

Towards A Safer and More Productive Workplace:

A Practical Guide
for Workshops with Young Workers

(Indonesian Adaptation)



Ministry of Manpower and Transmigration,
in collaboration with
Indonesia National Occupational Safety and Health Council (DK3N) and
International Labour Organization (ILO)

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Foreword:

Minister of Manpower and Transmigration of RI

Millenium Development Goals (MDG) as world commitment consists of eight world aims which are achieved in 2015. Two of eight MDGs' objectives are reducing poverty and hunger and achieving universal primary education. Both objectives affirm another world commitment to "Effectively Elimination of Child Labour".

Child labourer is one of significant problems. This assessment is based two things: **First**, child labourer is impact and is born by poverty. But, in another side child labourer also becomes reason from endless poverty. This condition is worse since education system for poor children such as working children is not optimal yet. **Second**, children who work at early age will gradually become regular or cheap workers.

Increasing number of child labourer has currently encouraged Government of Indonesia to pay more attention in tackling employment problem in Indonesia. The Government's commitment is showed by ratifying a number of child labour ILO (International Labour Organization) conventions and deciding child labour related legislation. All of the legislations are law instruments to protect children with intention to Indonesia could achieve national objectives: Welfare and Prosperous People, and on the other side also contribute to internationally achievement of The MDG.

However, in the wider context, there has been a challenge which should be taken into account: how to protect worker 15 – 17 years old so they could work safer, are always safe and productive. In terms of working in the new workplace, they need protection from all hazards which reduce productivity.

Hence, improvement of commitment and efforts from employers/managers of companies to protect young workers by improving working condition and working environment is important to do.

One of approaches from cooperation program between Government of Indonesia and ILO in the past and today is hazards risks' management in workplace where workers 15 – 17 years old work. For example, working condition improvement's activity in footwear sector in Cibaduyut (Bandung) and Ciomas (Bogor), and awareness raising on hazards in several sectors, including awareness raising for woodworking and furniture making's stakeholder in Jepara. Those kinds of activities are significant since footwear and woodworking and furniture making are two of several number of worst forms of child labour (WFCL). The two sectors will not show the hazards in short term period. Although, the sectors contains major risks, and will affect for workers in the future, including for workers 15 – 17 years old if managers or employers do not apply well occupational safety and health (OSH) management.

Indonesia has currently adapted this practical guide, Towards a Safer and More Productive Workplace: A Practical Guide for Workshops with Young Workers. I welcome this practical guide's adaptation. It is noticed that objective of the guide is to protect child basic right, safety, and health. It is also to contribute to implementation of the National Action Plan on Elimination of WFCL.

Improvement of working condition, awareness raising, and other types of activities explain that more serious efforts, health and safety improvement, and also working condition's improvement will give positive impacts for OSH development, hazards reduction in workplace, and productivity's improvement.

Hopefully this practical guide will provide benefits for people and contribute to productivity improvement, and protect workers 15 – 17 years old.

Wassalamu'alaikum Wr.Wb.

A handwritten signature in black ink, appearing to be 'Erman Suparno', with a horizontal line underneath.

DR. Erman Suparno, MA. Msi.

Minister of Manpower and Transmigration
Republic of Indonesia



Foreword:
**Chairperson of Indonesia
National Occupational Safety
and Health Council**

First of all, we would like to welcome and congratulate publication of this Practical Guide, especially related to support to young workers development.

In relation with ILO Convention No. 138 concerning on Minimum Age for Admission to Employment, ILO Convention No. 182 concerning on Prohibition and Immediate Action to Elimination on the Worst Forms of Child Labour, and the Decision on Manpower and Transmigration No. 235 Year 2003 concerning on Jobs that Jeopardize the Health, Safety or Morals of Children, this publication is very significant to help small medium scale enterprises, labour inspectors, and workers, especially young workers, to work in safer, healthier, more comfortable, and more productive workplace.

However, through this Practical Guide, all stakeholders are expected to provide assistance for development of young workers. The assistance will encourage them to still have spirit to learn, formal as well as non-formal, for the better future.

