



REGULATION OF THE RECTOR OF UNIVERSITAS PADJADJARAN  
NUMBER 45 YEAR 2016  
CONCERNING  
TECHNICAL GUIDELINES FOR ORDERS, SECURITY, AND SAFETY  
ENVIRONMENT  
UNIVERSITAS PADJADJARAN

WITH THE GRACE OF ALMIGHTY GOD

THE RECTOR OF UNIVERSITAS PADJADJARAN,

Considering: that in order to implement the provisions of Article 25 of Government Regulation Number 51 of 2015 on the Statute of Universitas Padjadjaran in terms of creating order, security, comfort, as well as safety, occupational health and the environment at Universitas Padjadjaran, it is necessary stipulate the Rector's Regulation concerning the Technical Guidelines for Order, Security, and Safety of the Padjadjaran University Campus Environment;

- In view of:
1. Law Number 12 of 2012 on Higher Education (State Gazette of the Republic of Indonesia of 2012 Number 158, Supplement to the State Gazette of the Republic of Indonesia Number 5336);
  2. Government Regulation Number 4 of 2014 on the Implementation of Higher Education and Management of Higher Education;
  3. Government Regulation Number 80 of 2014 on the Stipulation of Universitas Padjadjaran For Legal Entities State Universities (State Gazette of the Republic of Indonesia of 2014 Number 301);
  4. Government Regulation Number 51 of 2015 on the Statute of Universitas Padjadjaran (State Gazette of the Republic of Indonesia of 2015 Number 168, Supplement to the State Gazette Number 5720);
  5. Regulation of the Minister of Research, Technology and Higher Education Number 137/M/Kp/IV/2015 Appointment of the Rector of Universitas Padjadjaran for the 2015-2019 Period;
  6. Regulation of the Rector of Universitas Padjadjaran Number 40 of 2016 on Organization and Management of Padjadjaran University;

HAS DECIDED:

To stipulate: REGULATION OF THE RECTOR OF UNIVERSITAS PADJADJARAN CONCERNING TECHNICAL GUIDELINES FOR CAMPUS ORDER, SECURITY, AND ENVIRONMENTAL SAFETY OF UNIVERSITAS PADJADJARAN.

Article 1

1. Technical Guidelines for Campus Order, Security and Safety Environment in Universitas Padjadjaran, is a guideline for all parties in carrying out activities within the Universitas Padjadjaran Campus an effort to create order, security and safety in Universitas Padjadjaran.
2. The Technical Guidelines for Campus Order, Security, and Safety Environment in Universitas Padjadjaran, as referred to in paragraph (1), are listed in the appendix which is an integral part of the regulation that is inseparable from this Rector's Regulation.

Article 2

All provisions in the form of Rector's Regulations Rector and/or Rector's Decree related to the Technical Guidelines for Campus Order, Security and Safety Environment in Universitas Padjadjaran which has existed at the time this Rector's Regulation came into force, declared valid as long as it has not been replaced and does not conflict with the contents of this Rector's Regulation.

Article 3

This Rector Regulation shall come into force on the date of promulgation.

Enacted in Bandung

On December 1, 2016



TRI HANGGONO ACHMAD



# TECHNICAL GUIDELINES

Campus Order, Security and  
Safety environment

UNIVERSITAS PADJADJARAN



Unit Pelaksana Teknis Pengelolaan Lingkungan Kampus  
Universitas Padjadjaran

## **TECHNICAL GUIDELINES**

Order, Security, and Safety Environment at the Padjadjaran University

## FOREWORD

Universitas Padjadjaran (UNPAD) as one of the Leading Universities in Indonesia has grown rapidly in the field of education as well as its facilities and infrastructure services. These developments in various fields are the result of UNPAD's commitment to make UNPAD a World Class University. In addition to the commitment to the development of education and infrastructure, aspects of safety, occupational health and environment (K3L) on UNPAD are also a very important development focus in supporting the achievement of UNPAD as a World Class University. This aspect also includes efforts to create security, order, and safety in UNPAD environment. This aspect is also important for achieving ASEAN accreditation University Network (AUN) which requires compliance with K3L standards.

UNPAD has a technical implementing unit that handles the fields of order, security, comfort, and campus K3L, namely the Campus Environmental Management and Technical Implementation Unit (UPT PLK), which is a Subunit of the Directorate of Facilities and Infrastructure of UNPAD. UNPAD's commitment to maintaining security, order, and comfort as well as campus K3L, becomes a challenge for UPT PLK in carrying out its duties and functions, namely protecting, securing, and controlling the UNPAD campus environment from threats, challenges, obstacles, and disturbances that come both from within and from within. from off campus.

UPT PLK UNPAD, in order to achieve this goal, needs to disseminate its policies, regulations, procedures, and programs to UNPAD employees. One of the forms of dissemination is by compiling a Technical Guidebook for Order, Security, and Environment for the UNPAD Community. This book can be used by the entire UNPAD community and the community around the UNPAD campus, and can be accessed through *the website* [unpad.ac.id](http://unpad.ac.id).

It is hoped that with this guidebook, it can increase the awareness of the UNPAD community to comply with aspects of order, security, and the environment on the UNPAD Campus, so that it can help create an orderly, safe, comfortable, healthy and safe UNPAD, and of course support the smooth academic process as well as the realization of the achievement of World Class University. This technical manual would still require refinement process, therefore if there is feedback and suggestions in book this are welcome via email: [subbag.lingkampus@unpad.ac.id](mailto:subbag.lingkampus@unpad.ac.id) / [subbag.lingkampus@unpad.ac.id](mailto:subbag.lingkampus@unpad.ac.id).

**Head of UPT PLK UNPAD**

Dr. Teguh Husodo M.Si

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## INTRODUCTION

In order to create order, safety, comfort and safety, occupational health and the environment (K3L) in UNPAD, it requires participation and involvement from all parties in UNPAD. This technical guideline is a reference that can be used by UNPAD residents, such as students, lecturers, UNPAD employees, and non-UNPAD residents, such as university guests or visitors to the UNPAD campus as well as community members around the UNPAD campus area. In addition, this handbook covers non-academic activities, both inside and outside the building, which are available at Dipatiukur and Jatinangor campuses.

This manual consists of general and specific technical guidelines. Technical guidance in general, which covers matters generally related to order, security, comfort, safety, occupational health and the environment, emergencies (fires, earthquakes, etc.), in which there are also provisions related to permits. This general technical guide applies to all parties who carry out activities at any location within the UNPAD environment.

Meanwhile, technical guidelines specifically cover activities that are carried out by all parties who doing certain activities at the location of certain activities. In addition to providing technical guidelines regarding campus life, this technical manual aims to improve order, security, safety, and K3L at UNPAD.

**“Ordered, Secured, Comfortable, Safe, Healthy and Green environment in UNPAD is Ours”**

**“Order, Security, Comfort, Safety, Occupational Health and the Environment in UNPAD is a Shared Responsibility”**

## SYSTEMS IN READING THE BOOK

To make reading this book easier, you can use the following table:

### A. General

Activity Locations	Technical Guidelines	Pages
Entire UNPAD	1. Smoking Prohibition	14
	2. Permit for Organizing Activities	16
	3. Permit for Publication Outdoor Spaces	16
	4. Permit for Use of Facilities Outside the Faculty	19
	5. Permit Work / Activities	19
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SafetySafety of Activities Outside the UNPAD Campus	77
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Asset Management Universitas Padjadjaran	90

B. Technical Guidelines Specifically

<b>Location of Activities</b>	<b>Technical Guidelines</b>	<b>Pages</b>
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	3. Permit for Use of the Building outside the Faculty	19
	4. Safety Procedures for Building	79
Faculties	1. Permit for Organize the Activities	16
	2. Permit for Activity Publications	16
	3. Safety Procedures for Building	72
Arboretum UNPAD	1. Permit for Organize the Activities	16
	2. Permit for Prune a Trees	28
	3. Procedure for the UNPAD Arboretum	32
Streets/Boulevards	1. Permit for Organize the Activities	16
	2. Permit for Publication of Activities	16
Library	1. Permit Organize the Activities	16
	2. Permit for Activities Publication	16
	3. Permit for Use of Facilities Outside the Faculty	19
	4. Safety Procedures in Building	72
Cekdan UNPAD	1. Permit for Organize thr Activities	16
	2. Permit for Activities Publication	16
	3. AidProcedure for Drowning Victims	81

### INFORMATION CENTER AND IMPORTANT PHONE NUMBER

<b>NO</b>	<b>Name</b>	<b>Telephone Number</b>
<b>UNPAD Jatinangor Campus</b>		
	Sector Police Station	022-7798110
	Padjadjaran Clinic	022-7781900
	PLN. Jatinangor	022-7782268
	Security UNPAD Jatinangor	0812-2418-761 (Rudy) / 0812-2418-761 (Rohman)
	Sumedang Hospital	022-201021
	DAMKAR Sumedang	022-201113
	RS. AMC Cileunyi	022-7781630
	Puskesmas <u>Jatinangor</u>	022-7796143
	UPT PLK UNPAD	022-84288888 ext : 1673
	Chemical Spill Emergency	022-84288888 ext : 1673
	PMI Sumedang Regency	022-201623
	Integrated Service Unit UNPAD	022-84288888
<b>UNPAD Dipati Ukur Campus</b>		
	Security UNPAD Dipati Ukur	022-84288888 ext : 1673
	DAMKAR Bandung City	022-7207113
	PMI Bandung City	022-2500095
	Hasan Sadikin Hospital Bandung	022-2034953
	RSU Santo Borromeus	022-2552000
	Polrestabes Bandung	022-4203500
	West Java Regional Police	022-7800166
	PLN Bandung	022-123

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### **REGULATIONS RELATED Padjadjaran University**

Rector Decree No. .... On Rules of UNPAD Life

Rector Decree No. ... .. On UNPAD Environment Development Systems

Rector Decree No. ... .. On the Safety Policy Commitments, Occupational Health and Environment at UNPAD

Another Rector's decree...

# PROFILE OF UPT ENVIRONMENTAL MANAGEMENT UNIVERSITAS PADJADJARAN

## 1. About UPT PLK UNPAD

Universitas Padjadjaran (UNPAD) has experienced rapid development both in the field of education and the availability of facilities and infrastructure. These developments in education and infrastructure support UNPAD to achieve its target as a World Class University. In addition to the development of education and infrastructure, aspects of safety, occupational health, and the environment (K3L) on campus are very important in supporting the achievement of UNPAD as a World Class University. This aspect also includes efforts to create security, order, and safety in the UNPAD campus environment. This aspect is also important for achieving accreditation ASEAN University Network (AUN) which requires compliance with K3L standards.

UNPAD has a work unit that handles order, security, comfort, and K3L on campus, namely the Technical Implementation Unit - Campus Environmental Management (UPT PLK), which is a Sub-Directorate of the Director of Facilities and Infrastructure (Sarpras) UNPAD. Universitas Padjadjaran is committed to handling campus safety, order and comfort issues. It becomes a challenge for UPT PLK in carrying out its duties and functions, namely protecting, securing and controlling the UNPAD campus environment from threats, challenges, obstacles, and disturbances that come from both inside and outside the campus.

For this reason, UPT PLK UNPAD needs to disseminate its policies, regulations, procedures, and programs to UNPAD employees. One of the forms of dissemination is by compiling a Technical Guidebook for Order, Security, Comfort, Safety, Occupational Health and Environment (K3L) for residents of Universitas Padjadjaran. This guide can be used by all UNPAD residents and the community around the UNPAD campus, and can be accessed through the UNPAD website: <http://www.unpad.ac.id/>

It is hoped that every UNPAD citizen will be more concerned and adhere to the aspects of order and security as well as K3L. In addition, every UNPAD citizen is willing to report to the officers if there is a disturbance of order or security on the UNPAD campus, so that it can help create an orderly, safe, comfortable, healthy and safe UNPAD, and of course support the smooth academic process and the realization of achievements. World Class Research University and support the improvement of the nation's competitiveness. If there are inputs or suggestions for this book, please email: [plk@UNPAD.ac.id](mailto:plk@UNPAD.ac.id) or via *Mobile Phone*: 0821-1788-5225.

## 1.2 The purpose of UPT PLK UNPAD

Maintain security, order and comfort in the UNPAD Campus Environment.

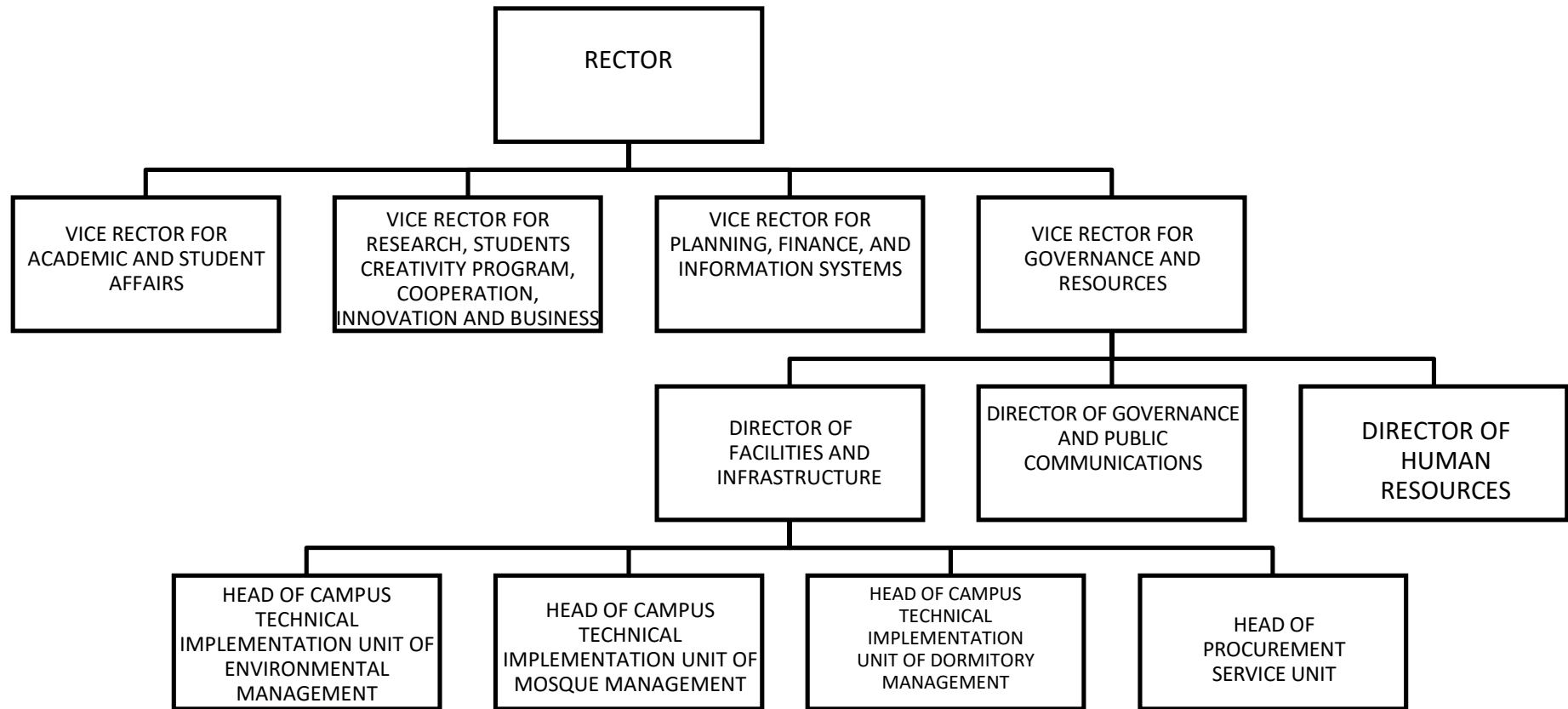
## 1.3 Main Duties of UPT PLK UNPAD

UPT Environment has the task of carrying out environmental management, security, and order in the entire environment of UNPAD.

