

**PROGRAM STUDI REKAM MEDIS DAN INFORMASI KESEHATAN
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**ANALISIS FAKTOR RISIKO KESELAMATAN DAN KESEHATAN (K3)
PADA BAGIAN *FILING* DI RUMAH SAKIT PERMATA KUNINGAN**

xvii + 32 halaman + 6 tabel + 1 bagan + 13 lampiran

ABSTRAK

Filing mempunyai risiko yang membahayakan kesehatan dan keselamatan kerja petugas yang disebut dengan Penyakit Akibat Kerja (PAK) dan Kecelakaan Akibat Kerja (KAK) yang disebabkan oleh berbagai faktor seperti faktor fisik, kimia, biologi, ergonomi, dan psikologis. Faktor risiko ini harus diamati dalam tindakan yang sesuai dan harus dirancang untuk meminimalisirnya. Maka dari itu, dalam suatu fasyankes Keselamatan dan Kesehatan Kerja (K3) sangat penting untuk menciptakan lingkungan kerja yang aman dan nyaman. Penelitian ini bertujuan untuk menganalisis faktor risiko fisik, kimia, biologi, ergonomi K3 di bagian *filing* Rumah Sakit Permata Kuningan.

Penelitian ini menggunakan metode deskriptif kuantitatif dengan objek ruang penyimpanan rekam medis dan subjek empat petugas distribusi *filing*. Instrumen penelitian berupa lembar observasi dengan *checklist*.

Hasil penelitian menunjukkan bahwa dari empat responden, 37,5% menyatakan faktor risiko fisik jarang terjadi, 25% sangat jarang terjadi, jarang terjadi, mungkin terjadi dan sangat sering terjadi pada faktor risiko kimia, 75% menyatakan faktor risiko biologi sangat jarang terjadi, dan 33,33% menganggap faktor risiko ergonomi mungkin terjadi. Meskipun faktor risiko kerja di bagian *filing* belum 100% optimal, masih terdapat beberapa faktor risiko yang terjadi. Diperlukan penerapan SOP untuk meminimalkan risiko K3 di bagian *filing*.

Kata Kunci : *Filing*, Faktor Risiko, Keselamatan dan Kesehatan Kerja (K3)

Daftar Pustaka : 28 (2016-2023)

**STUDY PROGRAM OF MEDICAL RECORD AND HEALTH
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**SAFTEY AND HEALTH RISK FACTORS ANALYSIS IN THE FILING
SECTION AT THE HOSPITAL PERMATA KUNINGAN**

xvii +32 pages + 6 table + 1 chart + 13 appendices

ABSTRACT

Filing has risks that endanger the occupational health and safety of staff called occupational diseases and occupational accidents caused by various factors such as physical, chemical, biological, ergonomic, and psychological factors. These risk factors must be observed in appropriate measures and must be designed to minimize them. Therefore, in a health facility, Occupational Safety and Health (OSH) is very important to create a safe and comfortable working environment. This research aimed to analyze the physical risk factors of OSH in the filing section of Permata Kuningan Hospital, analyzed the chemical risk factors of OSH in the filing section of Permata Kuningan Hospital, analyzed the biological risk factors of OSH in the filing section of Permata Kuningan Hospital, analyzed the ergonomic risk factors of OSH in the filing section of Permata Kuningan Hospital.

The research used a quantitative descriptive method with the object being a medical record storage room and the subject being four filing distribution officers. The research instrument was an observation sheet with a checklist.

The results of the study showed that of the four respondents, 37.5% stated that physical risk factors were rare, 25% were very rare, were rare, were likely to occur and were very often rare that chemical risk factors, 75% stated that biological risk factors were very rare, and 33.33% thought ergonomic risk factors were likely to occur. Even though work risk management in the filing department is not 100% optimal, there were still several risk factors that occur. It was necessary to implement SOPs to minimize K3 risks in the filing section.

Keywords : Filing, Risk Factors, Occupational Safety and Health (OSH)

Bibliography : 28 (2016-2023)