Once again, we are very happy with publication of the Guide. We hope it will help youth generation future in Indonesia. Amin.

Dr. Harjono, MSc.

Chairperson

The Indonesia National Occupational Safety and Health Council

Jakarta , May 2008



Foreword:

Director of International Labour Organization (ILO) Jakarta

Small and medium scale enterprises make a very significant contribution to the Indonesian economy, particularly in creating jobs and encouraging entrepreneurship. They provide employment for many young workers and help them gain valuable skills. However, there are many challenges faced by these enterprises. Low productivity and efficiency resulting from the poor condition of many workplaces is one of the most common problems.

This booklet is intended to assist managers and owners of small and medium scale businesses to improve their workplaces. It brings together the best knowledge from years of ILO work on small and medium scale businesses in many parts of the world. The advice in this booklet has been adapted to be relevant to Indonesian conditions. It is practical advice that can be applied in many different businesses, regardless of their size and condition. It will be useful not only in controlling hazards or avoiding accidents but also in increasing productivity and efficiency.

The booklet identifies unique vulnerabilities of young workers and will help increase the awareness of managers and owners about child labour issues. It will help them understand the risks and disadvantages of employing children. It will discourage them from assigning young workers to hazardous tasks that may jeopardize the safety of the workers and the business.

I would like to thank all Indonesian stakeholders from government, employers and unions and other organizations who have contribute their ideas and experiences in the preparation of the booklet. I am sure that the

booklet will help managers and owners improve their businesses and workplaces.

A handwritten signature in black ink, appearing to read 'Alan Boulton', with a stylized flourish at the end.

Alan Boulton
Director
ILO Jakarta Office
Jakarta, May 2008

Toward a Safer and More Productive Work place

A Practical Guide for Workshops with Young Workers

This booklet is primarily intended for owners and managers of small medium scale enterprises where many young workers age 15-17 are employed. There are several objectives that this booklet would like to achieve:

- ♦ Helping owners and managers to recognize hazards in their workplace and how they may affect productivity.
- ♦ Motivating owners and managers to make necessary changes in their workplace so that they can protect workers, particularly the young ones, from work related accidents and illnesses.
- ♦ Assisting owners and managers in making the changes, (so as to be consistent with ILO Convention No. 182 that the Government of Indonesia has ratified and ILO Recommendation No. 190 ILO/IPEC TRAVAIL September 2007) by providing easy, practical and applicable tips to respond to the needs of young workers.

General Guidelines for Owners and Managers of Small Scale Enterprises

Small medium scale enterprises all over the world play a very important role in their national economy. They create jobs and absorb a large percentage of labour force. They produce goods and services people need. Most importantly, they help young workers gain skills through training and apprenticeship.

Despite their size, small medium scale enterprises have proven themselves to be very tough and resilient. While many big businesses in Indonesia downsized their operation and even collapsed during the recent global economic crisis, small medium scale enterprises survived and kept on

contributing to the national economy. It is now acknowledged that they were the backbone of Indonesian economy during that difficult period, so owners and managers should not underestimate their role. They can contribute a lot more to improve working condition and their business.

It is an undeniable fact that small medium scale enterprises employ a large number of young workers age 15-17, who choose or are compelled to work at such a young age due to poverty and other economic reasons. Sometimes they do not have the needed skills and are not ready for certain working conditions, but employers should recognize their potentials as good workers. Good workers will create good business, and it is important that employers give them the care, guidance and training they need. Employers should recognize hazards and seek to protect their workers from work related accidents, injuries and illnesses for both the workers' and their own interests, as accidents and injuries might hinder or even stall business operation.

There are many positive things that employers can do to protect young workers, but as a rule of thumb, they should keep the following in mind:

1. The legal age for full time work is 15. Young workers below that age must not be hired. It is their rights to go to school, play, and have social interaction so that they can reach full physical, moral, mental and intellectual maturity.
2. The regulation allows **young workers between 15 and 17 to work**, as long as they are not assigned to do hazardous work that may harm physical, mental, moral and intellectual development.
3. Before undertaking the assigned tasks, young workers age 15 – 17 must be given appropriate training so that they can work safely and productively. They have to be continuously guided and supervised.

