



**STATE UNIVERSITY OF SURABAYA
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**STANDARD OPERATING PROCEDURE (SOP)
SAFETY PROCEDURE IN TEXTILE CRAFT STUDIO LABORATORY**

No: SOP17/01/P1/AKA/2024

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STANDARD OPERATING PROCEDURE (SOP)
INVENTORY MANAGEMENT

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1. OBJECTIVE

This SOP aims to protect laboratory equipment from damage due to improper use and to safeguard users from potential hazards that may occur, either intentionally or unintentionally, during their activities in the laboratory.

2. SCOPE

This SOP applies to the occupational safety and health aspects that must be prioritized during activities conducted in the Textile Craft Studio Laboratory within the Faculty of Language and Arts (FBS) at State University of Surabaya.

3. REFERENCE

- 3.1. Law No. 1 of 1970 on Work Safety
- 3.2. Government Regulation No. 50 of 2012 on Occupational Health and Safety Management Systems (SMK3)
- 3.3. Government Regulation No. 88 of 2019 on Work Safety
- 3.4. Strategic Plan Document of Surabaya State University
- 3.5. Strategic Plan Document of Faculty of Language and Arts

4. DEFINITIONS

- 4.1 Hazard: Any source, situation, or action with the potential to cause harm or injury.
- 4.2 Poor Health: Identifiable physical or mental conditions caused or exacerbated by work activities or environments.

5. RESPONSIBLE PARTIES

- 5.1 Head of General Affairs and Equipment Subdivision: Responsible for ensuring the availability of occupational health and safety (K3) equipment and implementing K3 regulations in the FBS environment.

6. GENERAL REQUIREMENTS

- 6.1 Periodic safety checks will be carried out by the Head of General Affairs and Equipment Subdivision and reported to the Deputy Dean for General Affairs and Finance.
- 6.2 The results of these inspections will be compiled into a report for the laboratory lecturer in charge, the facility coordinator, and the administration manager.

7. PROCEDURE DESCRIPTION



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7.1 Rules for Using the Textile Craft Studio:

These general rules emphasize:

- a. Registration and Permission:
 - All users must log their name, usage time, and purpose in the laboratory logbook.
 - Ensure that the use of tools is approved by the studio manager or technician.
- b. Safety at Work:
 - Use Personal Protective Equipment (PPE), such as gloves, masks, and aprons, especially when working with hazardous materials such as hot wax or dye solutions.
 - Never leave electrical equipment or stoves unattended while in use.
- c. Maintenance and Cleanliness:
 - Ensure the work area is always clean and tidy. Dispose of waste in the designated containers.
 - Do not rearrange or move studio inventory without prior approval.

7.2 Tool Usage Guidelines:

- a. Using Canting Tools and Wax Pans:
 - Fill the pan with an appropriate amount of wax and place it on a low flame. Wait until the wax has completely melted before use.
 - Use the canting tool to draw patterns on fabric and avoid spilling wax on the table or floor.
- b. Using Stoves and Pans:
 - Light the stove carefully.
 - Adjust the flame to prevent the wax from boiling or burning.
- c. Using Dyes
 - Prepare the dye solution according to the instructions on the packaging.
 - Use wooden sticks or clamps to dip the fabric into the solution.
 - Rinse the fabric with clean water after dyeing to remove any chemical residues.

7.3 Tool Loan Procedure

- Borrow tools in accordance with the procedures set by the supervising lecturer.

7.4 Studio Cleaning Procedure

- Clean and maintain tools before and after use.
 - Ensure borrowed tools are ready for use in subsequent classes.
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- Return tools following the procedures set by the supervising lecturer.

7.5 Damage and Loss Procedures

- Students are fully responsible for the tools they borrow or use.
- Any damage resulting from improper use must be repaired or replaced by the student.
- If a borrowed tool is lost (including its accessories), the student must replace it with an identical item.

7.6 Sanctions for Violationsthes:

- Verbal or written warning.
- Immediate expulsion from the class.
- Grade deduction.
- Failure to complete the course requirements.

8. CLOSING

This SOP is to be implemented as required to ensure work safety in the Textile Craft Studio Laboratory.