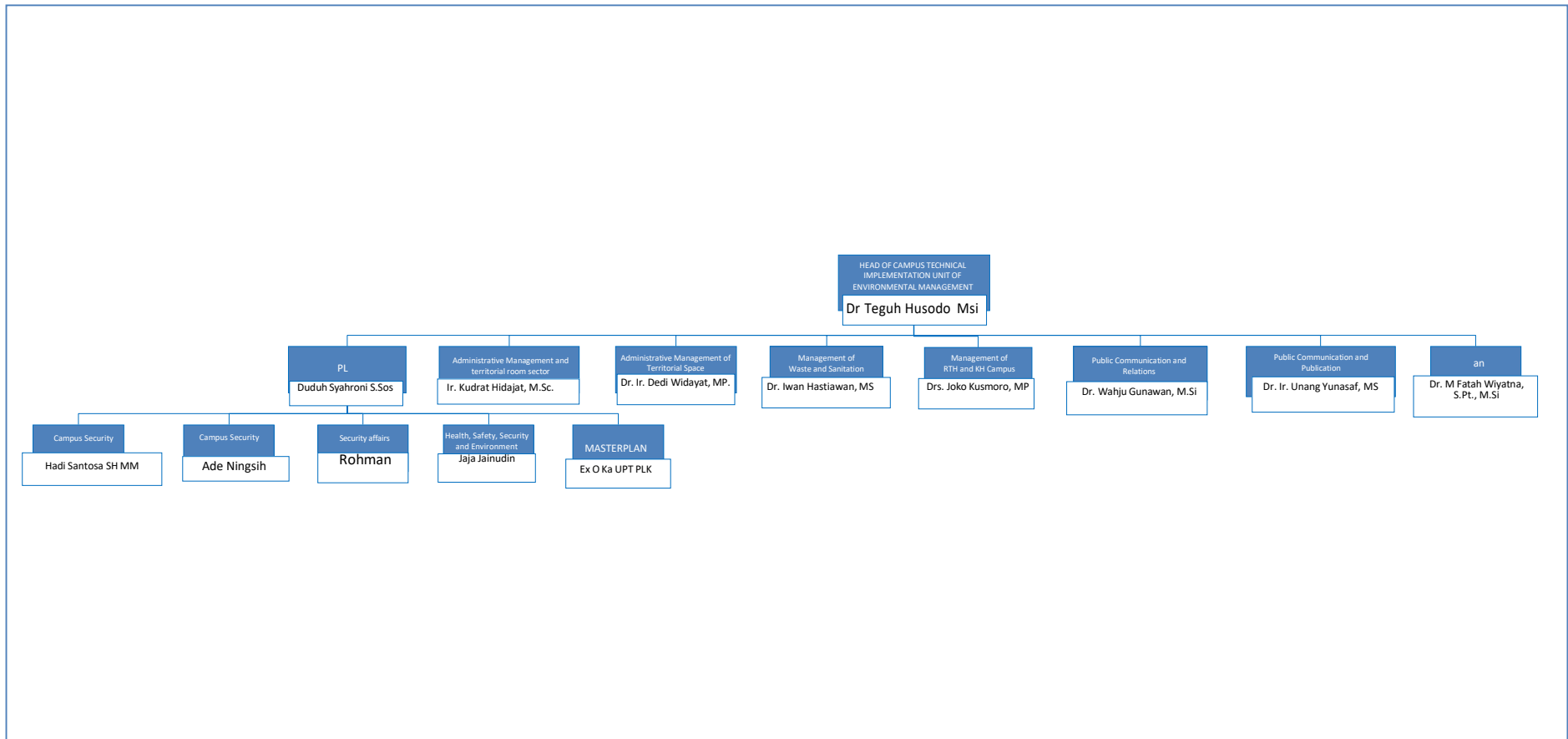
## 1.4 Functions of UPT PLK UNPAD

- a. Carry out the preparation of plans, programs, activities, and budgets in the field of the campus environment.
- b. Carry out campus management.
- c. Manage the security and order of the campus environment.
- d. Carrying out administrative affairs of the UPT Campus Environment
- e. Evaluating the implementation of activities in its field
- f. Prepare and submit reports on the implementation of activities in its field to the Director of Facilities and Infrastructure.

1.5 Organizational Structure of UPT PLK UNPAD



### 1.6 Organizational Structure Chart of UPT PLK UNPAD



## CHAPTER I OBLIGATION

UPT-Environmental Management UNPAD has the main task to carry out security and order in UNPAD campus environment. So, to maintain this, especially the orderliness, UPT-Environmental Management apply the rules to the academic community and the society in Universitas Padjadjaran campus area. The matters relating to the aspects of order that are regulated in the Rector's Regulation of the University of Padjadjaran are:

1. Smoking Prohibition.
2. Permit for Organizing Activities on Campus.
3. Permit for Outdoor Activities Publication.
4. Permit for Use the Buildings Outside the Faculty (Bale, etc.).
5. Work/Activity Permit.
6. Permit to Entry And Exit the Campus For Cars.
7. Procedures for Ojeks in Campus.
8. Procedures for Trade in Campus.
9. Data Retrieval Permission.
10. Tree Pruning Permission.
11. Application Letter for Loss.
12. Application Letter for Insurance.
13. Procedures at the Unpad Arboretum.
14. Procedures at the Lake Area/Cekdam Unpad.
15. Busker and Homeless.
16. Immoral actions.
17. Accident Reporting.
18. Accident Case Mediation.

Regarding the rules above, it is presented in the explanation below:

## **SMOKING PROHIBITION**

Adopted from the Rector's Decree Number: \_\_\_\_\_ regarding the UNPAD Smoking Area, then in the UNPAD campus environment:

- It is forbidden to smoke or enjoy cigarettes, except in places that have been specially provided for smoking.
- Tobacco companies or institutions related to cigarettes are prohibited from sponsoring activities related to students, educators, and/or educational staff in the UNPAD Area.
- Universitas Padjadjaran does not accept scholarships from cigarette companies or institutions whose image is associated with cigarettes.
- Scholarship recipients at Padjadjaran University are non-smokers.
- Security Unit officers are prohibited from smoking while carrying out their duties.
- Security Unit officers have the right to reprimand UNPAD residents who smoke in the UNPAD campus area.



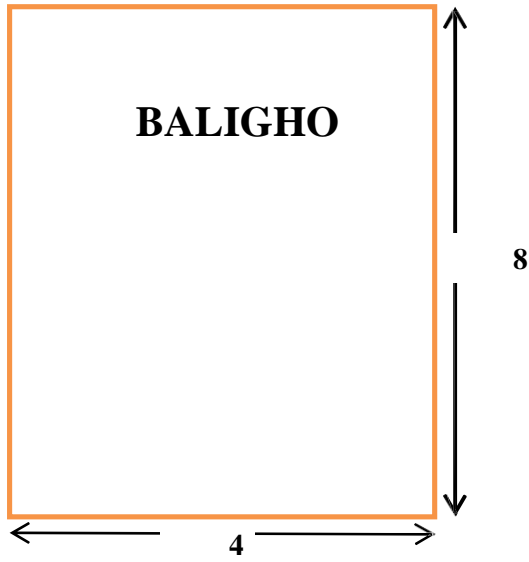
## **PERMIT FOR ORGANIZE THE ACTIVITIES**

### **(STUDENT AND PUBLIC)**

1. If the applicant is a student, then submit an application for the activity permission to the Director of Student Affairs, whereas if the applicant is not a student (public), then submit an application letter to the Director of General Affairs and Facilities, and copied to the UPT-PLK, stating the type of activity (seminars, music, talk shows, etc.) and including who and the number of participants who will take part in these activities. The letter is submitted at least 7 days before the D-day.
2. Waiting for the disposition letter of approval from the Director of Student Affairs or the Director of Facilities and Infrastructure.
3. If the activity has been approved, the applicant coordinating with the UPT-PLK officers to discuss technical security, order, and K3L in the field during the activity.
4. Applicants are required to fill out and complete an OHS Hazard and Risk Analysis Form and a Working Permit Form.
5. Each activity organizer, in making an activity plan, must include K3L aspects related to the activity, such as:
  - Providing an explanation of the hazards/risks, or potential accidents related to the implementation of the activity.
  - Know the emergency procedures in UNPAD.
  - Report any hazard events and accidents that occur during the implementation of activities to related parties, such as security guards or UNPAD UPT-Environmental (accident reporting procedures can be seen on page 23).
  - Provide health workers and first aid kits.

## **PERMIT PUBLICATION OF OUTDOOR SPACES**

The process for licensing the publication of activities can be viewed on the [humas.unpad.ac.id](http://humas.unpad.ac.id) website or visit the UNPAD Public Relations & Protocol Sub-Division Office (Rectorate Building) or via email to [humas@unpad.ac.id](mailto:humas@unpad.ac.id) UPT PLK has the right to reduce publications of activities that have expired and to remove directional signs that are not in accordance with aesthetics.



Official Banner Size

## Official Locations of Banners and Billboard



Location for Commercial Banner and Billboard Installation

## PERMIT FOR USE THE BUILDING OUTSIDE THE FACULTY (BALE, etc.)

1. Applicant makes an application letter for loan of facilities addressed to the Director of Facilities and Infrastructure of UNPAD and a copy to the Head of UPT PLK UNPAD
2. Waiting for the disposition letter of approval from the Directorate of Facilities and Infrastructure.
3. Completing administration or payment of loan of facilities by transfer to UNPAD accounts.
4. Contact the building staff to coordinating about the implementation of activities.

UNPAD permit flow chart



## PERMIT TO WORK /ACTIVITY

### Preparation Stage

1. Work/activity applicants apply for a work/activity permission by filling out the Work Permission K3 Requirements Form by attaching related documents (work plan, Hazard & Risk Analysis Form and its control, name of the team and certificate of work, emergency procedure documents relating to the type of work to be performed).
2. The K3 officer checks the documents for correctness, conformity with the required K3 aspects.

3. The K3 officer and/or the designated PLK officer provide K3 induction to all parties implementing the work.
4. All job executors sign the K3 induction form and follow the K3 induction carefully
5. After document inspection and K3 induction, the submission is forwarded to the leadership at the PLK for approval.
6. Before conducting an inspection and granting approval from the leader of the job/activity provider and the K3 officer, it is necessary to conduct field observations to ensure that the hazard and risk analysis and control measures are in accordance with the type of work/activity to be carried out.
7. If it is not on the requirements, the executor of the work/activity must revise the form/document.

### **Work/Activity Implementation Stage**

1. All supervisors, both supervisors of job providers, supervisors of contractors/supervisors of work implementation: carry out direct supervision during the implementation of work/activities.
2. K3 Officer: conducts K3 patrols on the execution of work.

### **Work Completion Stage**

1. Supervisor of the job/activity provider: ensure that the work has been done safety, orderly and safely by conducting direct inspections at the work site and carried out together with the contractor supervisors/executive supervisors and the K3 PLK unit.
2. After being declared safe, the work/activity permit is closed and then signed by the leader of the employer and the head of the PLK, then the work/activity permit document is stored in the section of the job provider, in PLK Sub-Directorate and the executor of the work/activity.
3. The implementation of the work permission must refer to the guidelines. technical work permission and use a work permission form as follows:

Example of an activity permit form

Permission number : ___ Date : ____/____/____ Work Location/Activity:	
Implementation Time: _____ until _____	
Type of Work/Activity:	
Description of Job/Activity:	
Organization/Work Unit : Person in Charge :	
Department/Agency (Employer) :	
Equipment used :	
Type of hazard at the work site/Activity: - Falls, slips, sprains - Hit by vehicle - Cuts - Hit - Drowning - Height - Fire and explosion - Hazardous Chemicals - Toxic - Heat - Restricted Area - Wild Animals - other, please specify .....	Control measures to be taken: - Warning Signs - Grid line (barricade) - Supervision - other, please specify .....
Personal Protective Equipment (PPE) - Safety Helmet - Safety belt - Full body harness - Safety shoes - gloves - Safety harness - Ear Plug / Ear Muff - Safety Goggles - Mask (Respirator) - Raincoat (Rain Coat) - Others, please specify..... -	Safety measures before starting the work - Disconnect the electricity - Prevent fire hazard - Air circulation / ventilation - Prepare first aid workers and box - Stop electrical machine / equipment - Flushing and cleaning - Close / disconnect each pipe - The moving / rotating parts - Re-measure any hazards - Need to secure / isolate the work site - Others, specify .....
Certificate of work/activity requirements:	

## **PERMIT TO ENTRY AND EXIT CAMPUS FOR CAR**

- Every vehicle that enters the UNPAD campus will be given a Car Pass Card (KPM) for vehicle security.
- Vehicles that have a Campus Entry Permit Sticker (IMK) do not pay an IMK ticket.
- Vehicles that do not have an IMK sticker pay an IMK ticket.
- IMK stickers are only valid for UNPAD residents and are valid for 6 months (1 semester).
- IMK stickers can be obtained by buying at UPT PLK UNPAD.
- With the approval of the UNPAD executive, vehicles that enter certain activities are exempt from IMK payments.
- When the vehicle is about to leave the campus, the driver submits the KPM to the officer so that the vehicle can leave the campus area.
- If the driver cannot submit or admit that his KPM is lost, the officer has the right to restrain the vehicle from leaving the parking area. The officer immediately coordinated with the UPT PLK for further processing.
- UPT PLK will ask the vehicle owner to show proof of vehicle ownership (STNK or BPKB). If you can show this evidence, then the vehicle can be brought back. If not, then the vehicle will be handed over to the police to confirm the actual owner of the vehicle.



**DILARANG PARKIR DI AREA INI**



UPT Lingkungan UNPAD 2016



**Parkirkan Kendaraan Anda  
di Area yang sudah disediakan**



UPT Lingkungan UNPAD 2016

Parking Prohibition Sign

## **PROCEDURES FOR MOTORCYCLE TAXY (OJEK) IN CAMPUS**

1. Every operation license holder of an ojek at the UNPAD Jatinangor campus must following these obligations:
  - a. Driver must drive the motorcycle properly by paying attention to traffic signs and K3L aspects (see page 51).
  - b. Must occupy a predetermined base.
  - c. Mandatory to dress neatly/politely and wear helmets with SNI standards or those provided by UNPAD, both for ojek drivers and passengers.
  - d. Must serve users motorcycle taxi in a friendly and courteous manner and maintain their safety.
2. Every operation license holder an ojek at the UNPAD Jatinangor campus must comply with the following prohibitions:
  - a. No activities or actions that violate public order are prohibited.
  - b. It is forbidden to hang out in arbitrary places such as protocol street and UNPAD transport stops.
  - c. It is forbidden to carry 2 (two) passengers and/or exceed the capacity.
  - d. It is forbidden to cut the road (shortcut).
  - e. It is forbidden to increase the tariff outside the agreement.
  - f. It is prohibited to transfer the license to another party in any form and in any way.
  - g. It is forbidden to use illegal vehicles.



## Alat Pelindung Diri Angkutan Ojek Lingkungan Kampus UNPAD



Gunakan Sarung tangan



Gunakan Jaket /  
Baju Lengan Panjang



Helm Standar SNI



Gunakan Sepatu /  
Safety shoes



UPT Lingkungan UNPAD

PPE Standar for Ojek UNPAD

## **PROCEDURES FOR TRADE IN CAMPUS (STUDENTS AND PUBLIC)**

1. Students apply for a trade permission to the PLK Sub-Directorate by bringing a cover letter from the Director of Student Affairs.
2. When trading, students must wear a yellow jacket.
3. Each holder of a trade permission within the UNPAD Campus (student or public), is obliged to:
  - a. Pay attention to K3L aspects related to trading activities, namely:
    - Trading in the provided space.
    - Maintain cleanliness, order and security of trading locations.
    - The food and drinks sold meet health and halal standards.
    - Not selling cigarettes.
    - Do not use food packaging materials that interfere with human health, such as Styrofoam, aluminum materials, plastic packaging for food and other similar types.
  - b. Comply with the arrangements made by University officials.
  - c. Returning the place of trade to the University after it expires or results in the cancellation of the trade permit agreement.
  - d. Cleaning and rearranging the tidiness of the place, after finishing trading.
  - e. Pay the rent of the place according to the provisions.
4. Holders of trading permits within the UNPAD campus (students or the general public), are prohibited from:
  - a. Transferring this agreement letter to other parties in any form and in any way.
  - b. Changing/adding the form of trading buildings that have been provided by the university.
  - c. Using university-owned electricity facilities without permission from the UNPAD executive.
  - d. Encumber the place of trade as collateral for debt or other similar charges.
  - e. Making water wells, either in the form of a pump or the likewise.
  - f. Stay and/or make a place of trade as a place to live.
  - g. Litter, throw garbage and waste, in any place.

- h. Trade around the UNPAD campus.
- i. Selling beyond the allotted time.
- j. Misusing trading facilities (UNPAD campus) for trading in cigarettes, liquor, illegal drugs and activities that violate the law/public order.



## **PERMISSION TO COLLECT DATA**

1. Work units, activity units or individuals who wish to collect data in UNPAD campus area must obtain permission from the UNPAD executive.
2. Submission of a letter for data collection that has been approved by the supervisor/assignor/course supervisor and faculty to the Directorate of Facilities and Infrastructure copied to the Head of UPT-PLK UNPAD.
3. Fill in the Data Collection Statement Letter (as on the next page) which has been provided by the UPT-PLK.
4. Waiting for the disposition letter of approval from the Directorate of Facilities and Infrastructure.
5. Submit a copy in the form of a softcopy of research results or lecture assignments that have been completed to the UPT-PLK, after the completion of the revision of the results of the trial or the assessment of the coursework.

## **PERMISSION TO PRUNE A TREE**

1. A work unit, activity unit or individual who wants to prune a tree in the UNPAD campus area must obtain permission from the UNPAD leadership.
2. Submission of letters for tree pruning is addressed to UPT-PLK and copied to related parties.
3. Pay attention to K3L aspects related to tree pruning, such as:
  - a. Pay attention to the dangers surrounding tree pruning, such as bee stings, snakes, etc.
  - b. Isolate tree pruning locations so that no one is hit by trees.
  - c. Use personal protective equipment (PPE), such as helmets, shoes, and gloves.
4. Try to keep the pruning from causing damage to life and surrounding buildings.
5. Pruning is carried out on holidays using the specified tool.
6. Disposal of waste from tree pruning is cleaned and disposed of outside the campus.
7. The cost of pruning is charged to the applicant unit.
8. The wood is not allowed to be traded.