This booklet will help owners, managers and workers to recognize circumstances in the above definitions. It provides practical suggestions about what they can do to create a safe and productive workplace. The steps outlined in this booklet are easy to implement and do not have to be costly, but if properly implemented they will benefit everyone. Young workers will enjoy a

safer and more pleasant place to work and owners will enjoy higher productivity through smoother operation, improved product quality, and less medical cost. In short, implementing the steps suggested in this booklet will help the business to avoid all sorts of interruption, disruption and stoppage due to bad working condition inconsistent with OSH principles.



The importance of preventing (young workers) from hazards

Poor working condition inconsistent with OSH principles will lead to lower productivity and poor product quality. If the workplace is dirty and messy, workers have to spend more time to find things and get easily tired or sick. If tools and equipment are not properly maintained, workers are prone to have accident and need more time to accomplish the tasks. If working procedures do not conform to OSH principles, workers might get easily injured, tired or sick. All of these will eventually harm every aspect of the business, including the marketing, maintenance of customers and financial credibility.

Fortunately, they all can be prevented by improving OSH condition through simple steps in this booklet. With healthy, dedicated and enthusiastic (young) workers working in a clean, safe and pleasant environment, business will grow. Potential buyers and bankers visiting the workplace will have more trust and confidence in the business. It will be easier to maintain existing customers and get the new ones. It will be easier to get bank loan when it is needed.

Facts about Young Workers

Advantages of hiring Young Workers

If trained, supervised and maintained properly, young workers age 15-17 have all the potentials to become a valuable asset for the business because they are:

- ♦ enthusiastic and energetic. With proper approaches to motivate them, young workers will devote themselves to accomplishing the tasks assigned to them.
- ♦ quick learners and easy to train. With proper training and instructions, they can quickly learn new skills, which will be very useful to the business.
- ♦ eager to achieve.
- ♦ aware of their responsibility to contribute to their family's income. They are responsive to supervision and regulation, knowing that it is meant to protect their safety, health, and income.

To sum up, if it is worth hiring young workers, it is also worthwhile to give them continuous care, supervision and training before they become a valuable asset for the business.

Young Workers and Their Distinctive Vulnerabilities

While there are many advantages of hiring young people, employers should be aware of the fact that they have distinctive vulnerabilities. There are some developmental factors employers should consider to be able to identify what hazards and risks young workers must not be exposed to.

They may ...

- ♦ lack the physical and emotional maturity needed to perform certain tasks.
- ♦ Lack the experience needed to recognize hazardous situations for themselves, co-workers and business assets.
- ♦ Lack adequate training and supervision to understand the work processes and perform the assigned tasks well.

- ♦ Lack mental maturity to make well considered decisions and judgments about their tasks and themselves.
- ♦ Be in a phase of rapid growth and more susceptible to physical, accident, chemical and psychosocial hazards.
- ♦ not be aware of their rights and obligations as regulated in the labour laws.

Tasks not to be assigned to Young Workers

Considering the list of vulnerabilities above and being consistent with the laws prohibiting certain tasks for young workers, employers should not let young workers do the following:

- ♦ Work on high structures or equipment such as ladder and scaffolding, where they might fall.
- ♦ Work underground such as in caves, pits and tunnels.
- ♦ Work in or under water, such as diving for pearls.
- ♦ Work in very hot or cold places.
- ♦ Work in places where they might be exposed to radiation Work through the night.
- ♦ Mix, handle and use hazardous substances (poisonous, inflammable, explosive and carcinogenic).
- ♦ Work in places where they might be exposed to biological hazards – communicable diseases by virus or bacteria. (In farms : avian flu and anthrax).
- ♦ Mix, handle and use hazardous drugs (such as psychotropic substances).
- ♦ Work in isolation (from co-workers or other people) and in a small confined space.
- ♦ Work in entertainment business which may lead them in to commercial sex.

