



Ensuring Occupational Safety and Health in Medical Record Storage at the Medical Records Installation

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For information	Abstract
Editor; Astria	Background: Handling medical records risks staff safety; an investigation found inadequate PPE use, dusty conditions, and risks from sharp edges.
Reviewers; Dema Simbolon	Methods: This descriptive qualitative study aimed to evaluate workplace health and safety in medical record storage. Data were collected through observations and interviews and then analyzed descriptively to understand the current safety measures and their effectiveness.
Corresponding; Nindia Putri	Result Innovation: The findings indicate that although safety measures are in place, they are not fully effective. Notably, there are no specific standard operating procedures (SOPs) for occupational safety in handling medical records. The use of PPE, such as gloves and masks, is insufficient, with gloves being used only 41% of the time.
Abstract; Safety targets; patients; nurses; risks of nursing procedures	Novelty: This study highlights the gaps in current safety practices and the critical need for specific SOPs for occupational safety in medical record management. It underscores the importance of enhancing the utilization of PPE to ensure the safety of staff members.
Type Research; Qualitative	Implications and Theory: The study suggests that improving safety standards and increasing the use of personal protective equipment (PPE) can significantly enhance the protection of staff involved in medical record handling. This has broader implications for workplace health and safety, emphasizing the need for comprehensive safety protocols and effective implementation of PPE in similar settings.

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1. Introduction

As per the 2009 Law No. 44, a hospital is defined as a health service facility that offers inpatient, outpatient, and emergency services, and arranges individual health services in a whole (Galarraga & Pines, 2016). Hospitals play a crucial role in delivering healthcare services to the community by offering comprehensive medical care (Sketris, 2015). By striving to provide the highest level of healthcare services, hospitals contribute to enhancing the quality of life in the surrounding area (Guida & Carpentieri, 2021). Records and papers regarding the patient's identity, examination, treatment, activities, and other services rendered are included in medical records, as defined by Permenkes No. 269 of 2008 (Sugiarti,

2020). Doctors and dentists are required to create and keep accurate medical records of the services they provide to patients (Galarraga & Pines, 2016). These records must be saved and managed appropriately, as they are highly valuable documents. Medical record storage is the process of safeguarding medical records from physical harm and preserving the information contained within them (Berdik et al., 2021).

Activities to safeguard medical records against physical harm and the information they contain are known as medical record storage (Keshta & Odeh, 2021). Putting medical records storage into practice is crucial to creating safe and comfortable environments for both the officers who work there and the medical records themselves (Cerchione et al.,

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2023). The storage of medical records entails inherent dangers that can jeopardize the safety and well-being of the officers involved in their management. Respiratory issues can arise as a result of pollution, both from outdoor sources and inside sources such as dust. Neglecting to wear a mask while handling documents can also contribute to indoor air pollution. Experiencing physical discomfort from the weight of medical documents and packs in the storage room, as well as developing joint or bone diseases owing to the repetitive carrying and lifting of these records. It is imperative to prioritize safety and health in order to prevent health issues and minimize work-related accidents (Malka et al., 2018).

According to Kepmenkes 432 Year 2007, occupational safety and health (K3) is an endeavor to guarantee worker safety and enhance the health of laborers by averting incidents and occupational diseases, managing workplace hazards, promoting worker health, prevention, and rehabilitation (Damayanty et al., 2022). One method of protecting workers is through occupational safety and health (Sámano-Ríos et al., 2019). Procedures for safety and health must be unambiguous and implemented for the keeping of medical records (Sittig et al., 2018). On November 16, 2017, RSUD K.R. has a fairly well-organized medical record storage area. However, there is no SPO for workplace health and safety, specifically in medical records, which indicates that the safety and health and occupational health and safety were not carried out well (Gul, 2018). Additionally, the use of personal protective equipment, such as masks and gloves, has not been implemented correctly. The NWG is responsible for arranging occupational safety and health (OSH) procedures, as per the research findings of Wulandari (2013). In a similar manner, a study carried out by Azimah in 2013 examined the correlation between occupational safety and health and the adoption of anthropometric measurements. The findings underscored the significance of aligning ergonomic factors with OHS standards to safeguard the well-being and safety of individuals employed in the medical records preservation division.