## Prosedur Penebangan Pohon Di Lingkungan Kampus UNPAD



1. Sterilkan area Pemangkasan pohon dengan menggunakan pita pembatas berwarna kuning ataupun cone constructions
2. Gunakan ADP Standar (helm, sepatu, sarung tangan) saat melakukan pemotongan
3. Potong bagian ranting yang lebih mudah dijangkau terlebih dahulu
4. Selalu utamakan keselamatan kerja

UPT Lingkungan UNPAD

Tree Pruning procedure Banner

## **APPLICATION LETTER FOR LOST**

1. Types of information/reports of loss are issued by 2 parties:
  - a. Security guard, type of service: making a certificate of loss of KTM.
  - b. Police, type of service: making a certificate of loss of ID card, ATM, driver's license, jewelry, laptop etc. (Passport, STNK, and BPKB can only be served by POLRES).
2. To apply for a certificate of loss, the applicant can come to the UPT PLK office.
3. Submit a photocopy of personal data if any, the officer will input the applicant's personal data.
4. The certificate is issued with the signature of the officer (security guard/police).

## **APPLICATION LETTER FOR INSURANCE**

1. Accident victims who need an insurance certificate can submit their application to UPT PLK UNPAD.
2. The UPT PLK officer checks the scene of the incident and conducts the crime scene or checks the accident report if it has been made.
3. Required documents
  - a. Copy of personal data (KTP, KTM, SIM)
  - b. Copy of vehicle data (STNK)
  - c. Documentation of vehicle condition (obtained from TKP processing)
  - d. Documentation of the victim's condition (obtained from crime scene processing)
  - e. Chronology of events (obtained from witnesses or victims).
4. Issuance of Certificate of Insurance signed by the Head of PostPol and Head of UNPAD Security Guard.

Sample of claim form

<b>FORMULIR KLAIM ASURANSI HOSPITAL CASH PLAN</b>	
<p>Mohon mengisi dengan menggunakan pulpen warna hitam, huruf cetak dan tulisan tidak keluar dari kotak dan jelas</p> <p>Mohon tidak menandatangani Formulir ini dalam keadaan kosong dan pastikan semua pertanyaan telah diisi dengan lengkap dan benar sebelum menandatangani</p> <p>Jika terjadi salah penulisan, jangan dihapus tetapi dicoret dan bubuhkan tanda tangan Tertanggung atau Ahli Waris di sebelahnya sesuai dengan dengan kartu identitas diri (KTP/SIM/Passpor)</p>	
<b>PERSYARATAN DOKUMEN PENGAJUAN KLAIM</b>	
<p>Formulir klaim asuransi Hospital Cash Plan yang telah diisi dengan lengkap dan benar;</p> <p>Fotokopi identitas diri Tertanggung (KTP/ SIM/ Paspor) yang masih berlaku atau Fotokopi Kartu Keluarga (jika Penerima Santunan dibawah 17 tahun);</p> <p>Fotokopi legalisir surat keterangan dari Dokter dan/atau resume medis;</p> <p>Fotokopi legalisir hasil pemeriksaan laboratorium;</p> <p>Fotokopi legalisir bukti rawat inap di rumah sakit;</p> <p>Fotokopi legalisir rincian biaya atau kwitansi dari rumah sakit;</p> <p>Dokumen tambahan lainnya yang relevan, jika diperlukan.</p> <p><b>Dokumen klaim tambahan yang harus dilengkapi jika Tertanggung meninggal dunia dan memiliki manfaat santunan duka</b></p> <p>Fotokopi identitas diri Ahli Waris (KTP/ SIM/ Paspor) yang masih berlaku;</p> <p>Fotokopi Kartu Keluarga;</p> <p>Fotokopi Surat Keterangan Kematian dari Rumah Sakit;</p> <p>Fotokopi Surat Keterangan Kematian dari Instansi Pemerintah terkait</p>	
<b>DATA PESERTA</b>	
No. Polis	: <input type="text"/>
No. Asuransi Peserta	: <input type="text"/>
Nama Lengkap Pasien (Peserta)	: <input type="text"/>
Alamat (Jika berbeda dengan identitas)	: <input type="text"/>
No. Telp/HP	: <input type="text"/>
<b>KEJADIAN</b>	
Tanggal Perawatan	: <input type="text"/> / <input type="text"/> / <input type="text"/> s.d <input type="text"/> / <input type="text"/> / <input type="text"/> (tg/bln/thn)
Lama Rawat Inap	: <input type="text"/> hari
Lama Rawat Inap (ICU)	: <input type="text"/> hari
Apakah ada tindakan pembedahan	: <input type="checkbox"/> Ya <input type="checkbox"/> Tidak
Alasan Rawat Inap	: <input type="checkbox"/> Penyakit <input type="checkbox"/> Kecelakaan
Nama Rumah Sakit	: <input type="text"/>
<b>TRANSFER KLAIM KE</b>	
Nama di Rekening	: <input type="text"/>
Bank	: <input type="text"/>
Nomor Rekening	: <input type="text"/>
<b>PERNYATAAN TERTANGGUNG</b>	
<p>Peserta (selanjutnya disebut "Saya") menyatakan bahwa :</p> <ol style="list-style-type: none"> <li>Semua keterangan yang diberikan di dalam Formulir ini dibuat dengan sebenar-benarnya, dan digunakan sebagai dasar pengajuan klaim</li> <li>Akibat hukum dan/atau kerugian yang timbul karena ditandatanganinya Formulir ini dalam keadaan kosong atau belum terisi lengkap menjadi tanggung jawab saya.</li> </ol>	
<p>Tempat : <input type="text"/></p> <p>Tanggal : <input type="text"/> / <input type="text"/> / <input type="text"/> (tg/bln/thn)</p>	<p>Tanda Tangan &amp; Nama Lengkap Peserta (sesuai kartu identitas yang berlaku)</p> <div style="border: 1px solid black; width: 150px; height: 50px; margin: 0 auto;"></div> <p>Nama Jelas</p>
<p><i>PT Asuransi Adira Dinamika adalah perusahaan asuransi umum yang terdaftar dan diawasi OJK.</i></p>	

Jl. Raya Bandung Sumedang Km. 21, Jatinangor,  
Jawa Barat 45363  
Tlp. (022) 8428828  
www.unpad.ac.id



## **PROCEDURES AT UNPAD ARBORETUM**

1. To carry out activities at the arboretum, you must obtain permission from the UNPAD UPT of Campus Environmental Management (PLK).
2. Every activity held at the arboretum, must pay attention to aspects of safety, occupational health and the environment (K3L) related to the activities to be carried out, such as:
  - Providing an explanation of the dangers or risks or potential accidents related to the implementation of activities, such as threats to biological hazards (bitten by a snake, stung by a bee, crushed by an old and weathered branch or tree), etc.
  - Report any hazard events and accidents that occur during the implementation of activities to related parties, such as security guards or UNPAD Environmental Management UPT.
  - Use PPE, such as shoes, long sleeves, and hats.
3. The types of activities that are prohibited in the Arboretum area are:
  - Destroying plants in the UNPAD Arboretum area.
  - Working on land belonging to UNPAD without a permit.
  - Do cattle grazing.
  - Doing immoral acts.
  - Throw garbage.
  - Hunting and catching animals in the arboretum area in any form without permission.
  - Cutting down trees without permission.
  - Make a hut and or make a means to sleep.
  - Burning garbage in the UNPAD Arboretum area.
  - Damage to plants in the UNPAD Arboretum area.
  - Vandalism in the form of scribbles with paint or knife scratches.
  - Enter the arboretum without PPE, especially shoes



1. Menjaga Kebersihan dan Keamanan Arboretum
2. Dilarang merusak tumbuhan
3. Dilarang berburu dan menangkap satwa
4. Dilarang menggarap lahan tanpa seizin UNPAD
5. Dilarang menebang pohon
6. Dilarang membakar sampah di kawasan Arboretum
7. Dilarang berbuat asusila
8. Dilarang melakukan vandalisme
9. Dilarang membuat gubug

**Sample Form for permission to use Arboretum**

Permission number : _____ Date : _____/_____/_____ Work Location/Activity:	
Implementation Time: _____ until _____	
Type of Work/Activity:	
Description of Job/Activity:	
Organization/Work Unit : Person in Charge :	
Department/Agency (Employer) :	
Equipment used :	
Type of hazard at the work site/Activity: <ul style="list-style-type: none"> <li>- Falls, slips, sprains</li> <li>- Hit by vehicle</li> <li>- Cuts</li> <li>- Hit</li> <li>- Drowning</li> <li>- Height</li> <li>- Fire and explosion</li> <li>- Hazardous Chemicals</li> <li>- Toxic</li> <li>- Heat</li> <li>- Restricted Area</li> <li>- Wild Animals</li> <li>- other, please specify .....</li> </ul>	Control measures to be taken: <ul style="list-style-type: none"> <li>- Warning Signs (Warning Sign)</li> <li>- Grid line (barricade)</li> <li>- Supervision</li> <li>- other, please specify ..... .....</li> </ul>
Personal Protective Equipment (PPE) <ul style="list-style-type: none"> <li>- Safety Helmet</li> <li>- Safety belt</li> <li>- Full body harness</li> <li>- Safety shoes</li> <li>- gloves</li> <li>- Safety harness</li> <li>- Ear Plug / Ear Muff</li> <li>- Safety Goggles</li> <li>- Mask (Respirator)</li> <li>- Raincoat (Rain Coat)</li> <li>- Others, please specify .....</li> <li>-</li> </ul>	Safety measures before starting the work <ul style="list-style-type: none"> <li>- Disconnect the electricity</li> <li>- Prevent fire hazard</li> <li>- Air circulation / ventilation</li> <li>- Prepare first aid workers and box</li> <li>- Stop electrical machine / equipment</li> <li>- Flushing and cleaning</li> <li>- Close / disconnect each pipe</li> <li>- The moving / rotating parts</li> <li>- Re-measure any hazards</li> <li>- Need to secure / isolate the work site</li> <li>- Others, specify .....</li> </ul>
Certificate of work/activity requirements:	

## **PROCEDURES IN LAKE AREA/CEKDAM UNPAD**

1. To carry out activities in the UNPAD Cekdam area, you must obtain permission from the UNPAD UPT-PLK (see Licensing procedure for Organizing Activities).
2. Every activity held in the UNPAD Cekdam area, must pay attention to aspects of safety, occupational health and the environment (K3L) related to the activities to be carried out, such as:
  - Providing an explanation of the dangers/risks, or potential accidents related to the implementation of activities, such as falling to the lake, etc.
  - Report any hazard events and accidents that occur during the implementation of activities to related parties, such as security guards or UPT-PLK UNPAD (accident reporting procedures).
  - Fishing is prohibited in the UNPAD Cekdam area.
  - Maintain the cleanliness of the UNPAD Cekdam area.

## **BUSKER AND HOMELESS**

1. Busker or homeless will be taken to the UNPAD Campus Security Unit for questioning.
2. The officer will record the identity of the busker.
3. Busker or homeless people make a statement.
4. Officers will coordinating with social services.

The hawkers

1. will be taken to the UNPAD Campus Security Unit for questioning.
2. The officer will record the identity of the hawker.
3. The hawkers were instructed not to trade on campus.

## **IMMORAL ACT**

1. The perpetrator will be taken to the Campus Security Unit.
2. Officers will collect data on the identity of the perpetrator.
3. Both parents will be contacted.
4. The perpetrator will make a statement so that he does not repeat his actions on campus in the presence of UNPAD officers.
5. Perpetrators must report to the UNPAD Campus Security Unit Office for 7-10 days.
6. If the perpetrator is a student of UNPAD, it will be reported to the Committee for the Settlement of Violations (P3T2) on the UNPAD campus.

If the immoral act has reached an adulterous act, the officer will report to the head of the institution if the perpetrator is a UNPAD citizen, and if the perpetrator is not a UNPAD citizen,

the settlement process is handed over to the parents of the perpetrator, and/or submits it directly to the police.

### **ACCIDENT REPORTING**

If you experience and witness any accident within the UNPAD campus, you can report the incident to:

- The nearest security guard.
- Contact the officers through UNPAD by telephone to the UNPAD Campus Security Unit (0812-2418-761).
- Come to the UNPAD Campus Security Unit office at the Rectorate
- Online to the unpad.ac.id website
- If there is a victim, then first aid can be done or contact / take him to the UNPAD Clinic.

### **ACCIDENT CASE MEDIATION**

1. Victims and suspects will be taken to the Campus Security Unit.
2. Officers will record personal data of victims and suspects, as well as record vehicle data for both parties.
3. Officers will listen to the chronology of events from both parties and eye witnesses (if any).
4. If the type of accident causes:
  - a. The victim dies, the case will be submitted directly to the LAKA POLSEK JATINANGOR unit.
  - b. The victim is lightly injured or seriously injured or suffers loss of property/equipment belonging to the victim (e.g. heavily damaged vehicle), then the victim/victim's family is asked to come to the UPT-PLK UNPAD, the officer will try to resolve the case amicably and make a statement from both parties, if it cannot be resolved amicably then it will be handed over to the LAKA POLSEK JATINANGOR unit.

# TINDAKAN KONDISI DARURAT

Kontak : SARPRAS | 0812-2352-987 | UPT PLK | 0821-17885225 |,  
Keamanan Unpad | 0812-2418-761, 0813-1333-1913 |



## Darurat Medik 0812-2418-761

- Sebutkan nama, lokasi kejadian, jenis kejadian dan kondisi korban;
- Pastikan telepon/HP dalam kondisi aktif;
- Korban jangan dipindahkan kecuali dalam kondisi terdesak;
- Meminta bantuan orang lain yang berada disekitar



## Darurat Kebakaran 0812-2352-987

- Segera meninggalkan gedung atau area kebakaran menuju area aman
- Memberikan informasi kejadian kebakaran, lokasi kejadian kebakaran, sebutkan jika ada korban manusia;
- Melakukan pemadaman api jika APAR tersedia dan mudah dijangkau;
- Meminta bantuan orang lain untuk mencari APAR terdekat dan lakukan pemadaman.



## Darurat Tumpahan Kimia 0821-1788-5225

- Berikan pertolongan sesuai dengan SOP Laboratorium/Tempat Kerja;
- Laporkan kepada Kepala Laboratorium/Bagian;
- Sebutkan nama korban, lokasi kejadian, jenis kejadian dan kondisi korban;
- Meminta bantuan orang lain yang berada disekitar



## Darurat Kejahatan 0812-2418-761

- Sebutkan nama, lokasi kejadian, jenis kejadian dan kondisi korban;
- Meminta bantuan orang lain yang berada disekitar ;
- Sebaiknya tidak melakukan perlawanan yang dapat memicu kejahatan lanjutan;
- Secepat mungkin meninggalkan lokasi dan mendekati keramaian;
- Hindari berjalan sendiri pada malam hari atau kondisi gelap;
- Hindari kerumunan orang mencurigakan;



## Darurat Bencana Alam/Gempa 0821-1788-5225

- Tinggalkan gedung dengan menggunakan tangga (bukan lift);
- Dahulukan orangtua dan *defable* dalam evakuasi;
- Berkumpul pada area evakuasi;
- Memberikan informasi kejadian sebagai *early warning*;
- Meminta bantuan Badan Penanggulangan Bencana Daerah-BPD



## Darurat Parkir R2/R4 0812-2352-987

- Parkir kendaraan pada lokasi yang telah ditetapkan;
- Kunci ganda kendaraan;
- Parkir menginap diwajibkan melapor;
- Tidak meninggalkan barang berharga didalam kendaraan selama parkir;
- Melapor jika kendaraan hilang atau rusak selama parkir.

