

***Work Risk Analysis of Filing Officers at Nganjuk Hospital Using the HAZOP Method (Hazard and Operability Study)***

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**ABSTRACT**

*Filing was a medical record work unit which functioned as a place for managing and storing documents. Occupational safety and health procedures must be clear and applied to medical record keeping. If there is no good occupational safety and health implementation, there will be many work risks for filing officers when they work every day. The purpose of this research is to analyze the work risk of filing workers at Nganjuk Hospital using the HAZOP (Hazard and Operability Study) method. This is a qualitative research to identify and analyze occupational safety and health risks to officers in the Nganjuk Hospital filing unit. Using observation, interviews, documentation, measurement and brainstorming. The method used is HAZOP with ISO 31010 and ISO 45001 standards. The subjects in the study to be examined were the head of medical records and 5 filing officers. The results of this study obtained 5 hazards, namely mechanical, electrical, physical, biological and ergonomic hazards which resulted in a high risk rating, namely the palms or fingers punctured or scratched by the contents of the staples. Moderate (moderate) risks such as cutting the edge of the medical record folder, falling from a plastic chair when taking or returning medical records and officers feeling hot and stuffy while in the filing room. Low risk, such as being hit by medical records and tired eyes from staring at a computer screen for too long. Recommendations or suggested actions are using PPE, replacing plastic chairs with aluminum ladders, carrying out retention and destruction, replacing lamps with larger wattages, repairing and maintaining air conditioners, adding ventilation, and implementing EMR. There is a need for a report on the work risk analysis of filing officers to find out what work risks occur to filing officers and the reporting mechanism periodically for 1 year.*

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