



Sesuai dengan persyaratan
ISO 9001:2015, ISO 14001:2015 dan ISO 45001:2018

Pengesahan

Status	Nama	Jabatan	Tanda tangan
Dibuat oleh	Azhar Yudha	HSE Officer	
Disahkan Oleh	Aditya Wardana Yosafat	Direktur	

Alasan Diterbitkan

Revisi	Tanggal	Alasan Diterbitkan
0	2 Januari 2013	Untuk diimplementasikan
1	6 Januari 2018	Disesuaikan dengan standar ISO 9001:2015 & ISO 14001:2015
2	7 Desember 2022	Disesuaikan dengan standar ISO 4001:2015

1.0 LINGKUP

Prosedur ini merupakan tata cara untuk pemilihan, penggunaan, penggantian, perawatan, pelatihan Alat Pelindung Diri (APD) dan penyimpanan rekaman yang sesuai di lingkungan PT. APCA Tirta Engineering.

2.0 TANGGUNG JAWAB

Para Manager, Para Pengawas, HSE Officer dan bagian terkait untuk mengaplikasikan prosedur ini.

3.0 PROSEDUR

3.1 Identifikasi Bahaya dan Pengendalian Resiko

Sebelum APD disediakan, identifikasi bahaya dan pengendalian resiko harus dilakukan, formulir APCA-FRM-011 harus dilengkapi untuk memastikan bahwa APD adalah pilihan pengendalian yang paling sesuai. Hirarki pengendalian bahaya harus digunakan untuk pengendalian resiko.

3.2 Pemilihan dan Penggunaan APD

Setiap tenaga kerja dilibatkan dalam pemilihan APD. Hal ini dapat dilakukan melalui rapat K3L atau diskusi K3L. Jika diperlukan, semua tenaga kerja diinstruksikan untuk patuh dalam penggunaan, perawatan dan pemeliharaan APD yang telah disediakan. APD merupakan barang yang dipinjamkan terhadap karyawan dan diminta untuk mengembalikan APD apabila rusak atau sudah kadaluarsa, dan kepadanya diberikan pengganti APD yang baru, adapun formulir peminjaman dan pengembalian APD adalah APCA-FRM-009.

3.3 Pelatihan Penggunaan APD

Semua personil yang dipersyaratkan memakai APD akan disediakan pelatihan sebelum memakainya, yaitu pada saat induksi K3L dan pada saat pemberian APD oleh HSE Officer atau atasan terkait.

3.4 Pemeriksaan APD

Dalam penggunaan APD dipersyaratkan adanya pemeriksaan APD secara berkala, adapun formulir pemeriksaan APD adalah APCA-FRM-039.

4.0 REKAMAN

Seluruh rekaman yang timbul atas prosedur ini diperlakukan sebagai rekaman mutu dan K3L (Keselamatan dan Kesehatan Kerja serta Lingkungan).

5.0 REFERENSI

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|-----|----------------|---------------|
| 5.1 | ISO 9001:2015 | Klausul 8.2.3 |
| 5.2 | ISO 14001:2015 | Klausul 8.1 |
| 5.3 | ISO 45001:2018 | Klausul 4.4.6 |



INSTRUKSI KERJA PENGGUNAAN ALAT PELINDUNG DIRI (APD)

No. Dokumen: APCA-IKR-008

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LAMPIRAN PPE MATRIKS

No	Activities	Potential Hazards	Body Part(s)	PPE	Standards Reference	Remarks
1	MINIMUM PPE for GENERAL ACTIVITIES *)	Flash fire Falling objects Falling/sharp objects Impact from flying particles	Whole body Head Foot and leg Eyes	Long-sleeved fire-retardant coveralls (c/w reflective stripes) Hard Hats Safety shoes, or Safety boots (for potential ankle injury) Safety glasses (c/w side shields)	EN 533 and ANSI/ISEA 107-1999 ANSI Z89.1-1987, Type 1, Class E & G ANSI Z41.1 or DIN 4843 ANSI Z87.1-1989 or DIN EN 166-167	Distinctive color (e.g. red, yellow, orange) is recommended. Hard hats shall be completed with chin straps for working at height No shoelaces - For personnel wearing reading glasses, an approved prescription safety glasses is required. The use of overfit safetyglasses/goggles over The safety glasses is acceptable. - Dark lenses safety glasses shall not be worn at night or indoor areas.
2	Working in noisy environment	Excessive noise > 82 dBA	Ear	Ear muff or Ear plug (may be combined with communication head set)	OSHA 29 CFR 1926.52 or ANSI S3.19-1974	NRR value minimum 24 dB
3	Light duty general works (e.g., labouing, brick laying, paving, manual handling)	Lightweight, Slippery objects	Hands	Tight-fitting cotton cloth with nitrile/pvc dots		
4	Handling rough/abrasive materials, mid to heavyweight materials (e.g., scaffolding, powered tools, manual handling)	Mid to heavyweight, rough/abrasive objects	Hands	Combination of heavy-duty thick cotton with nitrile coated or with leather		Used in conjunction with no. 13, 14, 15
5	Welding - electric arc, gas cutting, torch brazing, torch soldering	Hot sparks and molten metal	Hands	Specialized leather gauntlet (long gloves)		Used in conjunction with no. 16
6	Handling sharp objects (e.g., glazing, sheet metal, steel erection, cladding/roof works, cutting in meat/poultry applications)	Sharp objects	Hands	Metal-mesh, kevlar, or other special materials		

