



Work Safety Procedures In Loading /Unloading Activities at PT. Buana Lintas Lautan Tbk Batam Branch

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Abstract. *This study was conducted with the aim of finding out how the work safety procedures are in loading/unloading activities at PT. Buana Lintas Lautan Tbk, Batam Branch. The author obtained data using field research methods and library research methods. The company PT. Buana Lintas Lautan Tbk, Batam Branch is a freight forwarding service company engaged in loading/unloading activities. In loading/unloading work, it is closely related to work that can cause work accidents, whatever the work that moves, is stored and transported, has many risks. Work safety procedures in loading/unloading activities at PT. Buana Lintas Lautan Tbk, Batam Branch have been running well. This is done for the good of the company and loading/unloading workers. To ensure the safety and health of workers in carrying out loading/unloading work, work safety procedures are implemented so that all workers feel safe and comfortable in carrying out their work, although there are still workers who do not use personal protective equipment in the loading/unloading process.*

Keywords: *Procedures, Work safety, Loading/unloading*

1. INTRODUCTION

In the current era of globalization where the level of competition throughout the world is very tight, for that a country is required to meet its economic needs quickly and have a broad impact on its people, Indonesia, which is one of the countries that continues to compete in trade, does not want to be left behind in global competition, especially in sea lanes or what is generally called merchant shipping, in order to meet these needs. Indonesia must trade both domestically and abroad, so a means of transporting these trade goods is needed. Means of transportation using sea lanes are the most dominant routes used in conducting trade, this maritime world plays a fairly important role in the world economy.

PT Buana Lintas Lautan Tbk Batam branch itself has K3 (Occupational Health and Safety) standards which are an effort to protect employees from diseases or accidents caused by work (Pranata, 2022). If the implementation of K3 in the company is not monitored, this will affect employee performance, employees will be susceptible to disease and even have accidents (Ayuni et al, 2022). The author sees the need to implement methods such as Behavior Based Safety for the sustainability of K3 both within the company.

PT Buana Lintas Lautan Tbk Batam Branch collaborates with PT Snepac Batam for the cargo transportation process. PT Buana Lintas Lautan Tbk Batam Branch asked PT Snepac Batam to transport LCL (Less Container Less) containers using a truck trailer, and the author

saw that the cargo transportation process was not safe and did not follow the safety standards of the company PT Buana Lintas Lautan Tbk Batam Branch. Starting from PPE (Personal Protective Equipment) which was not used at all by the cargo transport driver, the absence of safety officers accompanying both from the company PT Buana Lintas Lautan Tbk Batam Branch and PT Snepac Batam. During this study, the author used Behavior Based Safety as a basis for reducing work accidents.

2. LITERATURE REVIEW

Definition of Occupational Health and Safety (K3)

Occupational health is a condition that is free from physical and psychological disorders caused by the work environment. Occupational health risks can occur due to factors in the work environment that work beyond the specified time period and the environment causes stress or physical disorders while occupational safety is a condition that is safe or free from suffering and damage or loss in the workplace in the form of the use of machinery, equipment, materials and processing of the workplace floor and work environment and work methods. Occupational safety risks can occur due to aspects of the work environment that can cause fires, electric shocks, cuts, bruises, sprains, broken bones and damage to limbs, vision and hearing (Megginson in Mangkunegara, 2000)

Definition of Loading / Unloading

Loading is the activity of moving goods from the dock to the ship while unloading is the activity of moving goods from the ship to the dock or other modes of transportation. Loading and Unloading are the processes of removing and inserting goods from a ship or truck to the warehouse or to the hands of customers. For cargo loads that do not have large sizes and loads, the loading unloading process may not be too dangerous, but for large cargo loads and heavy loads, the implementation of a security system must be given more attention.

Behavior Based Safety

Behavior Based Safety (BBS) is a system for changing worker behavior by companies to avoid work accidents. The purpose of Behavior Based Safety is to introduce a safe work environment and to increase the potential for safe performance for workers. Behavior Based Safety can be successful if human behavior can follow this system well, human behavior can be determined by factors of age, gender, education and also attitude (Wahyu, 2020). After

human behavior can accept this system and practice it in work life, the next step is to use PPE (Personal Protective Equipment).

Definition of Port

According to the Regulation of the Minister of Transportation of the Republic of Indonesia Number PM 57 of 2020 concerning the implementation of seaports, Article 1, part one, a port is a place consisting of land and/or waters with certain boundaries as a place for government activities and company activities that are used as a place for ships to dock, embark and disembark passengers, and/or load and unload goods, in the form of terminals and berths equipped with shipping safety and security facilities and port supporting activities as well as a place for intra and inter-mode transportation transfers. The port itself is divided into 3 types, namely: Main Port, Collecting Port and Feeder Port.