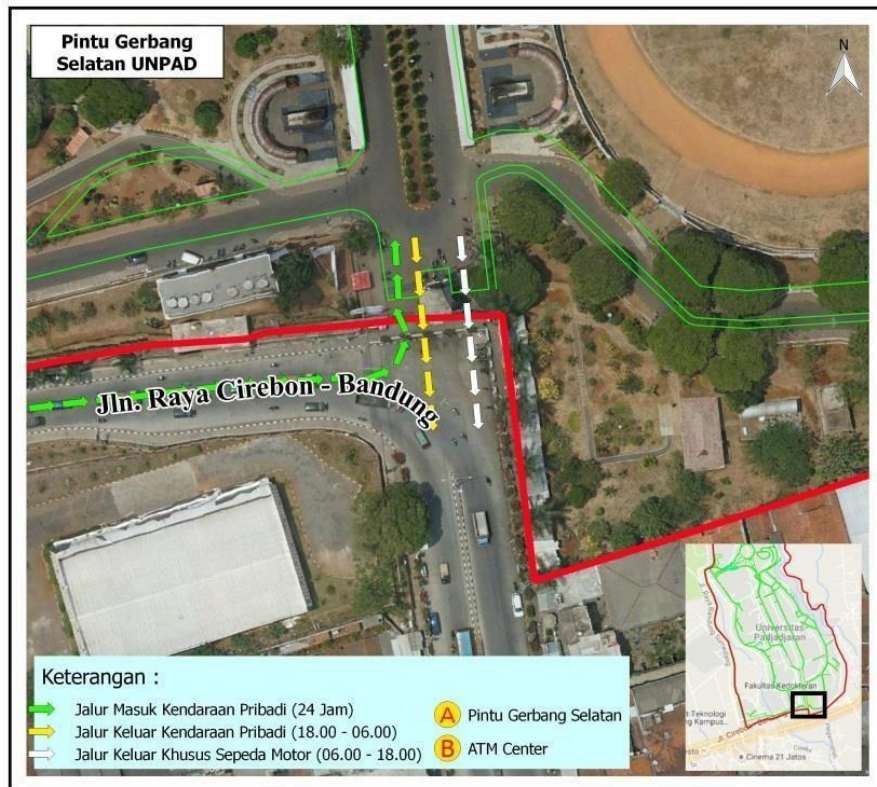
Example of Emergency Action Pamphlet (source: Google)

## **CHAPTER II SECURITY**

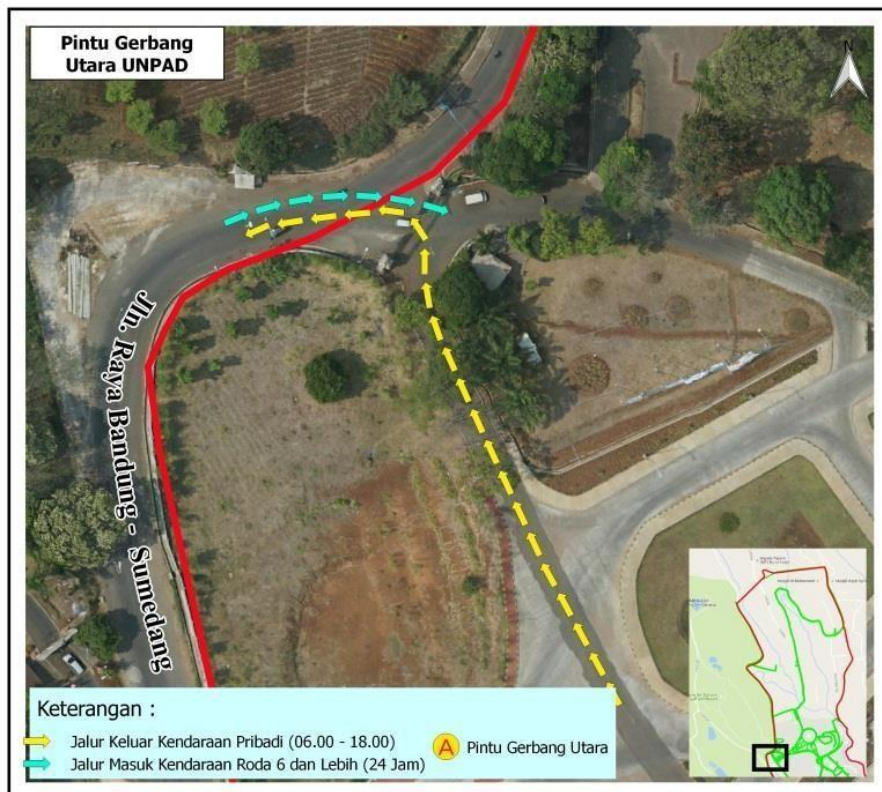
### **MANAGEMENT OF CAMPUS ENTRY AND EXIT**

1. The entrance is at the south gate of the campus, while the exit is at the north gate of the campus.
2. The entrance to UNPAD Campus is the entrance to UNPAD campus area.
3. The exit from UNPAD Campus is an exit from UNPAD campus area.
4. All UNPAD Campus Doors opened at 05.00 WIB and closed at 23.00 WIB.
5. Vehicles wishing to enter campus due to an emergency outside of gate opening hours can only go through the south gate and must leave the identity of the driver

## Location Plan and Opening-Closing Schedule for South Gate



Gate North



## **THEFT**

### **Victim**

1. Victims or field officers or the faculty report to the picket officer about the occurrence of theft.
2. Officers will come to the scene and carry out the crime scene.
3. The officer will make a report containing the time and place of the incident, the victim's personal data, and the chronology of the incident.
4. After the report is completed, the victim can request that the case be processed by the police or withdraw the case

### **Perpetrator**

1. The perpetrators were taken to the Campus Security Office for questioning.
2. The officer will collect data on the perpetrator of the theft (identity of the perpetrator) and also the evidence.
3. The officer will ask the victim whether the case is terminated or the case continues to be processed.
4. If the victim asks for the case to be processed, the officer will make a report on the handover of the suspect to the police.
5. If the victim asks for the case to be stopped, then the victim and the perpetrator make and sign a statement.

## **EXTORTION**

### **Victims**

1. Victims report the incident to the PLK Sub-Directorate Officer.
2. The officer will make a report containing (time and place of the incident, personal data, victims, witness data, chronology of events).
3. The victim can request that the case be processed by the police or withdraw the case.
4. If the victim asks for the case to be processed by the police, the officer will submit the report file to the police.

### **Perpetrator**

1. The perpetrators were taken to the Campus Security Office for questioning.
2. Officers collect data on the perpetrators of extortion (identity of perpetrators).
3. Officers collect data on evidence.
4. The officer will ask the victim whether the complaint is withdrawn or the case will continue to be processed.
5. If the victim asks for the case to be processed, the officer will make a report on the handover of the suspect to the police.
6. If the victim asks for the case to be stopped, then the victim and the perpetrator make and sign a statement.



Example of a crime alert pamphlet on campus

## **DRUG USERS**

1. If it is found that someone is using drugs, the officers will:
  - Arrest the perpetrator
  - Securing evidence
  - Bring the perpetrator to the Campus Security Office to collect data on the identity of the perpetrator and the evidence
  - Submit the perpetrator and evidence to the Police.
2. If someone is found fly, sakau, so behave unnaturally such as yelling, disturbing others, damage the facility, the staff member will:
  - Securing the perpetrator and check his identity.
  - Check if there is any evidence.
  - If there is evidence, the perpetrator is brought to the Campus Security Office.
  - If there is no evidence, it is recommended to immediately leave the UNPAD campus.
3. If someone is found who is conducting drug transactions, then:
  - The officers immediately arrest the perpetrator and the evidence; it can be money and drugs.
  - Take it immediately to the Campus Security Office of both the seller and the buyer, or one of them.
  - Record the identity and evidence
  - Submit the perpetrators and evidence to the Police.
4. If it is found someone who is caught carrying drugs, the officer will:
  - Take the perpetrator to the Campus Security Office.
  - Recording the identity and evidence,
  - Carrying out an examination of the intent to bring narcotics,
  - Submitting the perpetrator and evidence to the Police.
5. If the perpetrator above is an UNPAD student, it will be reported to the UNPAD Student Affairs Section.

## **TRAFFIC VIOLATIONS**

If there is a violation of traffic signs, exceeding the maximum speed limit (40 km/hour) and vehicle engine noise, persuasive actions will be carried out by officers, namely:

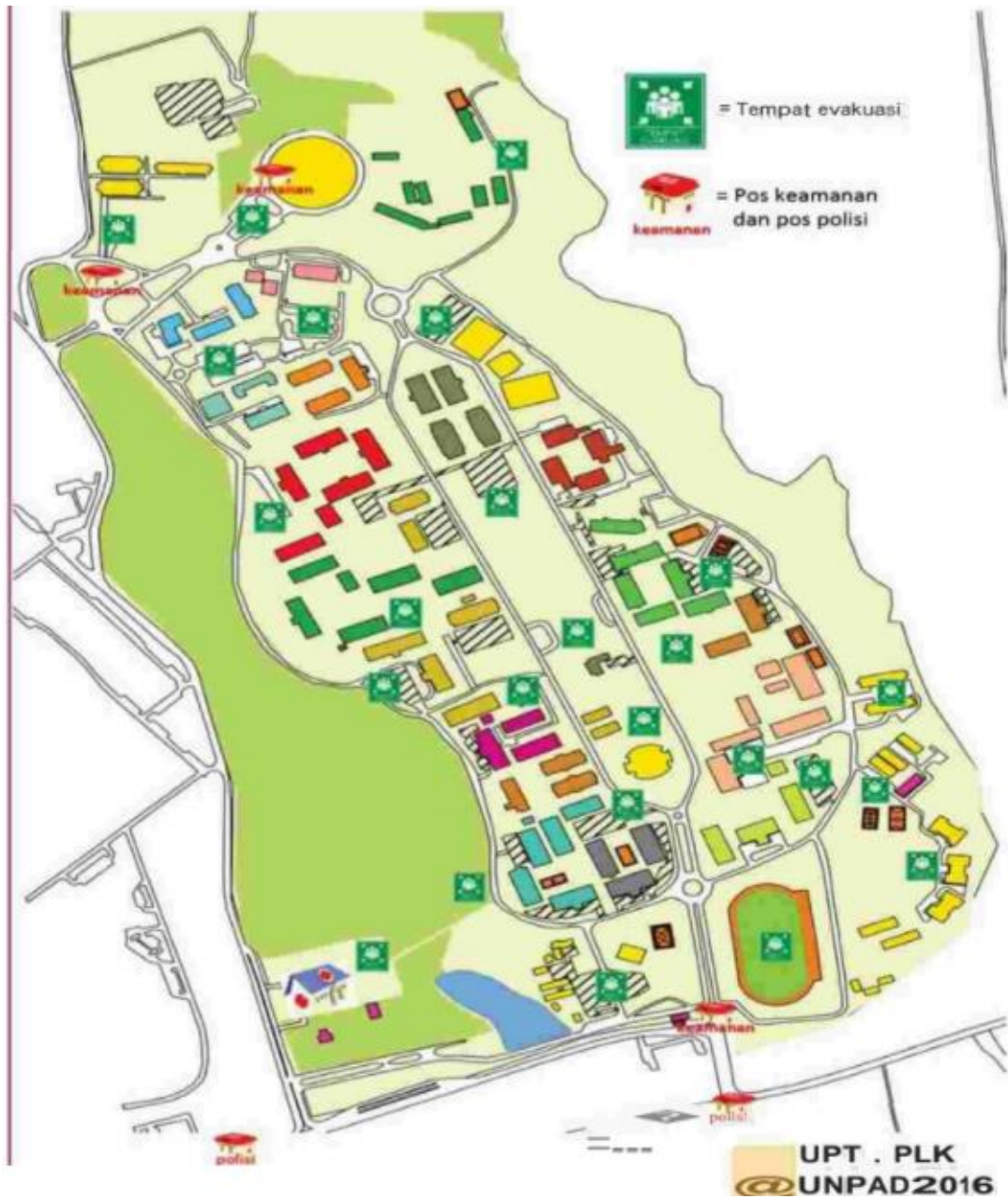
### **Violation of Campus Traffic Speed Limits**

- Stopping the vehicle and providing understanding to the perpetrators.
- Record the identity of the perpetrator and the vehicle.
- Repeating similar violations above, the perpetrators were taken to the UNPAD Campus Security Office.

- Officers will collect data on the identity of the perpetrator and the vehicle.
- If the identity of the vehicle brought by the perpetrator:
- Incomplete: the case will be transferred to the police.
- Complete: the perpetrator will make a statement

#### **Violation of the Parking Prohibition Sign**

- The first warning is in the form of recording the identity and vehicle number.
- Repeated violations of the same as above, the officer will attach a sticker that reads (Rules Violators) on the violator's vehicle.
- Repeating the same violation as above for the third time, the officer will lock the car's wheels.
- The Vehicle Owner reports to the officer to unlock the wheels.
- Officers will provide direction not to commit similar violations.



Security Location Map (sentinel, Polsek, Koramil)



## **CHAPTER III UNPAD GREEN CAMPUS**

### **WATER CONSUMPTION DATA REPORTING**

1. Faculties and units in UNPAD are expected to attach data on water consumption reports to the UNPAD UPT-PLK Office.
2. When using ground water and piped water, it is expected to record their use by officers who are authorized to record and report appointed by the faculty and units in UNPAD.
3. Faculties and units at UNPAD are required to maintain effectiveness and efficiency in water use, by:
  - a. Routine inspection of faucets, pipes, toilets.
  - b. Do not use the toilet as a smoking area or trash can.
  - c. Use a water meter to detect leaks.
  - d. Use a bottle in the toilet tank to reduce the volume of water.
  - e. Turn off the water tap when not in use.
  - f. Watering the grass according to the specified time.
4. Faculties and units at UNPAD are advised to reuse water use, by:
  - a. Reusing rainwater.
  - b. Construction of infiltration wells.
  - c. Utilization of Greywater for irrigation and construction.
5. Faculties and units at UNPAD are advised to make Bio pore holes in their environment to prevent and reduce inundation and can be used to pile organic waste.
6. It is recommended to create a Water Map in each environment.

### **IMPLEMENTATION OF ELECTRICITY CONSERVATION**

1. Faculties and units at UNPAD are expected to attach data on electricity consumption reports to the UPT-PLK UNPAD.
2. If using other energy sources, it is expected to record their use by officers who are authorized in recording and reporting appointed by the faculty and units at UNPAD.
3. Faculties and units at UNPAD are required to maintain effectiveness and efficiency in the use of electrical energy, by: the
  - a. AC is only turned on during working hours, the temperature should not be too cold to save energy at around 25-27°C.
  - b. Turn on the TV only as necessary, it is better to use an LCD/LED TV which saves more electricity.
  - c. If you are going to use a water heater to make drinks, choose a heater that saves electricity, only turned on when needed.

- d. Use of information technology resources efficiently and economically.
- e. Turn off the electricity/lights of equipment used for lectures after completion.
- f. Turn off the electricity/lights in the room when we don't use it, such as during breaks or when the room is empty/going home from work.
- g. Street lighting is only turned on during night lectures.

### **UNPAD TREE PLANTING AND SPRING CONSERVATION PROGRAM**

In supporting the UNPAD GREEN CAMPUS Program and in the conservation efforts of UNPAD springs, UPT PLK initiated a tree planting program in several locations around the UNPAD Jatinangor campus. The planting is carried out with a themed planting system at each planting location. So that in addition to obtaining the ecological benefits of tree planting, the aesthetic benefits are also obtained. The theme of planting at each planting location is pursued according to the characteristics of the faculties in the planting area. Planting in areas near springs is carried out by planting tree species that have the characteristics of being able to store large amounts of water reserves. The list of plants and themes is attached in the following picture:





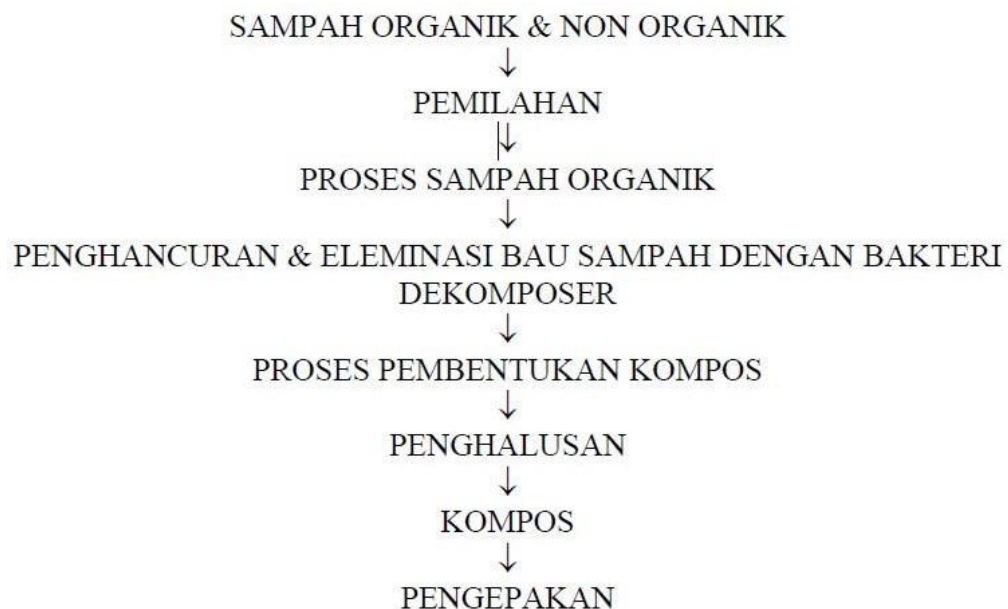
## UNPAD INTEGRATED WASTE TREATMENT PROGRAM

Universitas Padjadjaran as a higher education and research institution has a strong commitment to take part in efforts to improve environmental quality. Therefore, UNPAD seeks to realize these ideals by initiating the UNPAD integrated waste management program. Integrated waste processing is carried out by integrating and synergizing methods of separating and sorting waste (organic and non-organic), recycling (non-organic waste), aerobic and anaerobic methods in a waste reactor (organic waste), mechanical methods with chopping machines, packaging and marketing methods for waste compost, socialization methods for integrated waste management (human resources), and compost factory methods independent, which overall will establish systems and waste management facilities without garbage (*zero waste*).