2. Method Innovation

This research employs a qualitative descriptive approach. Data collection methods include observation and structured interviews. Observations focus on the use of personal protective equipment (PPE) by storage personnel. Structured interviews are

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conducted with key subjects, including the medical records installation coordinator and medical record storage officers. The primary focus of this study is the Standard Operating Procedures (SOPs) for occupational health and safety in the context of medical record storage and the use of PPE by medical record storage personnel.

3. Innovation Result and Discussion

The installation of medical records, particularly their storage, is not subject to any particular Standard Operating Procedure (SPO) at RSUD K.R.M.T. Wongsonegoro Semarang that governs occupational safety and health. At now, the execution of workplace safety and health is dependent on instructions from leaders and the personal consciousness of medical record keepers. A number of Standard Operating Procedures (SPO) are already in place at RSUD K.R. Semarang to support medical record services. Referencing Permenkes No. 269 Year 2008 on Medical Records, all SPOs overseeing medical record services in the hospital do so. Furthermore, the SPO that deals with workplace safety and health makes reference to the Decree No. 432 Year 2007 on Hospital workplace Safety and Health Management Guidelines issued by the Indonesian Minister of Health. The hospital's implementation of occupational safety and health is conducted in accordance with the leadership's guidance, recognizing the significance of safeguarding employees from potential workplace hazards or risks.

Consequently, a Standard Operating Procedure (SPO) that particularly governs occupational safety and health for police on duty is required. The Standard Operating Procedure (SPO) functions as a directive or set of instructions for officers to initiate and execute their tasks. Efficient execution of occupational safety and health Standard Operating operations (SPOs) is crucial to guarantee the accurate execution of all operations, hence diminishing the likelihood of occupational accidents and enhancing the safety and well-being of medical staff. This also encompasses the utilization of sufficient personal protection equipment and strict adherence to specified work safety protocols. Therefore, having a thorough and well-executed SPO for occupational health and safety would help to create a safe and healthy work environment, which will enhance the standard of medical record services provide.

Masks and gloves are examples of personal safety gear (PPE) utilized in the health information storage installation at RSUD. The masks worn by the employees in the storage room are typical masks with a white interior and a light green outside. They are

easily attached to the wearer's head or ears using rubber bands or straps. However, the gloves utilized are rubber gloves that are not sterile. Masks, functioning as respiratory protection gear, safeguard police from potential exposure to air that could be contaminated in the medical record storage room. Gloves, a type of hand protective equipment, are utilized to safeguard hands from sharp items or abrasions and offer protection while handling, arranging, and replacing medical documents on shelves. Adhering to the correct utilization of Personal Protective Equipment (PPE) is crucial in order to guarantee the occupational safety and well-being of individuals responsible for maintaining medical records. Masks serve to mitigate the inhalation of hazardous particles, while gloves provide protection against potential physical harm and contamination. Implementing the use of personal protective equipment (PPE) is a crucial measure in establishing a secure and sanitary work environment. Nevertheless, in order to enhance the efficacy of Personal Protective Equipment (PPE) utilization, it is imperative to provide consistent training and maintain ongoing awareness among medical personnel regarding the significance of PPE in mitigating workplace safety and health hazards. Furthermore, it is necessary to regularly assess the quality and appropriateness of the personal protective equipment (PPE) being utilized in order to guarantee the highest level of protection for the workforce. By effectively implementing high-quality and standardized Personal Protective Equipment (PPE), the likelihood of work-related accidents can be significantly reduced, hence enhancing the overall well-being and safety of healthcare record keepers. This aligns with the objective of implementing a comprehensive and sustainable system for managing occupational safety and health at RSUD.

There are a total of 9 individuals with diverse educational backgrounds working in the medical record storage room, all of whom are part of the human resources team. These varying educational backgrounds have the potential to impact the work process. Medical record officers are already familiar with the utilization of personal protection equipment in the safekeeping of medical records.