Definition of Ship

According to Herman Budi Sasono, et al. (2014) "A ship is a water vehicle with a certain type of shape, which is driven by wind power, mechanical power, other energy pulled or suspended including vehicles with dynamic support power, underwater vehicles, as well as floating equipment and floating buildings that do not move.

Definition of container / container

A container or container is a small moving warehouse used to transport goods from one place to another must be together with the means of transport, namely, ships, trucks, or trains to the destination, usually to the warehouse of the owner of the goods (exporter or importer). A container is a form of the latest single-load packaging that resembles a large metal box.

Definition of Manpower

Manpower has several definitions, according to Law No. 13 of 2003 concerning manpower, manpower is every person who is able to do work to spend goods and/or services either to meet their own needs or for the community.

Definition of Procedure

The procedure carried out in every job is a systematic way of organizing the steps regarding the content of the job according to RUDI M Tambunan (2013) defining the procedure as a guideline containing operational guidelines within an organization that is used to ensure

that all decisions and actions and the use of process facilities carried out by people carried out within the organization so that they run efficiently, consistently, standardly and systematically.

a. Definition of FCL (Full Container Load)

FCL (full container load) is the delivery of goods using one full container owned by one sender and not mixed with other people's goods.

b. Definition of LCL (Less Container Load)

LCL (less container load) is the delivery of goods using containers where the goods in one full container consist of several shippers combined in the container.

3. METHODS

Field Research Method

a. **Observation**

This observation was conducted directly by conducting land practice within 6 (six) months at PT. Buana Lintas Lautan Tbk Batam Branch to obtain data on Occupational Safety Analysis for Loading/Unloading workers

b. **Interview**

Conducting data and information collection by asking questions directly to leaders, employees and stevedoring workers who are experts in the operational field to obtain the expected statements and information.

Library Research Method

Through Library Research, it is done by searching or recording books in the library of the Adiguna Maritim Indonesia Polytechnic Medan regarding the material discussed by the author, namely Work safety procedures for loading / unloading workers at PT. Buana Lintas Lautan Tbk Batam Branch. In addition, the author also obtained from the lecture materials obtained by the author during college.

4. RESULTS AND DISCUSSIONS

Things to Do Before Loading/Unloading Activities

Before the ship arrives to carry out the loading/unloading process, the company PT. Buana Lintas Lautan Tbk, Batam branch must know the estimated arrival of the ship at Batu Ampar port after that PT. Buana Lintas Lautan Tbk, Batam branch, holds a port meeting with the related parties, namely:

1. PT. Buana Lintas Lautan Tbk, Batam branch
2. PT. Snepac Batam
3. Tally man
4. BP Batam Port Authority

In the port meeting activity, a discussion was held about the Estimated arrival of the ship and how many containers were carried by the sea transportation facilities. In addition, the port meeting activity also discussed the jetty space that would be used and knowing when the ship would depart. The loading and unloading process at the dock begins with the arrival of the container ship, then the shore crane will move the container onto the truck (lift on) the truck will carry the container to the warehouse or usually the truck carries the container from the port to the recipient of the goods. In addition, when loading unloading is carried out, the company must check the equipment used, both loading unloading equipment such as cranes, reach stackers, Harbor Mobile Cranes, and also personal protective equipment used by TKBM (Steering and Unloading Workers) such as helmets, safety shoes, glasses, gloves and also work wearpacks. Strict supervision can reduce the risk of work accidents in loading/unloading activities. Therefore, many work accidents occur due to the behavior of the workforce itself, such as being negligent in carrying out tasks and responsibilities at work, and being lazy in using the work safety equipment provided by the company.

Occupational Safety Procedures in Loading/Unloading Activities

Every job is inseparable from danger and risk if the danger and risk cannot be controlled then it will result in work accidents. Most workers' behavior that does not implement occupational safety and health behavior results in many work accidents. This can be seen from the lack of awareness of workers in terms of the use of PPE (personal protective equipment) by workers during the loading/unloading process and the lack of care of workers in terms of loading/unloading activities.

Occupational safety and health (K3) procedures are one of the important pillars for PT. Buana Lintas Lautan Tbk Batam Branch, because K3 cannot be separated from production and services. In every human activity there is always the possibility of a work accident in the final result of a rule, namely the cause of unsafe working conditions, it is expected that all employees can work together and always prioritize K3 in every job they do.