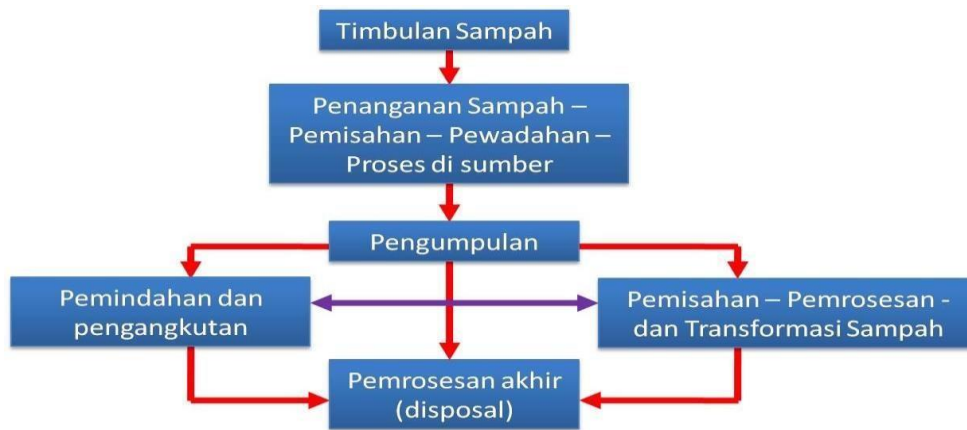
With the application of these various methods and programs. It is hoped that it will be formed and developed, including:

1. A compost factory that saves space, is clean and odor-free.
2. Compost factory with relatively faster composting rate (10-20 days).
3. Improved and sustainable environmental quality
4. Empowerment of quality and highly dedicated waste management human culture in a professional integrated organization.

### BASIC DESIGN "PROCESSING WASTE INTEGRATED"



Source: Division of Information Development and Appropriate Technology - LPM UNPAD dorm waste management Procedure



Banner of Reducing Styrofoam Use



## UNPAD MENDUKUNG GERAKAN PENGURANGAN PENGGUNAAN STYROFOAM DAN LIMBAH PLASTIK





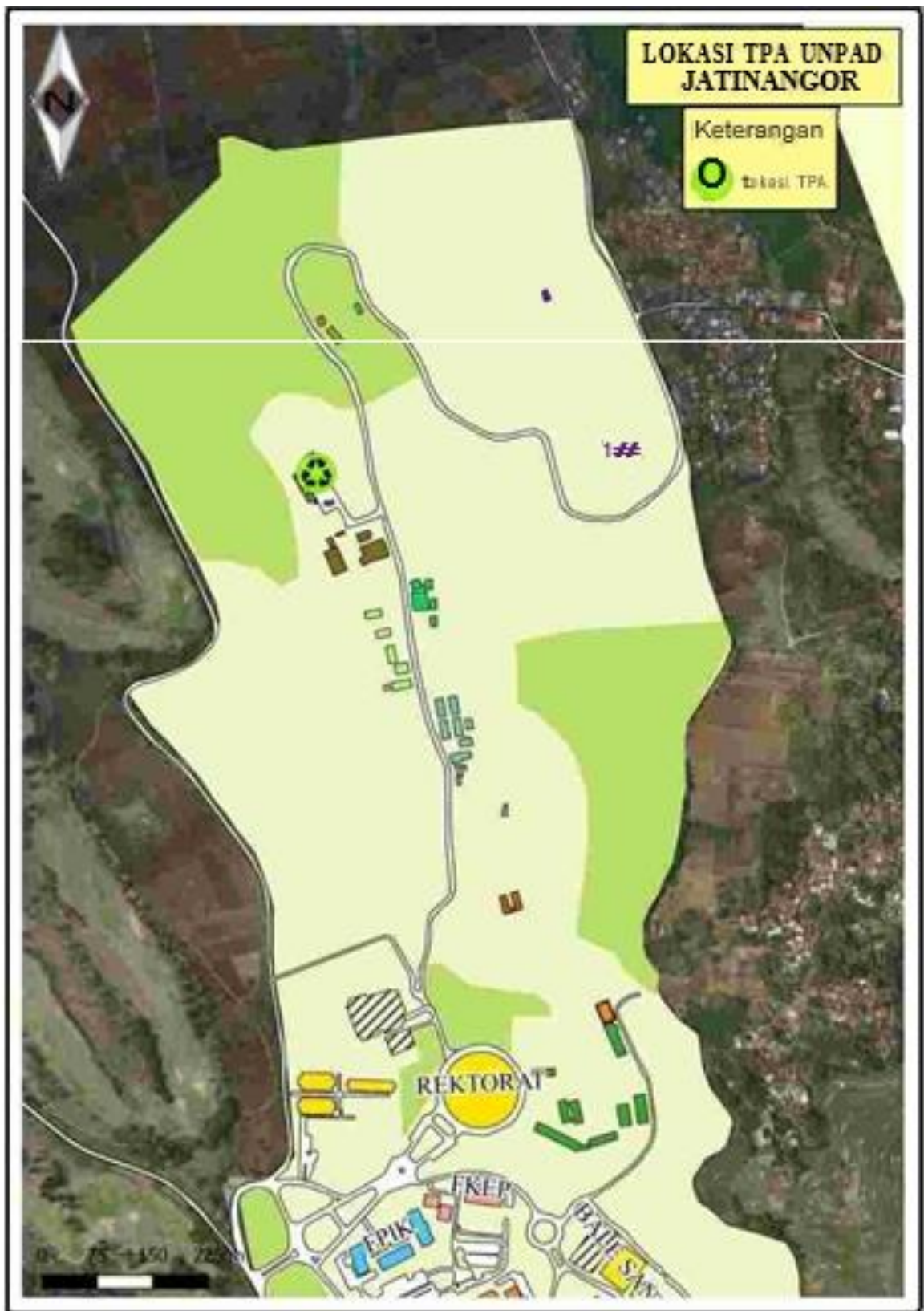


UPT PLK UNPAD 2016

TPS location station in the neighborhood UNPAD campus Jatinangor

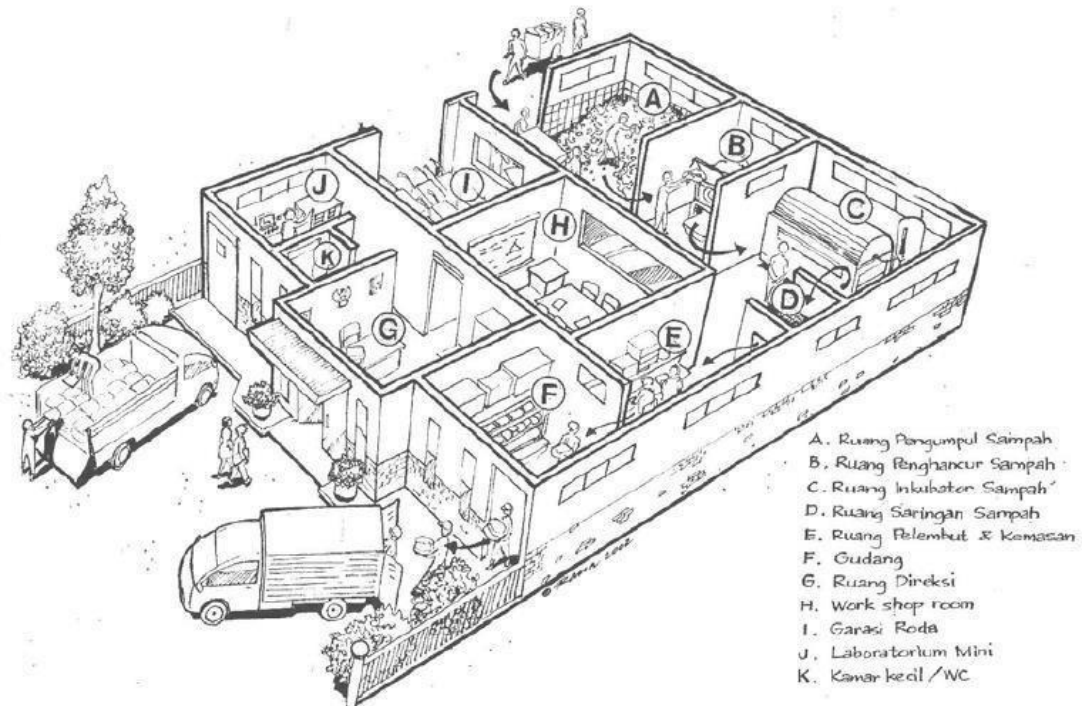


TPA location in UNPAD Campus Environment



## BUILDING MODEL FOR DESIGN LAYOUT OF INTEGRATED PROCESSING WASTE

### ● Rubbish Reactor



Copyright © Divisi Pengembangan Informasi & Teknologi Tepat Guna – LPM UNPAD

Source: Division of Information Development and Appropriate Technology – LPM UNPAD

## UNPAD B3 WASTE TREATMENT PROGRAM

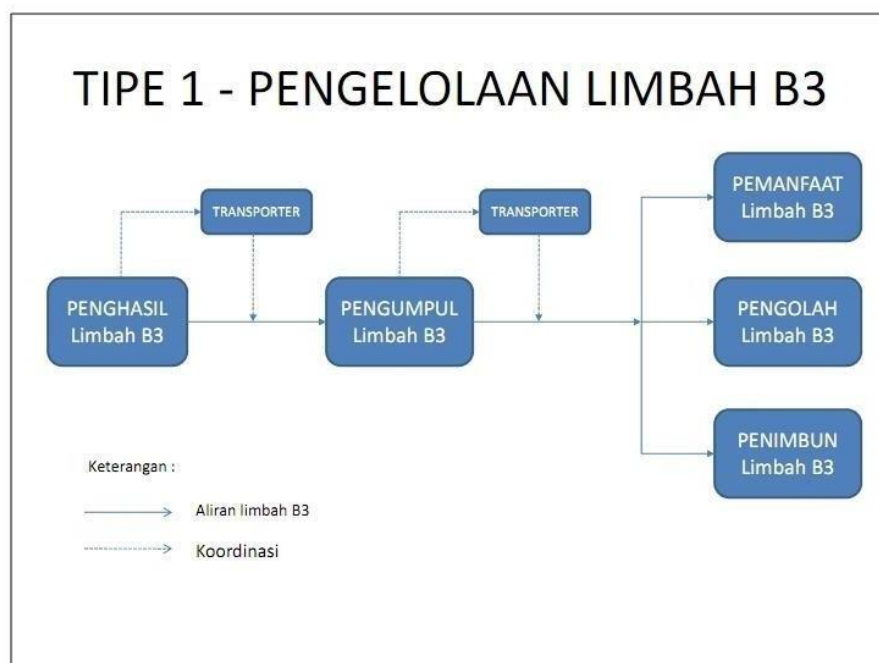
Universitas Padjadjaran in its commitment to maintaining the health of the environment has a program to treat waste containing Hazardous and Toxic Materials (B3) in UNPAD environment. UPT PLK, which in this case is the technical implementer of the program, initiates efforts to establish a B3 waste management system that is environmentally sound and sustainable. UPT PLK also encourages efforts to recycle waste and B3 waste. In practice, UNPAD's B3 waste treatment program is only limited to Temporary Storage of B3 Waste, for which further processing efforts will be initiated in the following years.

### Encyclic to Faculties/ Head of LAB Contains:

#### B3 waste handling procedure

1. Hazardous Waste is collected in a closed and sealed container.
2. Label the name of the substance in the container.
3. Store temporarily in a well-ventilated storage area.
4. B3 waste collectors will collect waste from each laboratory.
5. The officer will collect the B3 Waste in large drums at the UNPAD B3 Waste storage location.

#### Flowchart of B3 waste management and procedures Campus



Temporary Storage of Campus B3 waste



## **UNPAD GREEN CAMPUS EXTENSION PROGRAM**

Here are some things you can do to protect the campus environment:

- Reduce consumption of packaged food or drinks.
- Use your own drinking water (*tumbler*).
- Save paper usage by using double-sided (back and forth) paper.
- Get into the habit of disposing of waste in its place according to the type of waste (e.g. organic and non-organic).
- No smoking on campus.
- Reducing the use of private vehicles and using public transportation on campus, such as bicycles and campus buses.
- Turn off the lights and air conditioning in the room when not in use.
- Turn off the computer after use.
- The letter disposition process can use the system found in UNPAD, such as <https://siat.unpad.ac.id/eoffice>.

## **UNPAD CAMPUS BICYCLE PROGRAM**

Universitas Padjadjaran is committed to realizing the UNPAD transformation program into a more environmentally friendly campus (*Green campus*). Therefore, the UNPAD campus bicycle program was initiated by the Director of UPT PLK UNPAD. The campus bicycle itself is one of the developments of the plan *Eco campus* initiated by UNPAD. To date, 25 bicycle facilities have been provided, which are the product of a collaboration between Padjadjaran University and Bank Mandiri.

**Rute Sepeda UNPAD**

- Shelter Sepeda
- Kawasan PPBS
- Masjid Raya Unpad
- GOR Iati

**SEPEDA KAMPUS**  
UNIVERSITAS PADJADJARAN

**EARTH Day 2016**

UNIVERSITAS PADJADJARAN  
JURUSAN TEKNIK SIPIL DAN PERENCANAAN



## **ENVIRONMENTAL FRIENDLY PUBLIC TRANSPORTATION PROGRAM**

Activities on campus by bus, walking or bicycle will not only help you feel better and save you money, but it can also reduce air pollution on campus.

UNPAD already has a policy on transportation on campus, with the UNPAD Rector's Decree Number: \_\_\_\_\_ regarding transportation policy on UNPAD campus which was set on \_\_\_\_\_.

1. Transportation for Staff
2. Transportation Campus

### **K3L PROGRAM UNPAD**

K3L Program in UNPAD was officially formed in 2010, initially K3L was named PWJ (Paguyuban Warga Jatinangor) which was managed by a private institution which later transferred management to UNPAD itself in 2010. Based on the data, currently there are approximately 397 UNPAD K3L workers who are natives of Jatinangor District. The UNPAD Campus K3L Program is also part of UNPAD's commitment to create jobs for residents of the Jatinangor District who have contributed to the development of UNPAD.

UNPAD K3L workers have a duty to maintain the cleanliness, beauty and comfort of the UNPAD campus environment. Currently, K3L work is divided into 10 zones consisting of 8 (eight) zones at the UNPAD Jatinangor Campus and 2 (two) zones at the UNPAD Dipati Ukur Campus. The division of the zone aims to make K3L work in maintaining the cleanliness, beauty and comfort of the UNPAD campus environment to be more effective, efficient, and organized.

## **CHAPTER IV TRANSPORTATION SAFETY**

### **TRAFFIC REGULATION**

Based on Circular Letter Number:\_\_\_\_\_ on Traffic Regulations in the UNPAD Campus, which are as follows:

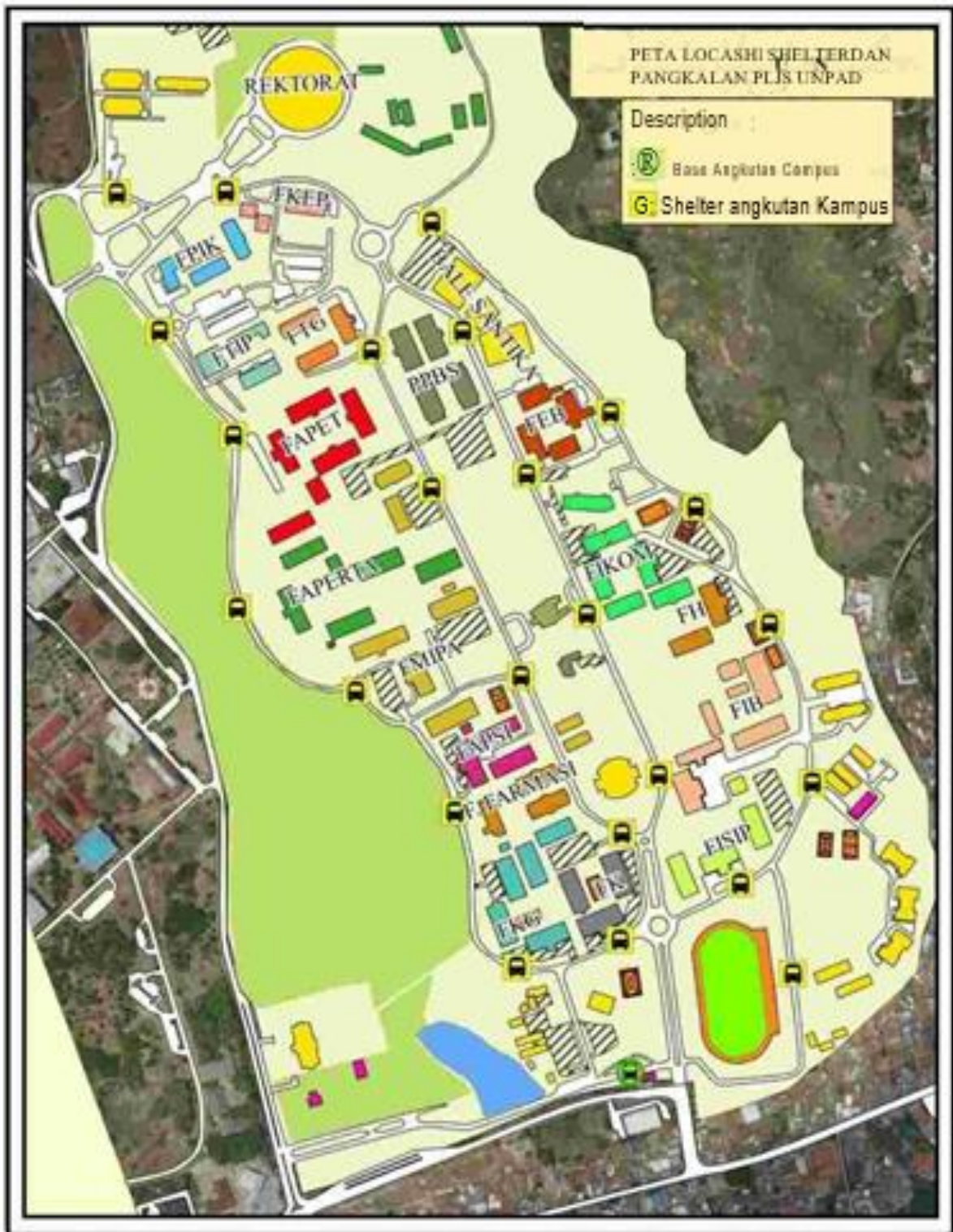
1. Must bring complete motorized driving documents (SIM and STNK).
2. Obligation to pay attention to and comply with existing road signs and markings.
3. Mandatory driving the vehicle at a maximum speed of 40 km / hour.
4. Must park the vehicle in the designated parking lot.
5. It is mandatory to wear a helmet for drivers of two-wheeled motorized vehicles.