These are only a few examples of hazardous tasks and situations, and the list can be made much longer. However, there are many other tasks and situations which are not hazardous to young workers and employers should have good understanding of what is hazardous and what is not, what is in compliance with the laws and what is not.



Supervising young workers

Supervising young workers is crucial for smooth business operation and protecting their safety as most accidents occur in the absence of supervision. For this reason, managers and supervisors should keep OSH and good management principles in mind when they give job assignments to workers, particularly the young ones. To ensure safe, smooth and productive operation, managers and supervisors should bear in mind that:

- ♦ It is their responsibility to prepare new young workers for their assignments by instilling good working habits. This process may include setting good examples, giving adequate training on the work process, showing them what to do and to avoid, offering help and supervision and so on.
- ♦ It is very important to give clear instructions for each task assigned to young workers, check their understanding and give them a chance to ask questions.
- ♦ Supervisors should observe/inspect young workers while they work, give feedback to reinforce good practice, correct any mistakes.



- ◆ It is a good idea to prepare young workers for emergencies, such as fires, accidents, violent situations. Show them escape routes, teach them First Aid, explain where to find emergency medical treatment.
- ◆ Supervisors can encourage young workers to take part in or organize discussions on OSH issues in their work environment.
- ◆ Personal Protective Equipment, such as goggles, helmets, masks and gloves are usually available, but supervisors need to make sure that the equipment fit them and they know how to use them.

After taking everything into account, it is crucial that supervisors find and assign young workers the most appropriate tasks. Articles 68, 69, 70, 71, 72, 73, 74, 75 of Indonesian Labour Law No. 13, 2003 and the Decree of the Minister of Manpower and Transmigration No.235, 2003 on Child Labour provide legal reference to what jobs and tasks that children and young workers must avoid. Basically they are jobs that:

- ◆ Involve high technology.
- ◆ Require high degree of skill, high level of responsibility and long term training.
- ◆ expose them to physical, accident, chemical and psychosocial hazards such as:
 - operating dangerous machinery (Machines that cut or crush and may trap parts of their body.)
 - handling or working near hazardous substances (poisonous, explosive, or inflammable).
 - working in isolated and/or confined space.

These are just some examples of situations to avoid. If in doubt, employers and supervisors should seek further information by reading the regulations, checking MSDS (material safety data sheet), asking, consulting and having discussion with different resources. The goal is to comply with laws and regulations and to avoid putting young workers in hazardous situation.

WORKING TIME

To be able to survive and grow, every business should seek to increase its productivity, efficiency. However, increased productivity and efficiency is not equal to excessive work. It involves good allocation of all resources, including time and human resources. Employers should consider that everything in life is a trade off. It is true that overtime will increase production, but wise business owners always consider what it cost. Machines might wear out much more quickly. Overtime work is potentially tiring. When people are tired, they may have shorter concentration span. They may become weaker, sluggish and less alert, and therefore are prone to make mistakes and have accidents. Mistakes and injuries cost money. Raw material may be wasted, machineries broken, time and money lost. And this may cost more if it involves young workers.

Despite the fact that Indonesian labour laws limit the hours and time of day workers can work, some other aspects regarding young workers are not regulated. These are some considerations that employers need to bear in mind.

- ♦ Young workers can work up to 8 hours a day, 40 hours a week. Although many young workers are willing to do paid overtime work, it is best not to ask them to sign up for extra work. It can be a serious hazard if it is done too long or too often.
- ♦ It is not a good idea to let young workers take night shifts. Young workers need more good quality sleep than adults and night work might disrupt their rhythm. This is hazardous to their health and growth. And again, tired and unhealthy workers are at greater risks to make mistakes or have accidents. The consequences may be costly and might harm the productivity of the business.
- ♦ Young workers need private time to interact with their peers outside of work, to do sports or just to have fun. This private time is very important for their well being, and employers will have enthusiastic workers.

HARASSMENT AND VIOLENCE

Young workers are most productive when they enjoy their work and working atmosphere. Pleasant working atmosphere is created through mutual respect and friendly interaction among workers and supervisors. It is present in an environment free from harassment and violence.

