

*Health and Job Safety Risk Analysis
Medical Record Officers At Nganjuk Hospital
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ABSTACT

Filing is a place used to store medical records. The process of filing medical records can lead to potential work accidents. Work accidents are caused by less bright lighting, do not use the small ladder to pick up files, files piled up on shelves and piled up on the floor, and there are no air vents. This can cause work risks such as eye fatigue due to insufficient lighting, crushed by a medical record file that was tightly packed in a shelf, tripped over files piled up on the floor. The purpose of this study was to analyze the health and safety risks of medical record officers in the medical record filing section using the HIRARC (Hazard Identification, Risk Assessment, Risk Control) method. This type of research uses qualitative research with data collection techniques using interviews, observation, and documentation. As well as brainstorming to carry out risk assessments and alternative solutions to problems. The subjects of this study were 5 medical record filing officers, the head of medical records, and the Hospital Occupational Safety and Health Committee. The results of this study found 5 hazards, namely physical, biological, ergonomic, mechanical, and electrical hazards which resulted in 13 work risks with 2 high risk, 4 moderate risk, 7 low risk. Risk control efforts are carried out by cleaning in general, redesigning the medical record room, adding exhaust fans, and replacing hazardous materials with safer materials.

Keywords : *Officer Risk, Filing, Medical Records, Hospital*