The procedures carried out in Loading/Unloading Activities by PT. Buana Lintas Lautan Tbk Batam Branch are as follows:

- a. Providing direction to workers and supervisors in terms of loading/unloading activities
- b. Applying personal protective equipment
- c. Always obey the rules
- d. Maintain cleanliness in the activity area and provide fire extinguishers

PT. Buana Lintas Lautan Tbk Batam Branch in the forwarding process is inseparable from the loading and unloading process. Loading activities are the process of moving goods from the warehouse, lifting and then stacking them on the ship while unloading activities are the process of lowering goods from the ship and then arranging them in the warehouse at the port or container yard. The container loading and unloading process is divided into 3 activities, namely:

- a. Stevedoring The work of unloading goods from the ship to the dock/barge/truck or loading goods from the dock/barge/truck into the ship until they are arranged in the ship's hold using a ship crane or land crane.
- b. Cargodoring the activity of releasing or removing goods from the sling at the dock on the side of the ship's hull, transporting from the dock and arranging them in the warehouse or line 1 yard or vice versa.
- c. Receiving/delivery the work of moving goods from the pile/stackage in the warehouse/stackage yard and handing them over until they are arranged on the vehicle at the warehouse door/stackage yard or vice versa.

Inspections carried out before loading/unloading activities are carried out

Before loading/unloading activities are carried out, the company always carries out the following activities:

- a. Coordinate with the fleet that the fleet used for loading and unloading activities is lacking.
- b. Immediately report to the ship on duty to report to the engineer so that it can be repaired immediately. If the ship's crane is damaged. While if damage occurs to the land crane, immediately report to the repair party (workshop) to carry out repairs quickly.
- c. Replace damaged equipment with new/spare equipment. And if the availability of equipment is limited, repairs are carried out quickly.
- d. Due to weather factors, the tally immediately reports to the officer on duty to immediately close the hatch so that the goods do not get wet and are not damaged.
- e. Immediately report to the superior before the goods in the stockpile run out, so that the superior can coordinate with the shipper regarding the problem.

Factors Affecting the Safety of Loading and Unloading Workers

a. Safety Briefing

which is conducting a briefing before starting work on the importance of maintaining safety at work and the importance of personal protective equipment.

b. Personal Protective Equipment

which is the equipment used at work to protect oneself from the risk of work accidents that may occur while working, personal protective equipment used in loading and unloading activities, namely Safety Helmet, Safety Romp, Safety Gloves, Safety Googles, Safety Boot, Mask.

c. Complying with the Rules

which is Loading and Unloading workers must comply with the existing rules at work for the safety of workers.

d. Cleanliness

Cleanliness is the main requirement for workers to stay healthy and its implementation does not require a lot of costs. To maintain health, all rooms should be kept clean.

e. Drinking water and health

Drinking water from healthy sources should be checked regularly and must be provided near the workplace.

f. Ventilation, Heating, and Cooling

Comprehensive ventilation is necessary for the health and harmony of employees because it affects work efficiency. Hot air can cause employees to often leave the room, due to uncomfortable working conditions.

g. Fire Prevention

Fire prevention is one of the problems that needs to be anticipated quickly according to fire prevention regulations, for example, smoking is prohibited in workplaces that are prone to fire.

h. Lighting/Light, Color, and Noise in the Workplace

The use of appropriate lighting and color in the workplace has an important meaning in supporting occupational safety and health. Noise in the workplace is a factor that needs to be prevented because it can cause damage.

Actions Taken Against Workers Who Violate Work Safety Rules

The actions taken for workers who violate the rules are:

- a. Give advice to workers on the importance of safety at work
- b. Provide warnings to violators of work safety regulations
- c. Provide a deterrent effect such as sanctions for violators of work safety rules

- d. Dismiss the worker if they still do not comply with work safety rules

Obstacles to the Implementation of K3

The following are the things that are obstacles to safety for stevedoring workers:

- a. Lack of discipline among stevedoring workers in following work safety regulations.
- b. Personal protective equipment that is no longer suitable for use but is still used while working and not reported to the K3 officer to be replaced with a new one.
- c. Rainy weather which causes increasing work accidents such as slipping and the risk of damage to the load.
- d. Damage to loading and unloading equipment such as land cranes and forklifts.

5. CONCLUSION

Based on the results of the study, it can be concluded that the work safety procedures in loading/unloading activities at PT. Buana Lintas Lautan Tbk, Batam Branch have been running well. To ensure the safety and health of workers in carrying out loading/unloading work, work safety procedures are implemented so that all workers feel safe and comfortable in carrying out their work, although there are still workers who do not use personal protective equipment in the loading/unloading process.

In order for work safety procedures in loading/unloading activities at PT. Buana Lintas Lautan Tbk Batam Branch to run properly, it is recommended to increase supervision of the use of PPE for loading/unloading workers and provide socialization in the form of briefings on work safety.

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