Conversely, harassment and violence may have negative consequences on the workers and the business. For the victims, it can become a very traumatic experience that can harm their mental and psychological development. It is depressing, but victims are usually unable to defend themselves, not even to complain. It harms the business.

It curtails productive time, as workers waste time bullying, worrying, and gossiping. It may lead to high turnover rate; people come and go because they feel uncomfortable and unsafe working in such an environment. Employers earn bad reputation in the community and, in turn, lose their credibility.

Recognising harassment

There are many good reasons for employers to prevent and stop harassment in the workplace, so they should recognise it when it does happen. Harassment is a form of unwelcome, unpleasant and often threatening behaviour towards someone who is not in position to complain, and this often means young workers who have little authority in the workplace. It is often sexual in nature, but it may take other forms, such as bullying and verbal abuse. It is usually repeated behaviour, and rarely a one-time incident, and it gets worse as it is repeated.

Employers and supervisors should be alert, as no one is likely to report such incidents. They should be aware of the fact that harassment can take many different forms. It might be quite difficult to see when a normal banter turns into verbal abuse. They should look at the workers population and determine which employees may be vulnerable to harassment. The following

description may help employers raise their awareness.

Sexual harassment includes:

- ◆ Unwelcome touching or patting, particularly in certain parts of the body;
- ◆ Staring, leering, making offensive or indecent gestures;
- ◆ Verbal abuse, suggestive remarks and requests for sexual favours.

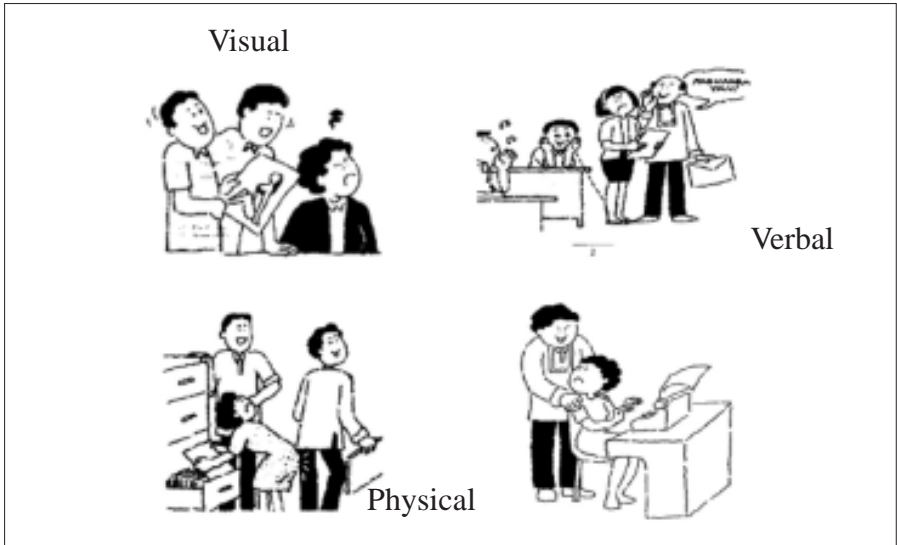
There are other forms of harassment such as:

- ◆ Gossiping and spreading rumours and false information;
- ◆ Ridicule, derision, and humiliation;
- ◆ Verbal abuse and name calling;
- ◆ Threats of violence and actual violence;
- ◆ Inducing hostility towards someone.

Eliminating Harassment and Violence at Work to Create a Respectful Work Environment

Most harassment, particularly sexual harassment, is often hidden, so employers and supervisors should be aware of the potential for harassment and violence to prevent it and be prepared to take actions when acts of harassment or violence are found. It is important to send strong messages to the workers that harassment and violence are not acceptable and will not be tolerated.

The best way to deal with harassment and violence is to prevent it before it occurs, employers should have written rules against it. The rules should clearly define harassment and violence and include disciplinary actions for violation. They should be communicated among workers. It might be a good idea to put posters on the walls to communicate these rules and make it public. By displaying it, everyone knows that the message means exactly as it is. If harassment and violence is discovered, disciplinary actions have to be enforced immediately, although it does not always mean immediate termination.



