards. Or it can also be called fittings that must be used when working according to work hazards and risks to maintain the safety of the workers themselves and those around them. However, PPE does not eliminate or reduce the existing hazards. This equipment only reduces the amount of contact with the hazard by placing a barrier between the worker and the hazard [14].
Personal protective equipment (PPE) can be divided into three groups: head protective equipment including helmets, safety glasses, masks, respirators, ear plugs, body protective equipment including work uniforms and aprons. Body protective equipment includes safety shoes/boots, hand gloves. Personal protective equipment is a tool used to protect workers from occupational diseases, whether biological, radiation, chemical, electrical, physical, mechanical, or others. PPE is used as a last resort to protect workers when doing work so that work accidents and dangerous diseases do not occur [15].

2.2. K3 (Occupational health and safety)

Occupational safety and health have been widely recognized as one of the requirements in carrying out duties, and a form of human rights factor [16]. Viewed from a scientific aspect, occupational safety and health is a science and its application in an effort to prevent accidents, fires, explosions, pollution and occupational diseases [17]. And according to Kartawidjaja [18] occupational safety and health is a concept that is intended to provide a sense of protection to workers for their safety and health in carrying out work. OSH is a thought and effort to guarantee the integrity and perfection of: workforce and humans in general (both physically and spiritually), works and culture towards a just, prosperous and prosperous society.

3. Research Method

In this study, researchers used a descriptive method with a qualitative research approach with case studies. In qualitative research, the primary consideration in data collection is the selection of informants. The informant determination technique in this study was taken using a non-probability sampling technique according to Sugiyono [19], which is a sampling technique that does not provide equal opportunities for each element or member of the population to be selected as a sample. One type of non-probability sampling technique used is purposive sampling, namely sampling with certain considerations. Determining the subject of the informant in this case was taken by looking for parties directly involved with the case in knowing the suitability of the use of personal protective equipment (uniform) based on standard operating procedures in the quality control subdivision of Pt Ochiai Menara Indonesia to fulfill the representation and completeness of the information. The number of subjects in this study were 3 people consisting of Assistant Manager, Leader, Coordinator of PT Ochiai Menara Indonesia.

According to Sugiyono [19], data sources in qualitative research are divided into two, namely primary data sources and secondary data sources. Primary sources are data sources that directly provide data to data collectors, and secondary sources are sources that do not directly provide data to data collectors, for example through other people or through documents. Furthermore, when viewed in terms of methods or techniques of data collection, data collection techniques can be carried out by observation (observation), documentation and a combination of both (triangulation). In this qualitative research, researchers used triangulation techniques. According to Sugiyono [19] triangulation is defined as a data collection technique that combines various data collection techniques and existing data sources. The purpose of triangulation is not to find the truth about some phenomena, but rather to increase the researcher’s understanding of what has been found. In this study, triangulation was used as data source triangulation and method triangulation. Until complete data is then validated from various sources so that it can be the basis for drawing conclusions. Triangulation was carried out so that researchers better understand their research so that the data obtained will be more consistent [20], thorough and certain in research related to the suitability of using personal protective equipment (uniform) based on standard operating procedures in the quality control subdivision of Pt Ochiai Menara Indonesia.
4. Results and Discussion

4.1. Result

The uniform SOP is by the standards issued by the company with sizes and materials according to company standards. However, there are still a number of employees who change uniforms not in accordance with the SOP, namely the bottom of the trousers is made pencil or the size is smaller, the waist circumference is reduced and the height of the trousers is increased, the circumference of the arms is shortened.

From the interview results, it was found that the uniform PPE used by some employees was incompatible with the company uniform PPE SOP, which works uniforms have been adjusted in size and material for the comfort and health and safety of employees while working. Assistant manager of quality control subdivision of PT. Ochiai Menara Indonesia revealed that basically the SOP for PPE for company uniforms has been designed/adjusted to field needs in terms of size and materials used to maintain the safety and health of the employees themselves, and uniforms certainly make an identity for its users. Not only that, the leader of the quality control subdivision of PT. Ochiai Menara Indonesia said that uniform PPE plays a role in protecting the body when something dangerous happens or causes an accident when going to work. The field coordinator revealed that when we found a discrepancy regarding uniform PPE, of course, we immediately reprimanded it and we took action because for uniforms we already have standard sizes and materials that we have adjusted because we will wear uniforms for more or less the whole day, of course we have made sizes and materials as comfortable as possible possible to maintain the health and safety of employees.

Therefore, management must give a direct warning to employees who wear uniforms that are not by company SOPs, and employees must replace uniforms by buying new uniforms from the company, if an employee violates the SOP, the management must give the employee a penalty of dismissal. Figure 1. shows the Code of Conduct and Discipline of Employees.