### **UNPAD CAMPUS TRANSPORTATION**

Rules of Driver for UNPAD Campus Transportation

1. Drivers are licensed with SIM A and always carry vehicle equipment in the form of STNK.
2. Using uniforms that have been provided by UNPAD
3. Stop at a designated shelter
4. Using a car that is suitable for operation including important lights in accordance with the provisions/regulations that apply in the Traffic and Highway Law.
5. Pay attention to and assist in the implementation of security, order, safety and cleanliness of the UNPAD campus environment.
6. Observe the Code of Conduct Traffic at Padjadjaran University Campus Environment.

Location Map Transportation and Shelter location



### **MOTOR TAXY (OJEK) IN UNPAD AREA**

1. Using helmets for drivers and passengers
2. Using motorized vehicles that are suitable for operation including essential lights in accordance with applicable provisions/regulations in the Traffic and Highway Law.
3. Using a standard vehicle exhaust (not loud).
4. Don't drive when it's dark/rainy.
5. Bring the completeness of the vehicle in the form of vehicle registration and SIM C.
6. Obey the Traffic Rules in the UNPAD Campus.
7. Turning on the lights during the day

Map Location Base ojek



## **PRIVATE MOTORCYCLE**

Correct behavior when riding a motorcycle is as follows:

1. Using a motorized vehicle that is fit for operation including essential lights in accordance with the provisions/regulations in force in the Traffic and Highway Law.
2. Using a standard vehicle exhaust (not loud).
3. Don't drive when it's dark/rainy.
4. Bring the completeness of the vehicle in the form of vehicle registration and SIM C.
5. Obey the Traffic Rules in the UNPAD Campus Environment (see page).
6. Comply with all forms of arrangements made by officers on campus.
7. Do not disturb other public order.
8. Drive on the left side of the road and overtake on the right side of the road.
9. Drive at a speed according to the rules and not recklessly.
10. Give a sign with a light sign when going to turn.
11. When going through a crossroads, always pay attention to the condition of the surrounding road. Make sure you can cross safely before crossing the intersection.
12. It is forbidden to enter the bicycle path or sidewalk.
13. Always use a closed helmet and thick jacket when riding a motorcycle. This is to protect the rider's head and body when falling from the motorcycle.
14. When you have arrived at your destination, park the motorbike according to the applicable regulations.
15. Parking is prohibited on the bike path or sidewalk.
16. Lock the motorbike and make sure the conditions are safe when you leave the motorbike.
17. Do not leave valuables on the motorcycle.

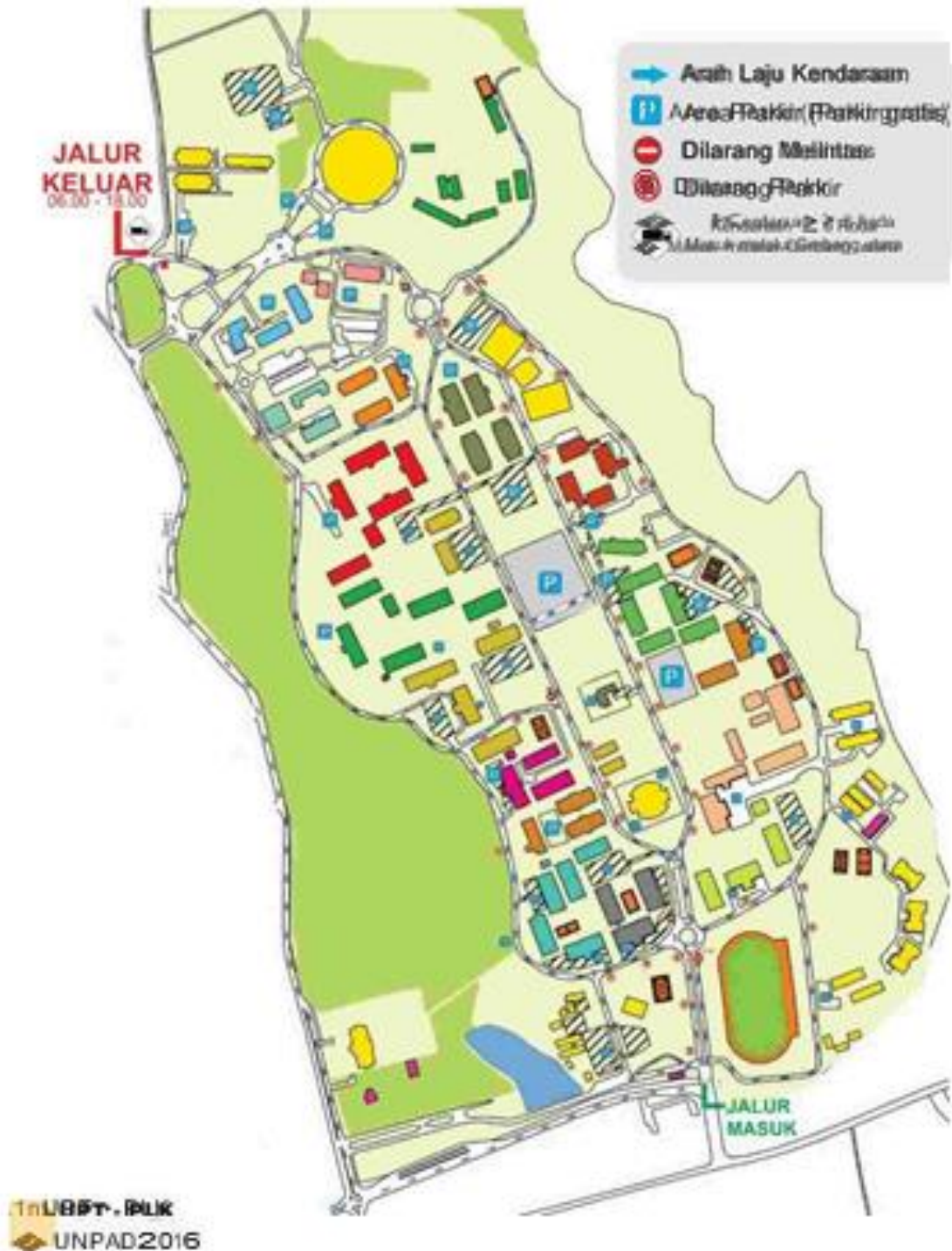
## **PRIVATE CAR**

Private car is an alternative vehicle that can be used in the UNPAD campus environment. However, considering the limited parking space available and to reduce air pollution in the campus environment, it is highly recommended to use public transportation. It is recommended to use a car with a minimum of three passengers.

1. Using a car that is fit for operation including essential lights in accordance with the applicable provisions/regulations in the Traffic and Highway Law.
2. Bring the completeness of the vehicle in the form of vehicle registration and SIM A.
3. Pay attention to and assist in the implementation of security, order, safety and cleanliness of the UNPAD campus environment.
4. Obeying Traffic Rules in the UNPAD Campus (see page).
5. Always prioritize the passing UNPAD tow cars. This applies to all road users in the UNPAD environment.
6. Never overtake a trailer when the vehicle is stopped. This is to avoid the risk of being hit or hit by other road users who pass in front of the trailer.
7. The driver may overtake the trailer when the vehicle is running by giving an earlier signal. The signs given include a sign light and a horn 2 times. If the driver of the trailer has given the horn 2 times, the driver of the car may pass.
8. Wear a seat belt while driving.
9. Park in accordance with applicable regulations.

Peta lokasi parkir kendaraan dilingkungan kampus

## Jalur Kendaraan dan Rambu Jalan di Kampus Jatinangor



## **BIKE**

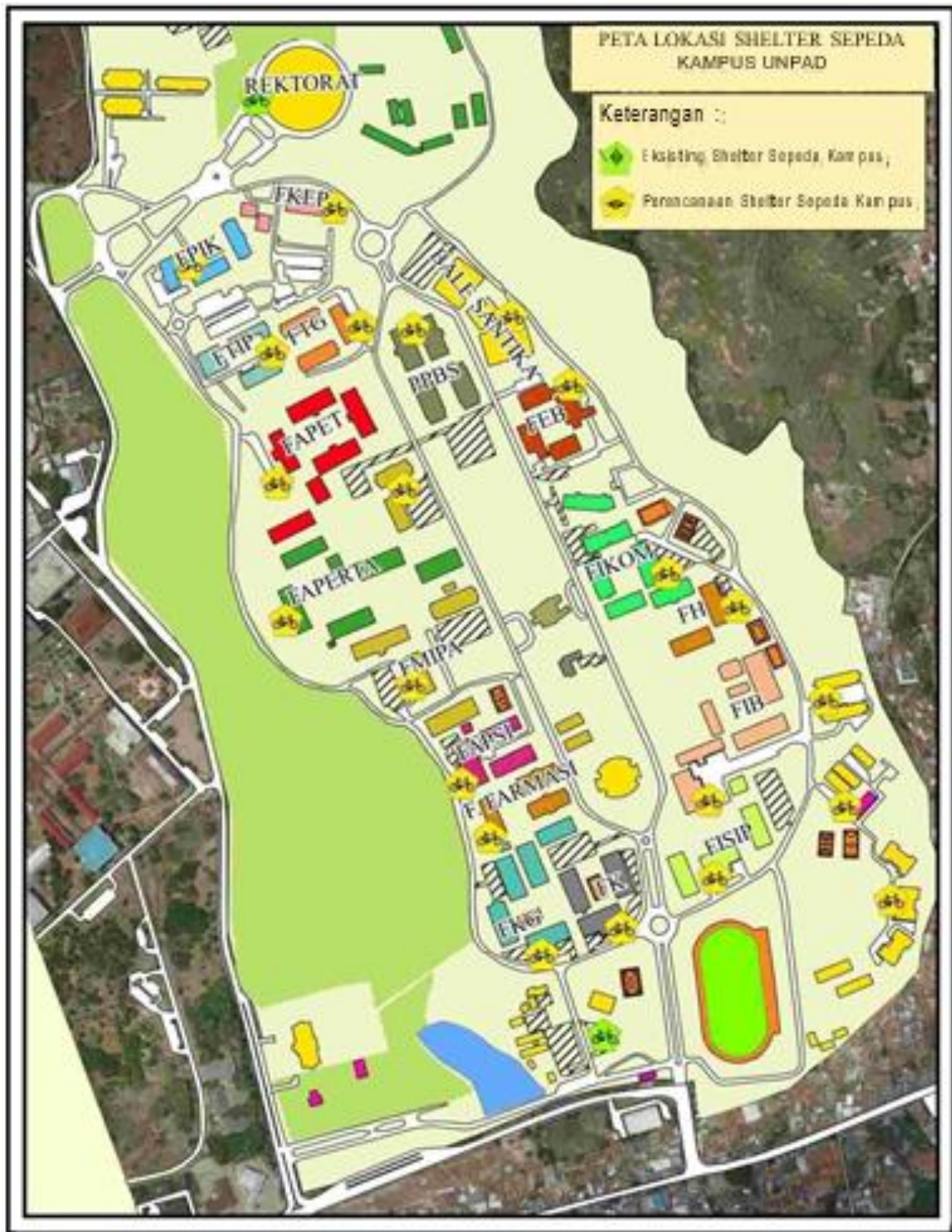
UNPAD facilities students to make pollution-free UNPAD campus and healthy campus. Here is the procedure for borrowing and the use of bicycles ubuntu:

1. Bicycle User is UNPAD students are active (as evidenced by showing the Student Identity Card (KTM) and also UNPAD employees.
2. Students who cannot show their KTM are not allowed to borrow.
3. Bicycles are only used on bicycle lanes with designated paths.
4. During use, bicycles are the responsibility of responsible borrower.
5. Student / i (borrower) or ubuntu employee can be said to complete his responsibility if the bike has been accepted by management personnel.
6. During the implementation of the estab bicycle loan, in case of damage and complaints, you can contact the bicycle manager (Hotline service) at the telephone number 0821-1788-5225 This phone number will be activated during service hours, which is between 07.00 - 17.00.

### **Correct behavior when riding a bicycle**

1. Make sure the bicycle is in good condition to ride. Check tires, brakes, saddle, etc. before getting on the bike.
2. Don't cycle when it's dark/rainy.
3. Ride on the bike path provided.
4. When going to cross or cross the highway must pay attention to the condition of the highway. Make sure no other vehicles will pass.
5. Do not listen to music at high volume while driving.
6. Always park the bicycle in the parking space provided, and make sure the bicycle is safe and locked or there is an officer guarding it.

### Bike Shelter Location Map



## **PEDESTRIAN**

For students who live or boarding houses around the UNPAD campus environment, it is enough to walk to campus without being free from risks and dangers in campus traffic and around the UNPAD campus. Crossing the highway, and the road in the campus environment has the potential to cause accidents for pedestrians. Proper walking behavior:

1. Do not walk in dangerous places, such as lonely and dark streets. If necessary, ask to be accompanied by a security guard.
2. Walk on the sidewalk.
3. Do not cross the road carelessly or carelessly, cross at the *zebra* cross.
4. Do not walk while joking excessively, while listening to music, while using a cellphone or any object that can distract from the road.

## **MOTORCYCLE PARKING ON CAMPUS ENVIRONMENT**

1. Park your vehicle in the parking area provided.
2. Ask the officer for a pass card.
3. Park in reverse parking position. This is highly recommended so that when an emergency occurs it can be easily evacuated.
4. Use a double security lock on the vehicle.
5. Make sure your vehicle is locked securely.
6. Do not leave valuables (such as vehicle document (stnk), laptop, jewelry, etc.) in the vehicle.
7. Do not leave the pass in the vehicle.
8. Any form of damage or loss to the vehicle is the responsibility of the vehicle owner.
9. Report immediately to security if you see anything suspicious.
10. When the vehicle is about to leave the parking area, the officer will ask for a pass and check the STNK to match it with the vehicle's police number. If it matches, then the vehicle can get out of the parking area. If it does not
11. Match / cannot show the STNK, the officer has the right to hold the vehicle to exit the parking area. The officer immediately coordinated with the UPT PLK for further processing.

12. If the driver cannot submit or admit that his pass is lost, the officer has the right to give administrative sanctions according to the provisions.

Description: parking location see on the map

### **CAR PARKING IN CAMPUS ENVIRONMENT**

1. Park the vehicle at the designated parking location.
2. Park in reverse parking position. This is highly recommended so that when an emergency occurs it can be easily evacuated.
3. Use a double security lock on the vehicle.
4. Check again the car door / glass whether it is locked or not.
5. Do not leave valuables (such as laptop, jewelry, etc.) in the vehicle.
6. Do not leave KPM in the vehicle.
7. Any form of damage or loss to the vehicle is the responsibility of the vehicle owner.
8. Report immediately to security if you see anything suspicious.

Note: parking location refer to the map

## **CHAPTER V BUILDING SAFETY**

### **CORRIDORS**

1. Always use the available corridors as liaisons between buildings. Do not cut the path that can damage the campus environment.
2. Walk in the corridors carefully, do not run, because in addition to harming yourself, you can also harm others.
3. Don't sit around corridors or stairs, as this can block the passage of others.