In most cases, victims are too afraid to report for fear of further harassment or violence or even losing their jobs. For this reasons, employers and managers have to be sensitive and proactive in handling this problem. They cannot just wait for reports or complaints. They need to talk and listen to young workers, who are particularly vulnerable, to elicit comments on the work environment and make sure that they do not face any problems. Victims often show some changes in behaviour, mood, and motivation that employers keep a watchful eye on. Improving physical safety of the working environment and preventing young workers from working in isolation will reduce the risks of harassment to occur. Improving lighting or changing the layout of the work area are just some examples to do this.

To sum up, owners need to do their best to prevent and eliminate harassment in the workplace because the negative consequences mentioned earlier can be detrimental to the business.



STRESS

Stress to a certain degree can boost motivation, but if it is more than one can tolerate it becomes hazardous. It can lead to many physical and health problems that bring young workers in a downward spiral of greater stress. They might lose motivation, enthusiasm and concentration. It is an unwanted situation that employers and supervisors should tackle immediately, because it is bad for the workers and the business.

Recognizing the Sources of Stress

- ◆ There are some internal and external factors that make young workers particularly vulnerable to stress. Lacking the experience and skills, young workers have to cope with many stressful situations in the workplace; meeting quality demand, tight schedule, long working hour with few breaks etc. Many of the stressful situations stem on the fact they have little authority or control over their own conditions. And to make it worse, they are not yet mature and able to manage stress properly. Taking this into account, employers should be aware of different sources of stress and seek to eliminate them or at least reduce the severity. In fact, all the vulnerabilities and hazards discussed here contribute to stress levels in young workers and may get worse if they are ignored.
- ◆ Ergonomic and psychosocial hazards.
 - Lacking the skills and experience, young workers are often assigned to do repetitive tasks people consider trivial. It may cause boredom and eventually leads to stress.
 - Lacking the authority, young workers are easily ignored, or even treated rudely, by superiors. They are also the most vulnerable to harassments.
 - Working in isolation, or without privacy.
- ◆ Physical and Chemical hazards

Decent workstations, tools and equipment, if available, are not usually prioritised for young workers. Superiors often put high expectations on them.

They may let young workers work with hazardous equipment or substances. Not only it is hazardous to their health, but it is also very stressful.

This is just a few examples and the list can be made much longer, but the idea is that employers should raise their awareness. Stressful conditions cannot be reduced or eliminated by a single action, so employers should seek to improve overall OSH condition in their workplace.

STORAGE AND HANDLING OF RAW MATERIALS, FINISHED PRODUCTS TOOLS AND EQUIPMENT

Storage and handling of materials, including raw materials, finished products, tools and equipment, is not only crucial to OSH, but to productivity as well. Productivity and efficiency requires good allocation of limited resources, such as production space, time, labour and so on.

Poor materials storage and handling has many negative consequences employers want to avoid. A lot of unwanted situations will occur when production area is cluttered with waste material, stocks, unused tools and machineries. Clutter reduces the space available for production and increases the risks of accidents. Material and tools will be lost. Production may be disrupted because workers spend a lot of valuable time looking for things.

A good house keeping program can overcome this inefficient use of material, time and space. It means that every material should have its own place.

- ♦ Raw material should be stored well before production to prevent damage or loss.
- ♦ Tools and equipment should be placed within reach of the workers and stored in their place when not in use.
- ♦ Finished products should have their own place to prevent damage or loss.
- ♦ Even waste should have its own place.