No	Activities	Potential Hazards	Body Part(s)	PPE	Standards Reference	Remarks
7	Food handling/processing (e.g., cooking, food handling/preparations)		Hands	Tight-fitting plastic-film gloves		
8	Assembly operations where a high level of manual dexterity is required (e.g., mechanical and finishing trades, electrical and instrumentation assembly).		Hands	Tight-fitting, fingerless gloves		Only to be used where potential injury to fingers is very minimal.
9	Handling heat/cold materials (e.g., firefighting, chemicals, laboratory works, process sampling)		Hands	Aluminized fabric or other special insulated materials gloves or gauntlets (long gloves)	For firefighting gloves, refer to NFPA 1971-2000 or equivalents (e.g. CE/EN443-1997)	
10	Chemical handling	Exposure to hazardous chemical such as caustic, acids, corrosive, cleansers/solvent, and petroleum products		Rubber, PVC, vinyl, nitrile, neoprene or other special materials gauntlets (long gloves)		Always refer to MSDS prior to selecting the appropriate chemical resistant gloves for the chemical being handled.
11	High-voltage electricity	Electrical shock and burns		Electrical insulated gloves, made up of rubber and worn underneath leather gloves	ASTM D 120-87	
12	Working in environment with airborne contaminant	Dust, dirt, solid particles Welding fume	Respiratory system Respiratory system	Particulate respirator/mask Welding respirator/mask	ANSI Z88.2 and NIOSH 42 CFR 84 or DIN 3179 ANSI Z88.2 and NIOSH 42 CFR 84 or DIN 3179	Particulate respirator shall not be used for rescue, emergency work, or in any atmosphere containing gases/vapors that could be IDLH - use APR or SCBA/SABA instead (see no. 18 and 19) Welding respirator shall not be used for rescue, emergency work, or in any atmosphere containing gases/vapors that could be Immediately Dangerous to Life and Health (IDLH) - use APR or SCBA/SABA instead (see no. 18 and 19)

LAMPIRAN PPE MATRIKS

No	Activities	Potential Hazards	Body Part(s)	PPE	Standards Reference	Remarks
12	Working in environment with airborne contaminant	Toxic gases/vapors	Respiratory system	Half mask Air Purifying Respirators - with canisters or cartridges filter	ANSI Z88.2 and NIOSH 42 CFR 84 or DIN 3179	Air Purifying Respirators (APR) shall not be used for rescue, emergency work, or in any atmosphere that could be immediately Dangerous to Life and Health (IDLH) - use SCBA/SABA instead (see no. 19)
		Toxic gases/vapors + chemical splash	Respiratory system	Full face mask Air Purifying Respirators - with canisters or cartridges filter	ANSI Z88.2 and NIOSH 42 CFR 84 or DIN 3179	
13	Chipping, powered fastening/ riveting/sanding	Flying objects, particles sand, dirt, etc.	Eyes	Safety Goggles	ANSI Z87.1-1989	
14	Chipping, powered fastening/ riveting/sanding	Flying objects, particles sand, dirt, etc.	Eyes	Safety Goggles	ANSI Z87.1-1989	
15	Grinding (both handheld or bench type), grass cutting	Flying fragment, large chips	Eyes and face	Full Faceshield over safety glasses	ANSI Z87.1-1989	The use of faceshield must be combined with safety glasses/goggles.
16	Welding - electric arc, gas	Optical radiation, hot sparks	Eyes and face	Welding helmets	ANSI Z87.1-1989	Filter lenses selection shall refer to Appendix 2
17	Cutting, torch brazing, torch soldering	Optical radiation	Eyes	Welding goggles	ANSI Z87.1-1989	Filter lenses selection shall refer to Appendix 2
18	Chemical Handling	Chemical splash	Trunk	Chemical apron (for normal exposure), or Full-body Chemical Protective Suits (for emergency work or severe exposure)		Always refer to MSDS for appropriate selection of PPE construction material (PVC, vinyl, neoprene, polyethylene, tychem, etc.)
			Arm and hand	Chemical gloves		
			Foot and leg	Chemical boots		
19	Confined space entry, chemicals handling	Airborne contaminants	Respiratory system	Pressure-demand SCBA or Supplied Air-line SABA	ANSI Z88.2	To be used for rescue, emergency work, or in any atmosphere that could be IDLH, such as : - O2 content < 19.5 % or potential to drop < 19.5%

LAMPIRAN PPE MATRIKS

No	Activities	Potential Hazards	Body Part(s)	PPE	Standards Reference	Remarks
19	Confined space entry, chemicals handling	Trapped inside confined space	Whole body	Full-body harness + lifelines	ANSI A10.14-1991 or ANSI Z359.1-1992	<ul style="list-style-type: none"> - CS entry, prior to the atmosphere being gas tested and certified safe to enter w/o SCBA/SABA - Potential significant release of toxic materials - Ambient concentration of H₂S > 10 ppm or potential to exceed 10 ppm To be used for rescue purposes
20	Abrasive blasting	Airborne contaminants, flying particles	Whole body, respiratory system	Abrasive blasting suits (consist of respirator helmets with faceshield, supplied compressed airline and protective vest)	NIOSH approved for Type C and CE Continuous Flow Class Respirator, ANSI Z89.1-1987 for hats, and ANSI Z87.1-1989 for face shield	
21	Working at Height	Falls	Whole body	Full-body harness + shock absorber lanyard + anchorage connectors	ANSI A10.14-1991 or ANSI Z359.1-1992	To be used when working on elevated position of 6 feet (1.8 meters) where there is no physical protection, such as platform or handrails and are at risk of a fall or need both hands free while performing the works.
22	Activities over/near water	Falls, overboard, drowning	Whole body	Life/Work Vest	US Coast Guard - Type I life vest (for offshore facilities) or Type III life vest (for onshore facilities) or Type V work vest.	PFD Label must be checked and confirmed for the purposes it serves and its limitations : vessel type (commercial or recreational), water conditions (rough - open water/offshore or calm - inland water/river/harbour)