This knowledge stems from the self-awareness of medical record officers on the utilization of personal protective equipment throughout their employment. Aside from personal protective equipment, it is also necessary to provide training on occupational safety and health, as well as occupational health, specifically for medical data storage. This training serves as a method to enhance the understanding of medical record officers regarding occupational safety, health,

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and the potential risks present in the workplace, particularly in the field of medical records. However, it is important to note that medical record officers have not received any training on workplace safety and health.

An observation was conducted over a period of six consecutive working days, specifically from Monday to Saturday, to assess the utilization of personal protective equipment (PPE), particularly masks. The storage room in the medical record installation of RSUD is staffed by 9 officers who work six days a week, from Monday to Saturday. Out of the 9 individuals, 5 were male cops and 4 were female officers, resulting in a total of 54 observations.

Table 1 shows that 49 out of (91%) of the 55 observation involved the use of a respirator or mask as respiratory protection equipment. Out of the observations, 5 times (9%) did not utilize a mask. The behavior of officers in reaction to the use of pulmonary protective equipment/masks is commendable. Medical record storage officers are well-informed about the significance of workplace risks and diligently adhere to occupational safety and health protocols in the facility.

Observations on the Use of Personal Protective Equipment (PPE) in Medical Record Storage. This study observed the use of Personal Protective Equipment (PPE), specifically gloves, over six consecutive working days, from Monday to Saturday, involving nine law enforcement officers at a medical records storage facility in Semarang. The group consisted of five male officers and three female officers, totaling 54 observations. According to the data, out of 54 observations, only 22 instances (41%) involved the use of hand protection. Conversely, 32 observations (59%) indicated that gloves were not utilized. This discrepancy was primarily due to the perception among the medical record storage officers that wearing gloves hindered their work. Furthermore, there was a limited awareness among the officers about the importance of using gloves in their profession. These findings highlight the need for increased training and awareness programs to emphasize the importance of PPE in maintaining occupational safety and health in medical record storage environments.

Occupational safety and health (OSH) in the Medical Record Installation at the RSUD medical record storage room has been running, but not yet optimal. The implementation of OHS in medical record storage is characterized by the use of personal protective equipment (PPE) such as masks to protect breathing and gloves to protect hands. However, there is no specific Standard Operating Procedure (SPO)

that regulates occupational safety and health in the medical record storage room. Although medical record officers have realized the importance of using PPE, which is indicated by their self-awareness, the behavior of using PPE still needs to be improved. The use of masks by staff reached 91%, indicating a high awareness of respiratory protection. However, the use of gloves only reached 41%, indicating the need for increased awareness and understanding of the importance of hand protection in preventing the risk of injury or contamination when handling medical records. The results of this study suggest that to improve occupational safety and health in the Medical Records Installation, a specific SPO is needed that regulates the use of PPE in detail. In addition, training and awareness-raising programs for medical record officers should be improved to ensure consistent and effective use of PPE in protecting occupational health and safety.

4. Conclusion

In order to give patients the best care possible, efforts are made to enhance the safety and health of nurses. This measure is implemented to avert nursing blunders that may cause harm to patients and nurses alike. Hospitals, being the primary setting for healthcare professionals, bear the obligation of establishing a comprehensive framework that guarantees health and safety at work, thereby enhancing the caliber and effectiveness of the services rendered. Nurses must examine and apply six goals in order to achieve enhanced patient safety. These objectives are not solely associated with the safety and well-being of patients, but also have an influence on the overall standard of nursing care.

5. Table and Image

Table 1. Use of Masks

Category	Total	%
Yes	49	91%
No	5	9%
Total	54	100%

Data processed by author 2024

Table 2. Use of Gloves

Category	Total	%
Yes	22	42%
No	32	59%
Total	54	100%

Data processed by author 2024

6. Feedback and suggestions

To improve patient care, it is important to pay attention to the welfare of nurses in order to avoid mistakes that can harm both patients and nurses themselves. Hospitals have a responsibility to provide a safe and healthy working environment for nurses, which in turn will improve the quality of care provided. Nurses need to consider six goals to improve patient safety, which also impacts the overall standard of nursing care.

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