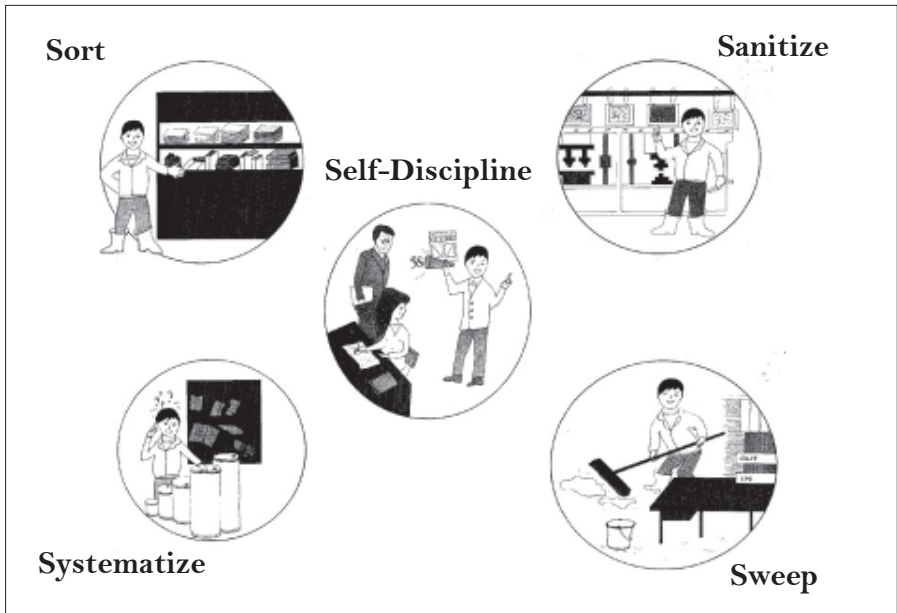


The time spent on this programme will pay off, as it prevents accidents, improves production flow, provide more production space and so on.

Compared with the benefit, a good house keeping programme costs is very little in terms of time and money. Employers may start with identifying different materials to be stored separately.

- ◆ Raw materials.
- ◆ Hazardous substances (inflammable).
- ◆ Finished products.
- ◆ Tools.
- ◆ Waste.

As a rule of thumb, do not leave anything on the floor, take out anything which is not in use, makes efficient use of wall space by installing shelves.



Ergonomic and accident hazards related to material handling

Material handling involves lifting, and it can be hazardous if not done properly. Employers should seek to make lifting as efficient and safe as possible for the workers. The layout of the production area should be planned carefully based on the flow of material in the production process so that material and tools do not have to move around pointlessly. Secondly, employers should apply administrative control in handling material.

They should:

- ◆ Not allow (male) young workers to lift any object over 12 kg manually, and over 10 kg for female.
- ◆ Not assign young workers jobs involving heavy objects, particularly above shoulder level.
- ◆ Encourage young workers to get co-workers to help, when lifting heavy objects.
- ◆ Not allow young workers to operate heavy lifting equipment, such as forklift, without training and supervision.
- ◆ Not allow young workers to lift items repeatedly for a long period.



Workstation Design

To improve productivity and protect young workers from various hazards, particularly accident and ergonomic hazards, workstations should be designed in such a way to allow workers to accomplish the tasks with the smallest effort possible. To make or improve a good workstation design, it is important to observe the workers, the tasks and their needs in accomplishing the tasks. Depending on the nature of the tasks and the workers, situations might be different in every workplace. Some may have young workers of different sizes, strength gender doing the same tasks. The tasks may vary from one workplace from the other; some require simple repeated operations and some other are relatively complicated and so on. Despite the distinctive needs of every workplace, there are some principles that employers should bear in mind when they seek to improve workstation design.

Improving efficiency and preventing accident or ergonomic hazards

Working in awkward, uncomfortable and difficult position is inefficient and hazardous. It takes longer to accomplish the tasks. Workers get tired more easily. Goods and material might be damaged. And they run bigger risks to have accidents or injuries. A well designed workstation should improve work posture. Constantly working with hands raised above elbow and arms above shoulder level tire the muscles and may cause sprain. Bending forward or twisting the body for a long stretch of time can cause back strain.

Similar to material handling, materials, tools and controls should be placed in logical arrangement to save time and effort. Their positions should allow workers to reach them easily and do not require them to lean, stretch or twist.