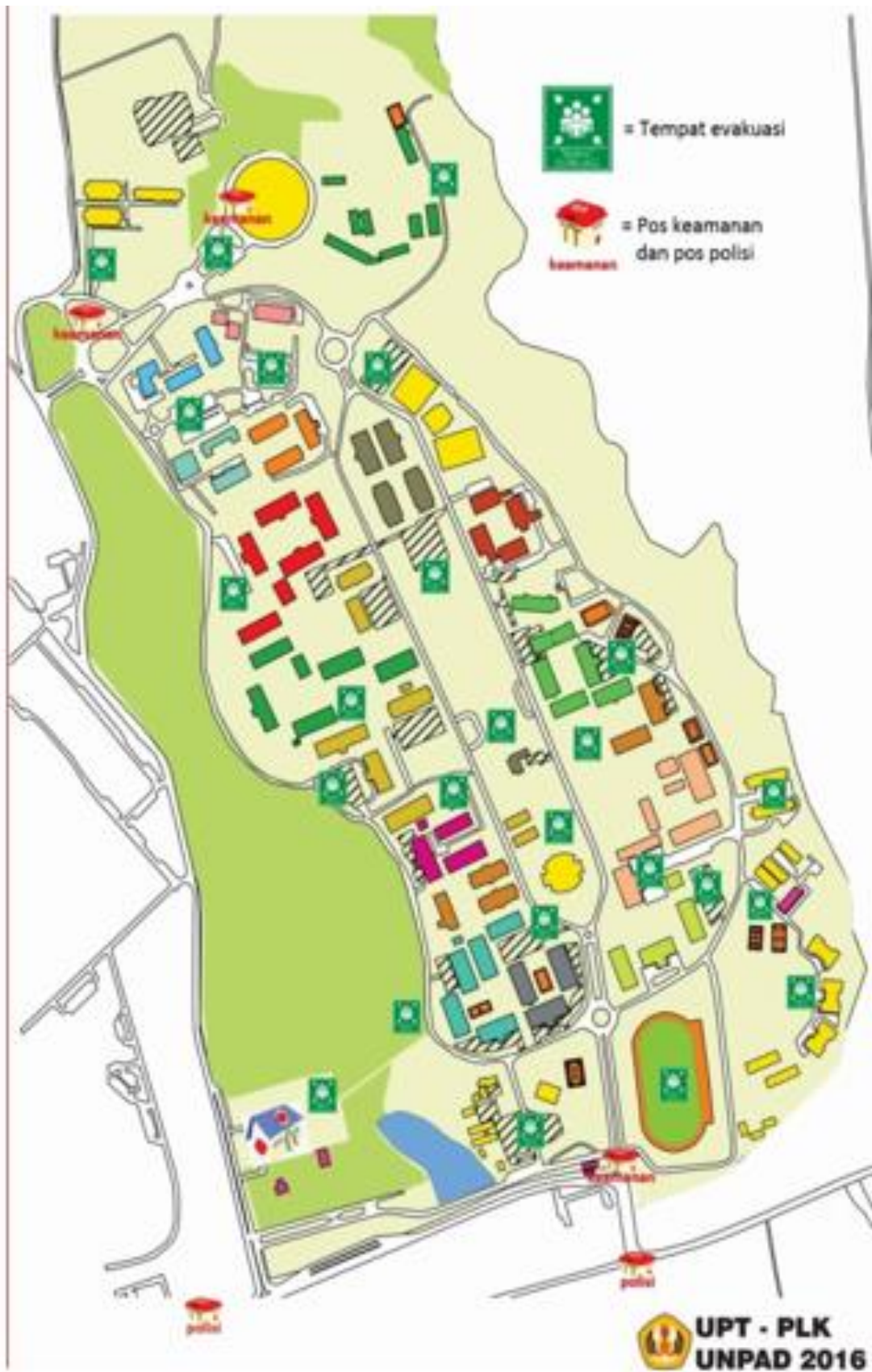
### **STAIRS**

1. Use the available stairs properly. Don't be in a hurry when climbing or descending stairs.
2. Use the handrail to hold on to when climbing or descending stairs.
3. Bring luggage according to ability and capacity. Excess load can cause ergonomic disturbances.

### **LIFT**

1. Take the elevator wisely. Due to the limited lift, it is highly recommended to use the stairs to go up or down to the next floor.
2. When you get into the elevator, watch your steps. Don't force the ride if the lift is full.
3. The first person to enter the elevator presses the door open button and holds it until the last person enters the elevator.
4. If you have arrived at the intended floor, exit carefully. For people who do not go out on that floor must make way for people who are going out and hold the door open button until the last person leaves or enters.
5. For people who are just about to enter the elevator, they must prioritize those who want to get out.
6. If suddenly an earthquake occurs while you are in the elevator, then you can refer to the emergency procedures in the elevator when an earthquake occurs (see page 65).
7. If the elevator suddenly stops
  - Remain calm.
  - Press the emergency button if there is one. If it is not available or not working, then you can shout for help, or use your cellphone to contact the PLK Sub-Directorate (see page 75) or your colleague who is considered able to help to contact the related party.
  - Don't force the elevator door to open. Wait for the building technician to come to free you.

## Evacuation Maps

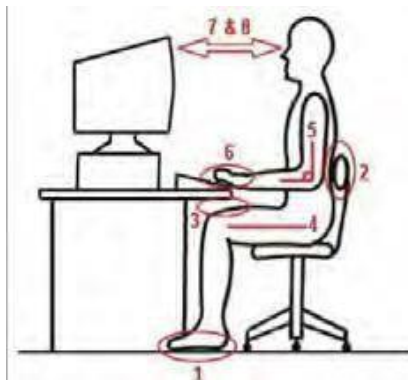


## TOILET

1. Use the available toilet properly. Use a sitting toilet in a sitting position, and a squat toilet in a squatting position. This is so as not to damage campus facilities / property and endanger yourself.
2. Walk carefully in the toilet. Because the toilet tends to be wet, the risk of slipping due to the slippery floor is quite large.
3. Keep the toilet clean by not forgetting to flush thoroughly after urinating (BAK) or defecating (BAB).
4. Dispose of trash in the trash can provided.
5. Wash hands after urinating or defecating.

## ERGONOMIC/WORK COMFORT

1. When working indoors, pay attention to ergonomics/comfort conditions while working. Sit with your back against the back of the chair. In order not to get tired quickly, the footrest must match the length of the foot or not hang.



2. Be active in room conditions with sufficient lighting so your eyes don't get tired quickly.
3. The use of electronic goods is common in the UNPAD campus environment, what needs to be considered is the radiation caused by these electronic goods.
4. If you have been using the computer/laptop for more than 2 hours, take a 2-minute break by looking 20 meters ahead, and stretch tired muscles such as the neck, waist and arms.
5. Some conditions sometimes force us to take things that are far above the head. Use the stairs to make it easier to pick up the item.
6. Maintain the tidiness, cleanliness and beauty of your workspace.

## **ELECTRICITY**

Wise use of electricity.

1. Turn off lights, air conditioners, and other electrical appliances that are not in use.
2. Do not place too much electrical load on the *extension cord*. Use according to the number of available holes.
3. Cut the power cord so it doesn't fall to the floor where it could trip people up, even if it needs to be covered with duct tape.
4. Do not plug in or unplug with wet hands.
5. Unplug all power cables when going on a long vacation.

## CHAPTER VI LABORATORY SAFETY

1. Everyone who wants to enter the laboratory must first obtain permission from the laboratory staff.
2. Laboratory personnel must first give safety induction to people who have just entered the laboratory.
3. Familiarize yourself with chemical, biological, electrical, ergonomics, fire and fall hazards and risks.
4. Use personal protective equipment (PPE), such as lab coats, safety glasses/ goggles, shoes, gloves, face shields, and tied hair.
5. Do not use your mouth to pipette.
6. Do not use the needle twice (2x).
7. Carry out activities in the laboratory according to the equipment, such as using chemicals in fume hoods, and using secondary containment.
8. Do housekeeping good.
9. Dispose of hazardous wastes in a suitable place, such as in abiohazard bag.
10. In the laboratory, it is forbidden to: eat and drink, wear cosmetics/makeup, smoke, use contact lenses (especially when close to flammable materials), and use jewelry.
11. For those who often enter the laboratory, it is better to conduct regular health checks (medical surveillance).
12. After working in the laboratory, you should wash your hands properly.
13. If an accident occurs in the laboratory, perform first aid on the victim, or use an Emergency shower -+ 15 minutes, or use Eyewashgets if itin the eyes, and a first aid kit.
14. Report every incident/incident that occurs in the laboratory.

## **CHAPTER VII SAFETY OF ACTIVITIES OUTSIDE UNPAD**

Universitas Padjadjaran (UNPAD) is committed to ensuring the safety and health of students/employees who are conducting activities/research both on and off campus. Here are some things that must be considered for students/employees who carry out activities/research in facilities/organizations outside UNPAD.

### **Organizational Preparation**

1. Each leader of the organization/committee (Dean/Student Director/Chairman of the Committee, etc.) is required to inform the Head of PLK for every student/employee activity carried out outside UNPAD or in institutions outside UNPAD.
2. The executive of the organization/committee must ensure that there is adequate supervision in the field of security and K3 for the students/employees at the place/institution concerned.
3. The executive of the organization/committee must ensure that every activity/research conducted by students outside of UNPAD has been carried out a risk assessment and has been approved by the Head of the PLK. Risk assessment activities should be carried out together with relevant institutions.

### **Individual Preparation**

1. Having obtained permission from parents/family/leadership.
2. Make sure your body is in good health.
3. If you are not healthy, then immediately report to the committee/leader.
4. Bring sufficient personal equipment and supplies.
5. Bring personal medicine.
6. Notify family or friends, at least once a day.

### **During the implementation of activities,**

1. The executive of the organization/committee must communicate regularly with the relevant institutions to check the safety and health performance of the UNPAD students/employees.
2. If accidents and incidents occur as a result of their activities/research, then the leadership of the organization/committee must report to the UPT-PLK, as soon as possible and in any case within 24 hours.

## CHAPTER VIII EMERGENCY

In dealing with potential emergencies in the UNPAD environment, follow the instructions for implementing the following emergency response and evacuation:

- Know and understand all emergency procedures.
- When an emergency occurs, stay calm and don't panic.
- Follow emergency procedures or signs and instructions from the floor warden (a person in charge of dealing with emergencies on one floor in his work unit) / building warden (Commander of the Security Squad in the building) to go to a safe gathering place (meeting/assembly/muster point). when an emergency occurs.
- It is forbidden to leave the gathering place, because a check will be carried out to ensure the number of occupants and visitors of the building are safe.
- Call an ambulance or telephone the UNPAD Clinic or UPT-PLK UNPAD, if there is someone who needs further medical assistance (see important phone numbers on page 1).

### **FIRE**

#### **When you see / there is a fire in the building area:**

1. Immediately notify the officers and other occupants (if needed, shout that there is a fire).
2. If the fire is still small, then immediately extinguish it with an APAR (Fire Extinguisher) or other extinguishing media, if you feel sure you can use it, but if in doubt, it's better not to.
3. If the fire has grown, immediately activate the fire alarm manually.
4. Inform the floor warden and others about the fire. The floor warden and building warden will go to the location to confirm conditions and assess the situation.
5. Immediately exit through the emergency exit to the meeting/assembly/muster point closest to you.

#### **When you hear the fire alarm go off:**

1. When the alarm goes off, stay calm and wait for further instructions from the floor warden / building warden or via the Public Announcement (PA) or megaphone system (TOA).

2. If instructed to evacuate, then stop the work, leave your belongings and go through the emergency exit or the exit designated by the *floor warden* to the *meeting/assembly/ muster point*.
3. If you are on the 2nd, 3rd, or so on, don't jump through the window.
4. If you are caught in a puff of fire smoke, then keep going to the emergency stairs by taking short breaths, try to crawl or crawl to avoid the smoke, do not turn around because you will collide with the people behind you.
5. If you have to break through the smoke, hold your breath or cover your nose and mouth with a wet cloth, and quickly go to the emergency exit.
6. Close the door when leaving the room.
7. Immediately follow the evacuation route to the nearest *meeting/assembly/muster point*.
8. Do not use lifts/elevators as an exit in an emergency.
9. Wait at the meeting place (meeting/assembly/muster point) and wait for further information from the floor warden.

## **EARTHQUAKE**

If the earthquake alarm on:

1. Stay calm and don't panic.
2. Follow the instructions given or announced by the *floor warden / building warden*.

### **During earthquake shaking:**

1. If possible, exit the building immediately.
2. If it's not possible to get out (the exit is far away or is on the top floor), stay calm, don't run outside.
3. Protect your body, head-neck and eyes under a table, corner of the room or wall. Wait for the vibration to stop and it is safe to leave the building.
4. Avoid partitions, glass, windows, hanging shelves, filing cabinets, lights, cables and office equipment that fall easily (typewriters, computers, etc.).
5. If you're in an alley or corridor, drop to the floor, back to the wall, cover your head with your arms and cover your neck with your hands together.

**In the elevator when there is an earthquake vibration:**

1. If possible, exit the elevator immediately on the nearest floor, seek shelter and stay away from the glass area, approach the floor with your back to the wall, or find another safe place.
2. If it is not possible to get out, then Press the emergency button provided, then lower yourself to the floor, protect your head and neck, and stay calm.
3. Don't force the elevator door to open. Wait for the building attendants to come to free you.
4. In the lobby, seek cover and move away from the glass area, close to the floor with your back to the wall.

**Outside buildings during earthquake shaking:**

1. Stay away from buildings and areas where objects may fall, electrical wires or a hazard of electric shock (electrocuted / short).
2. Stay away from tall trees or tall structures that can easily fall / collapse, such as power poles, flag poles, signposts and signs.
3. Be aware of flooding, which can cause an electric shock hazard.

**Earthquake Evacuation:**

1. Follow the floor warden and building warden's orders, especially instructions for safe evacuation routes to the assembly point (meeting / assembly / muster point).
2. Don't use the elevator, use the stairs.
3. Report to the floor warden / nearest officer if there are injuries, missing persons, fire or smoke, and/or other hazards that arise after an earthquake.
4. Do not use the telephone, except to report an emergency if your floor warden is not available.
5. Help the floor warden to reduce other potential hazards after an earthquake.
6. Don't make the situation worse by carelessness and taking action yourself, you can put yourself in danger.

## **BOMB THREAT**

If you receive a bomb threat over the phone addressed to Universitas Padjadjaran, then:

1. Answer the call in a calm, reasonable manner and don't panic.
2. Do not forward the call to another person or change the receiver until the has permitted this floor warden.
3. Get the caller to talk as long as possible with a variety of questions to identify the caller's voice.
4. Remember and record the caller's messages and pay attention to the environment that is heard on the phone, for example the caller's dialect, the sound of cars passing by, etc.
5. After the call is finished, immediately notify the floor warden or the nearest security guard.
6. The floor warden or security guard will inform the building warden.
7. The building warden reports to the UPT PLK.
8. The building warden announced to evacuate all occupants of the building, but did not announce that there was a bomb threat, to reduce panic or confusion.
9. The UPT-PLK contacted the police, reported the threat and asked for the phone to be traced.
10. If the evacuation alarm sounds, immediately evacuate to the gathering place (meeting/assembly/muster point).
11. Do not touch or interfere with objects / items in any way". If you find anything suspicious, report it immediately to the floor warden.
12. Do not enter the building before being informed by the building warden that the building is clean and safe.

## **Drowning**

1. The victim/officer reports to the picket officer about a drowning incident.
2. Officers will seek help for victims.
3. Officers conduct TPTKP and collect eyewitnesses in the field.
4. The officer asked for information from witnesses regarding the time and place of the incident, personal data, victims, witness data, and chronology of events.
5. Officers will make an accident report drowning in the lake.

## CHAPTER IX FIRST AID

### 1. At the Incidence Rate

#### FAINTING

1. Lay the patient with the legs elevated.
2. Give the smell or squeeze with the index and thumb, the part of the victim's wrist between the victim's thumb and forefinger.
3. Loosen clothes.
4. Make sure the patient breathes fresh air.
5. Check for other injuries.
6. Give sweet drinks, if the patient is conscious.
7. Take the patient to the nearest Medical Team / PKM / Hospital.

#### ASTHMA

1. Calm the patient.
2. Help the patient to sit leaning forward and rest.
3. Make sure the patient gets fresh air.
4. If the patient brings medicine, help get and use the drug.

#### SPRAINS/ MUSCLES TENSION

1. Place the body part of the sprained / sprained / tense muscle, higher than the rest of the body, to prevent swelling and internal bleeding.
2. Put ice on that part of the body for 10 minutes and leave it without ice for 10 minutes and so on every 10 minutes. Do this for 1-2 days.

#### NOSEBLEEDS

1. Press the bridge of the nose for about 5 minutes. Usually after that the blood has clotted. Breathe through your mouth for a while while you do this.
2. Avoid secondhand smoke because cigarette smoke can dry out the lining inside the nose and make the delicate blood vessels in the nose prone to rupture.
3. Avoid taking aspirin because aspirin is a blood thinner.
4. If the blood doesn't stop for a long time, go to the hospital immediately, maybe you need further treatment.

## HOT FATIGUE

Symptoms: rapid breathing, weak pulse, cold skin, paleness, weakness, thirst, dry tongue.