![Figure 1. Code of Conduct and Discipline of Employees](image-url)
4.2. Discussion

For uniform PPE, it is by the company SOP PT. Ochiae Menara Indonesia, namely the size of the shirt and pants such as adjusting the waist size, because it is a standard size, because the standard size is still too big, reducing the size of the thigh with a limit, there must be at least 5 mm free space, reducing the size of the free knee circumference with a limit, there must still be room free of at least 7 mm, cut the size of the length of the pants with a maximum of no higher than the ankle. The standard size of uniform trousers can be clearly seen in Figure 2.

Table 1 is a checklist of the suitability of work pants uniforms in the field with the PPE SOP for company uniforms worn by employees.

<table>
<thead>
<tr>
<th>No</th>
<th>Elements to Analyze</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The size of the sleeves is by the SOP</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>The hip size of the uniform is by the SOP</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The size of the waist circumference of the clothes is by the SOP</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

From the table data regarding the conformity of uniforms based on SOPs based on points 1-3, it is appropriate. Flowchart of providing PPE to employees:

The HRD team gives a pleasant welcome to new employees; giving a welcome is the starting point for a new employee who has legally become part of the company. Conducting office tours so that new employees know their work environment, office tours are also one of the most important things to do so that new employees can simultaneously experience the office atmosphere and meet other employees. Provide employee kit and contact person. Employee kits usually consist of employee cards, uniforms, work equipment, and keys to access certain lockers or rooms. New employees also need to get clear information regarding the lines of communication that will be used as employees of the company. Among them are an email address as an office employee, an extension number to be able to connect to a telephone, and a postal address for sending documents. Inform Company Regulations. The Company Regulation Book (PP) is very important to give to new employees. In providing the book, the HRD team should also provide a brief explanation, and suggestions for employees to study it. Explain the job descriptions and organizational structure of the company. Explaining the organizational structure will
provide an overview of the coordination paths, job levels, and positions for new employees. In addition, new employees also have the right to know more about the job and work targets expected by the company. Explain special terms, security procedures, emergency conditions, and the schedule of company activities. For example routine office sports activities, CSR activity plans, monthly meetings, and so on. Explain employee benefits. New employees need to be given a good explanation about their rights while being employees at the company. The HRD team needs to explain what benefits new employees thoroughly will receive. For example personal and family health insurance, special allowances, and so on. Done. The flowchart of providing PPE to employees is shown in Figure 3.

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![Figure 4](image-url)  
Flowchart for exchanging damaged PPE
Based on the research, the researchers stated the application of uniform standard operating procedures at PT regarding flow and process. Ochiai Menara Indonesia is in accordance with the company's SOP, but for the use of PT. Ochiai Menara Indonesia, there are still several employees who do not comply with the company's SOP, including: employees who change uniforms not in accordance with the SOP, namely the bottom of the pants is penciled or the size is smaller, the waist circumference is reduced and the height of the trousers is increased, the circumference of the hands is short. Therefore, Management gives a direct warning to employees who wear uniforms that are not in accordance with company SOPs, and must replace uniforms by buying new uniforms from the company.

Quality control subdivision of the inspection department of PT. Ochiai Menara Indonesia has a strong commitment to protecting all of its employees from various risks of hazards that have the potential to threaten life safety and health at work by implementing Occupational Safety and Health (K3) aspects in the company seriously and consistently. The company's strong commitment is evidenced by the provision of various Personal Protective Equipment (PPE) for almost all of its workers, such as work uniforms, safety shoes, helmets or safety hats, masks, safety shoes, safety goggles (if needed or stated in the SOP) and there are several types of gloves are used by the quality control subdivision of the inspection department, this is because they are adapted to the product to be inspected, such as: thick cloth gloves (thread 5), thin cloth gloves, and plastic gloves. Inspection of personal protective equipment shown in Figure 5. And Inspection process with PPE plastic gloves shown in Figure 6.
4. Conclusion

Based on the research results on the suitability of using personal protective equipment (uniform) in the Quality Control Subdivision of PT. Ochiai Menara Indonesia right that the application of uniform standard operating procedures at PT. Ochiai Menara Indonesia is in accordance with the company's SOP, but for the use of PT. Ochiai Menara Indonesia, there are still several employees who do not comply with the company's SOP, including: employees who change uniforms not in accordance with the SOP, namely the bottom of the pants is penciled or the size is smaller, the waist circumference is reduced and the height of the trousers is increased, the circumference of the hands is short. Management must give a direct warning to employees who wear uniforms that are not in accordance with company SOPs, and must replace uniforms by buying new uniforms from the company.

Authors' Declaration

Authors’ contributions and responsibilities – The authors made substantial contributions to the conception and design of the study. The authors took responsibility for data analysis, interpretation, and discussion of results. The authors read and approved the final manuscript.

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