

***Analysis of Health and Occupational Safety Risks for Medical Record Officers  
at Bhayangkara Bondowoso Hospital***

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***ABSTRACT***

*Medical records unit is an important part of hospital, encompassing several management scopes such as assembling, coding, indexing, reporting, correspondence, and filing. Several sources of hazards have been found in medical records unit, such as poor room lighting, scattered files, and leaking and damp filing rooms, which can increase risk of accidents and work-related illnesses. Therefore, efforts were needed for minimize risks avoid threatening health and safety staff. The research aimed to analyze occupational health and safety risks for medical records staff at Bhayangkara Bondowoso Hospital. Type of research is descriptive with data collection techniques including interviews, observations, documentation, measurements, and focus group discussions. This research used HIRARC method (Hazard Identification, Risk Assessment, and Risk Control). Subjects of research were four medical records staff, head of medical records, and hospital's OHS committee. The research results identified five types of hazards: physical, biological, ergonomic, mechanical, and electrical. The risk assessment with high-risk values included falling while climbing, non-ergonomic chairs, moving large quantities retention files, pricked by staples, and electrical shocks. Medium risks included struck, tripping or slipping on files, mold, non-ergonomic shelves, high temperature and humidity, used computer long duration, inadequate lighting, narrow filing rooms, and tight spaces. Control efforts included adding ladders, replacing non-ergonomic chairs and shelves, create retention and destruction schedules, using masks and gloves, putting up hazard signs, repairing rooms, maintaining air conditioning, replacing lights, renovating rooms, implementing rotation, rest times, and applying electronic medical records. Monitoring and risk analysis reports are needed to identify and minimize risks.*

***Keywords:*** *Medical Records, Risk, Occupational Health and Safety, Hospital*