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**STANDARD OPERATING PROCEDURE (SOP)
SAFETY PROCEDURE IN PAINTING STUDIO LABORATORY**

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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 Painting 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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Document No	No. Revision	Matter	Issue Date
SOP15/01/P1/AKA/2024	00	3from4	November 2024

7.1 Rules for Using the Painting Studio:

- Use all equipment according to its intended function.
- Do not rearrange or move any inventory without the permission of the supervising lecturer.
- Store personal items such as bags and jackets safely to avoid disrupting work activities.
- Wear appropriate safety gear as required for the tasks being performed.
- Ensure the studio is clean and orderly when leaving, with all items returned to their original places.
- Dispose of trash in designated bins.
- Each student must sign the attendance list, acknowledged by the course lecturer.
- Students may use the studio outside class hours with prior permission from the studio manager or technician.
- For students with disabilities, necessary adjustments will be made according to their needs.

7.2 Tool Usage Guidelines:

- Use all tools efficiently and handle them with care to maintain their condition.
- Operate tools according to their specified functions.
- Handle manual, mechanical, and electronic tools properly and safely, ensuring your safety and that of others.
- Seek assistance from lecturers, technicians, or experienced colleagues when unfamiliar with operating certain machines or electronic devices.

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.
- 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.
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Document No	No. Revision	Matter	Issue Date
SOP15/01/P1/AKA/2024	00	4from4	November 2024

- 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 Painting Studio Laboratory.