Handling:

1. Take to shade
2. Loosen clothes
3. Elevate legs
4. Give oxygen and drink if awake

## EPILEPSY

**Symptoms/signs:**

- Patient's vision suddenly goes blank
- Muscle spasms
- Sudden fall, lie stiff for a moment, back arched
- Foamy mouth sometimes bleeding
- Face and neck bluish and swollen
- No response
- Loss of urinary control

**Handling:**

- Protect the patient from injury
- Do not resist / fight seizures
- Protect the patient's tongue from being bitten, then put a spoon or other hard object into the mouth
- Stable position
- Treat injuries due to seizures
- When the attack has passed, the patient is asleep, do:
  - Free the airway
  - Let rest
  - Avoid from tension and embarrassment around the

## 2. STANDARD CONTENTS OF THE P3K BOX

Based on the PERMENAKERTRANS Number: PER-15/MEN/VIII/2008 on First Aid in Accidents at Work, the contents of the First Aid box are:

1. Sterile wrapped in a gauze
2. Bandage (5 cm wide)
3. Bandage (10 cm wide)
4. Plaster (1.25 cm wide)
5. Quick Plaster
6. Cotton(25 grams)
7. Triangular fabric a/mittelaSafety
8. Scissors
9. Pins
10. Disposable gloves (pairs)
11. Mask
12. Tweezers
13. Flashlight
14. Glass for eye wash
15. Clean plastic bag
16. Aquades (100 ml Saline solution)
17. Povidone Iodine (60 ml)
18. Alcohol 70%
19. First aid manual in the workplace
20. Note book and reporting form accidents
21. List of contents box

NB: For medicines, they can be put in the Medicine Box, which is separate from the First Aid Box.

### 3. ACCIDENT IN THE LABORATORY

Work accidents are unexpected and unexpected events. Usually accidents cause material loss and suffering from the lightest to the heaviest. Accidents in the laboratory can take the form of 2 types:

1. Medical accidents, if the victim is a patient
2. A work accident, if the victim is the laboratory officer himself.

First aid for work accidents (FIRST AID) is a preliminary emergency assistance or treatment in the workplace that is given to someone who has a sudden illness or accident. The purpose of this first aid is to save the victim's life, create a safe environment, prevent injury or illness from getting worse, prevent disability, accelerate recovery or treatment of patients after being referred to the hospital, protect victims who are unconscious, calm sufferers or injured victims, seek further help. The causes of **work accidents in the laboratory**:

1. Lack of knowledge and understanding of chemicals and the processes and equipment or equipment used in carrying out activities
2. Lack of clarity on laboratory activity instructions and also lack of supervision carried out during laboratory activities.
3. Lack of guidance for students or students who are conducting laboratory activities.
4. Lack or unavailability of equipment safety and protective equipment laboratory activities.
5. Lack of or not following the instructions or rules that should be obeyed.
6. Do not use equipment protective that should be used or use equipment or materials that are not suitable.
7. Not being careful in carrying out activities.

First aid for work accidents in the laboratory is usually very necessary in the event of a work accident (poisoning, injuries, splashes of substances, spills of substances, and fires). In addition, preventive efforts are needed to reduce the occurrence of work accidents so that the victims do not spread. The types of hazards that often cause accidents in the laboratory are:

#### A. Poisoning

Poisoning as a result of absorption of toxic chemicals, such as ammonia, carbon monoxide, benzene, chloroform, and so on. Poisoning can be fatal or cause health problems. The latter is the more frequent one that can be detected in the short and long term. Long-term effects, such as in liver disease, cancer, and asbestos, are the result of the accumulation of small but continuous absorption of toxic chemicals.

First aid in chemical poisoning accidents should be done if the doctor has not arrived at the location of the poisoning. The way to deal with chemical poisoning as a start is to prevent chemical contact with the body as soon as possible. The steps to do this are as follows:

- Wash chemicals that are still in contact with the body (skin, eyes and other organs)
- Try not to get poisoned sufferers cold.
- Do not give alcoholic beverages to the patient because it will accelerate the absorption of toxins in the body
- If breathing is difficult, help with mouth-to-mouth breathing
- Take him to the hospital immediately

How to deal with chemical poisoning can also be done with several other steps if the toxic chemicals enter through the mouth, skin or poisoning due to the presence of toxic gases circulating around us.

How to deal with chemical poisoning if toxic materials enter through the mouth:

- Give a drink in the form of water or milk 2 to 4 glasses.
- If the poisoned victim is unconscious, do not put anything (in the form of food/drink) through his mouth.
- Insert the index finger into the victim's mouth while moving the finger at the base of the tongue with the aim of making the victim vomit.
- Do not do the above points if the victim is poisoned with oil, earth, gasoline, alkali or acid
- Give 1 spoon of antidote and a glass of warm water to the victim. The antidote is powdered and made of 2 parts activated charcoal, 1-part magnesium oxide and 1-part tannic acid.

How to deal with chemical poisoning if the poison passes through the skin:

- Wash the affected body part with clean water for at least 15 minutes.
- Remove clothing that has been exposed to chemicals.
- Do not apply oil, butter or sodium bicarbonate paste, except for higher/certain poisonings.

How to deal with chemical poisoning if the poison is in the form of gas:

For chemical poisoning in the form of gas, it is better to provide fresh air as well as possible. And to prevent chemical poisoning in the form of gas, it is better to use a mask from the beginning. Because gases in the form of chlorine, hydrogen sulfide, phosgene, hydrogen cyanide are very toxic gaseous chemicals.

Before working with chemical, would be better to know how to deal with chemical poisoning to avoid the unwanted cases.

## **B. Burns**

Fires and burns as a result of carelessness in handling flammable organic solvents such as ether, acetone, alcohol, and so on. The same can be caused by detonating reactive materials such as peroxides and perchlorates.

First Aid for Burns is:

If possible, immediately take the victim to the hospital, if this is not possible, soak the burned body part in a container filled with cold water.

If the burn is extensive or severe

- Do not pull / pull clothes that are attached to the wound
- Do not apply rubbing oil, lubricant, toothpaste or antiseptic
- Don't pop the blister
- Don't help yourself, send to the hospital
- If the victim is conscious, give a saline solution (1/4 teaspoon per 200cc glass), give one glass every hour.

Chemical burns:

*Exposure to acid solution*

1. Immediately wiped the skin with a cotton swab or soft cloth
2. washed with running water as much as possible
3. Further washing with 1%  $\text{Na}_2\text{CO}_3$
4. then wash again with water
5. Dry and smear with Levertran ointment.

*Exposure to sodium or potassium metal*

1. The attached metal is immediately taken
2. The skin is washed with running water for about 15-20 minutes
3. Neutralize with 1% solution of acetic acid
4. Dry and smear with Levertran ointment or cover the wound with sterile cotton or cotton swab moistened with picric acid.

*exposed to bromine*

1. Immediately washed with dilute ammonia solution
2. The wound is closed with pasta  $\text{Na}_2\text{CO}_3$ .

*Exposure to phosphorus*

1. The affected skin is immediately washed with plenty of water
2. Then wash with a solution of 3%  $\text{CuSO}_4$ .

*Burns caused by hot objects*

1. Smear with fish oil ointment or levertran
2. Dip into ice water as quickly as possible or compress until the pain subsides a bit.

### **C. Skin Wound**

Skin wounds as a result of working with glass or glass or from being stabbed by sharp objects, injuries often occur to the hands or eyes due to broken glass.

First Aid for Wounds Due to Sharp Objects

- Take it out carefully
- Wound decontamination
- Wound disinfection
- Give medicine to the wound
- Put a bandage on the wound so it doesn't get contaminated
- Report to officer
- If the wound is too severe seek medical help

### **D. Fire**

Fire can occur when a chemical reaction between materials and oxygen produces energy in the form of heat and light (fire). The heat will propagate to the surroundings which will further accelerate the fire.

The following are the types of fires based on how they are handled:

**Type A** is a type of fire involving “ordinary” combustible materials such as wood, paper, rubber and plastic (containing carbon). To overcome this, water fire extinguishers, dry powder or fire blankets are used. Do not use water if there is a risk of electrical hazard.

**Type B** is a type of fire that involves flammable materials, including liquids, such as kerosene, gasoline, alcohol. To overcome this use fire extinguisher type foam, volatile liquid, carbon dioxide, dry powder, fire blanket or sand. Do not use foam when there is a potential risk of electrical hazard, and never use water.

**Type C** combustible materials include gases, such as methane, propane, acetylene, and butane. To overcome this, cover substances that can cause flammable gases, and can use a BCF type fire extinguisher.

**Type D** fires originate from flammable metals such as sodium, potassium, and magnesium. To fix this, use sand or a fire blanket.

## **E. Electric shock**

Getting an electric shock or electric shock is very dangerous and can cause instant death. Electric currents that pass through the body will damage body tissues such as nerves, muscles, and can disrupt the work of the heart. In victims who are electrocuted (stunned) the victim often faints, experiences respiratory arrest, irregular heartbeat or may even stop altogether, and suffers extensive burns.

Here's what you should do to deal with a victim who was electrocuted:

### **Look at the surroundings and the condition of the victim**

First, pay attention to the condition of the victim and his surroundings. See if the victim is still connected to electricity or not. Do not rush to directly touch or hold the victim. If the victim is still connected to electricity, we may be electrocuted, as a result, we become victims too.

### **Turn off the power source**

Find the power source and turn it off. If this is not possible, remove the power source from the victim's body using an object that does not conduct electricity, such as wood, plastic, or rubber.

### **Move victim**

If the location of the incident is not safe, move the victim to another place, then immediately take the victim to the nearest medical service center. You can also call the emergency number so that the victim is picked up.

### **Do the treatment**

While heading for or waiting for medical help to arrive, lay the victim in a supine position. The position of the feet is set to be higher than the head to prevent shock. Also check his breathing and heart rate. If the victim's heart or breathing stops, you can perform cardio pulmonary resuscitation (CPR), provided you master this technique.

## CHAPTER X ASSETS MANAGEMENT OF UNIVERSITAS PADJADJARAN

UNPAD asset management is a series of activities and actions on assets in the sense of fixed assets/ assets that are in UNPAD since planning and determining needs, budgeting, planning for procurement and implementation, storage, distribution, maintenance, utilization, security, maintenance, development, elimination, transfer and destruction. Treasury claims and Claims for Compensation, changes in conditions and quantity, recognition and appraisal, administration, monitoring and supervision, as well as recording and reporting.

Fixed assets in UNPAD are tangible assets that can be measured/calculated/weighed and assessed, which have a useful life of more than 12 (twelve) months; to be used in university activities, and not intended for sale, originating/purchased from funds sourced entirely or otherwise from the Government Budget, or other legitimate acquisitions, namely:

1. Assets obtained from grants/donations or the like.
2. Assets acquired as the implementation of the agreement/contract;
3. Assets acquired under the provisions of the law.
4. Assets acquired based on court decisions that have obtained permanent legal force.

The classification of UNPAD Fixed Assets follows the provisions in Government Regulation No \_\_\_\_\_ on Government Accounting Standards, namely:

1. Land
2. Equipment and Machinery
3. Building and Building
4. Roads, Irrigation and Networks
5. Other Fixed Assets
6. Construction in Work
7. Historic Assets (Heritage Assets)

### UTILIZATION

Utilization of UNPAD's fixed assets can be carried out by other parties in the form of rental, borrowing, utilization cooperation/operational cooperation (KSO), Build Handover and Build Handover (BSG and BGS).

## **A. RENT**

Lease is the transfer of the right to use the goods to another party within a certain period of time by receiving the rental price in the form of money periodically (Monthly, Semesterly, Annually) or all at once at one time. The rental rate is determined by the head of the faculty/unit who is appointed as the manager of the asset by the Rector.

### **Tenant's Responsibilities**

1. Make rental payments.
2. Paying other fees, if any, in accordance with the agreement and the provisions of laws and regulations.
3. perform security and maintenance of the leased fixed assets during the rental period;
4. return the leased fixed assets according to the agreed conditions; and
5. fulfill other obligations stipulated in the Lease agreement.

### **Tenant**

1. State-Owned Enterprises (BUMN)
2. Regional Owned Enterprises (BUMD)
3. Private
4. Supporting Unit for State Government Administration
5. Other Legal Entities.

### **Rent time period**

1. The rental period for fixed assets is a maximum of 5 (five) years from the signing of the agreement and can be extended.
2. The rental period for fixed assets can be more than 5 (five) years and can be extended for:
  - a. Infrastructure cooperation;
  - b. Activities with business characteristics that require a lease period of more than 5 (five) years; or
3. It is stipulated otherwise in the Act.
4. The term of the lease can be calculated based on the periodicity of the lease.

### **Lease Agreement Must Include**

1. The parties to the agreement.
2. Type, area or quantity of goods, rental fee and time period
3. Operation and maintenance costs during the rental are the responsibility of the lessee.
4. Other conditions deemed necessary.

## **B. LEASE**

Borrowing is the transfer of the use of assets to other parties as determined by regulations without receiving compensation for a certain period of time. After the time period is over, the assets must be returned to UNPAD. In the sense of borrowing and using, it does not include the transfer of the use of assets between units/sections within the asset management environment which is a form of Change of Use Status (mutation of goods).

Approval of Lease-to-use fixed assets is stipulated as follows:

1. The borrowed fixed assets have not been utilized by the agency that owns it and the loan does not interfere with the smooth running of the main tasks of the faculty/unit concerned.
2. For movable goods in the form of equipment and machinery, there must be approval from the Faculty/unit that manages the fixed assets.
3. For movable goods with an acquisition value of above 1 billion and all immovable goods (land, buildings), the loan approval is obtained from the Rector. For this purpose, the head of the faculty/unit concerned submits an application to the rector.

### **The Lease to Use Agreement must contain:**

1. The parties to the agreement.
2. Type, area or number of goods.
3. Loan period. The loan period is a maximum of 2 (two) years and if necessary, it can be extended again.
4. The borrower is obliged to properly maintain the fixed assets he borrows, including bearing the necessary costs during the loan.
5. Other conditions deemed necessary.

## **C. UTILIZATION COOPERATION/OPERATING COOPERATION (KSO)**

Utilization cooperation is the use of fixed assets in the form of utilization cooperation with other parties in the framework of the main tasks and functions for implementing the Tri Dharma of Higher Education and increasing University acceptance.

The Cooperation Agreement for the Utilization of Fixed Assets is stipulated as follows:

1. The utilization of these fixed assets does not interfere with the smooth running of the main tasks of the faculty/unit concerned
2. Not available/sufficient funds are available in the budget to meet the operational/maintenance/repair costs required for the fixed assets in question.

3. The utilization cooperation partner must pay a fixed contribution (*fixed cost*) to UNPAD every year or according to the agreement for a predetermined operating period and the distribution of profits from the utilization cooperation.
4. During the operation period, the cooperation partner is prohibited from pledging or pledging the related fixed assets which are the object of the utilization cooperation.
5. The maximum period of utilization cooperation is 5 (five) years since the agreement is signed.
6. For movable goods in the form of equipment and machinery, approval from the Faculty/unit that manages the fixed assets.
7. For movable goods with acquisition value above 1 billion and immovable goods, loan approval from the Rector. For this purpose, the head of the faculty/unit concerned submits an application to the Rector.

#### **Utilization Cooperation Agreement Letter Must Include**

1. The parties to the agreement.
2. Type, area or quantity of goods
3. The term of cooperation in utilization, the maximum utilization period is 5 (five) years and if necessary, it can be extended again
4. The borrower is obliged to properly maintain the fixed assets that are utilized, including to bear the costs required during utilization.
5. Other conditions deemed necessary.

#### **D. Bangun Guna Serah (BGS)/ Bangun Serah Guna (BSG)**

Bangun Guna Serah/BGS (Built, Operate and Transfer) is the use of goods in the form of land by another party, by means of the other party constructing a building or other facility along with its facilities on the land, and utilizing it within a certain period of time, to then hand over the land, buildings, and or other facilities and their facilities to UNPAD after the end of the agreed period.

Bangun Serah Guna/BSG (Built, Transfer, Operate) is the use of goods in the form of land by another party, by means of the other party constructing a building or other facility along with the facilities on the land, until it is ready to operate, to then hand over the land, building and or other facilities and their facilities to UNPAD. Furthermore, BSG partners can utilize the BSG object according to the agreed time period.

### **BGS/BSG Must Meet Requirements**

1. The building that was built and its facilities are needed by UNPAD for the implementation of the Tri Dharma of Higher Education and services to students in accordance with their main duties and functions.
2. There is no budget available for the provision of the said buildings and facilities. Funds for development along with the provision of facilities do not burden the UNPAD budget.
3. The building must be able to be used directly by UNPAD/Faculty/unit according to its field of duty both during the operation period and during the handover.
4. BGS/BSG is carried out by the goods manager after obtaining the Rector's approval.
5. The party providing the building (BGS/BSG Partner) must have the financial capacity and expertise.
6. The Building Permit (IMB) resulting from the BGS/BSG must be in the name of UNPAD.
7. During the operation period, the land and buildings will remain in the possession of UNPAD.
8. The use of land in the BGS/BSG must be in accordance with the Master Plan for Campus Development of UNPAD
9. The period of BGS/BSG is a maximum of 20 (twenty) years from the start of the operation period.
10. To get a partner in the BGS/BSG, a tender must be carried out by involving at least 3 (three) interested participants, unless otherwise stipulated by the Rector through a written stipulation.
11. Provisions regarding procedures for implementing BGS/BSG refer to the Decree of the Minister of Finance of the Republic of Indonesia Number 470/KM.01/1994 concerning Procedures for the Elimination and Utilization of State Property/Wealth of the Fourth State point 6.
12. The handover of the building and its facilities is carried out after the agreed operating period ends and after being audited by SAI. The submission must be stated in an official report.

### **BGS/BSG Agreement Letter Must Include**

1. The parties to the agreement
2. The type, specification, area, quantity or volume along with the facilities in detail about the BGS/BSG object.
3. Rights and Obligations of the parties.
4. Other conditions deemed necessary

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