As mentioned above, each workplace may have unique requirements for workstation design, but there are some basic principles that employers can use in designing an ergonomic workstation:

- ◆ Provide a stable work surface to place work items firmly.
- ◆ Adjust the work surface at proper working height to allow comfortable working position. It usually means at or below elbow.
- ◆ Provide stable chairs with sturdy back rests, preferable with adjustable seats.
- Provide ample leg room so to allow easy leg movement.



MACHINE AND TOOL SAFETY

Machine and Tool safety towards higher productivity

It is for the interests of both employers and workers to ensure proper control of machine hazards. The benefit of this control measures far outweighs the cost because it extends the operational life of machineries, prevents unexpected breakdown and avoids temporary shutdown due to an accident. It is also true for hand and power tools which are present in almost every industry. Without proper maintenance, they can be as hazardous.

What to do with the machines and tools?

In most industries, machineries and tools might be indispensable to the operation so it is not always possible to eliminate the hazards completely. However, employers should take some hazard control measures. It means all machines and tools should have all safety features and be kept in good condition. To ensure safety and productivity, employers should make sure that:

- ♦ Rotating and moving parts (shaft, wheels, rollers, pulleys and gears) have guards to prevent accidents.
- ♦ All machines get regular maintenance.
- ♦ Replace worn or broken parts with new parts according to the specifications. Avoid tinkering broken parts as it may cause more serious damage.
- ♦ When second hand/used machines are purchased, employers should make sure that they work well and have all the safety features.

These are also true for hand and powered tools. Employers should make sure that the tools are:

- ♦ the right size to fit young workers.
- ♦ in good condition. (Check if anything broken, need sharpening etc.).
- ♦ maintained and stored properly.



What to do to workers who operate the machines and use the tools?

After checking that all machines and tools are safe, employers should make sure that the right people operate the machines. Workers have to be trained to operate the machines and use the tools correctly to ensure that they are productive. Employers should train workers to:

- ◆ tell their supervisors if any tools they use need to be repaired or replaced.
- ◆ Never carry a power tool by the cord or hose.
- ◆ Never tug the cord or hose to disconnect it from the source of power or the receptacle.
- ◆ Stay at a safe distance from hazardous machines.
- ◆ Keep cords and hoses out of passageways and away from heat, sharp edges, solvent, corrosive substances etc.
- ◆ Never allow young workers to operate or work near hazardous machines, particularly the ones which cut, crush, bend or punch.
- ◆ Never assign young workers to machines requiring Personal Protective Equipment to be worn.
- ◆ Maintain tools with care for best performance.
- ◆ Operate machines and use tools according to the Standard operating procedures, follow instructions in the user's manual.
- ◆ Wear appropriate clothing for the task.
- ◆ Make sure Personal Protective Equipments are used correctly.

HAZARDOUS SUBSTANCES

This booklet only discusses general practical suggestions about controlling chemical hazards. If you (business owners) need more detailed and specific information, you can contact Directorate on Labour Inspection Norms on OSH (Ministry of Manpower and Transmigration); National OSH Council (DK3N) or OSH experts.

To achieve high level of productivity employers should create a clean and healthful working environment. Pollutants resulting from the production process such as dust, fumes, smoke, vapour or waste can spoil materials, equipment and even final products, and therefore need to be controlled well. Continuous exposure to these pollutants, particularly toxic chemicals, harms everyone working in that environment. It is particularly true for young workers whose organ systems are still developing.

Any production process creates unwanted by-products, and in certain industries the use of hazardous chemicals is inevitable. Realizing that it is not possible to eliminate it completely, employers should take some control measures to protect their asset and workers.

For obvious reasons described earlier, certain work activities involving the use of hazardous chemicals are not appropriate for young workers. Obvious to everyone that young workers should not mix, handle or use hazardous chemicals, but it is a sad fact that it does happen in Indonesia, particularly in small medium scale industries. This practice may be very hard to stop now, but employers should realise that it is not something to condone.

There are several practical control measures that employers can take to protect their workers (and their asset) from chemical hazards. The suggestions below do not cover everything and employers can (are expected to) consult other sources to increase their awareness.

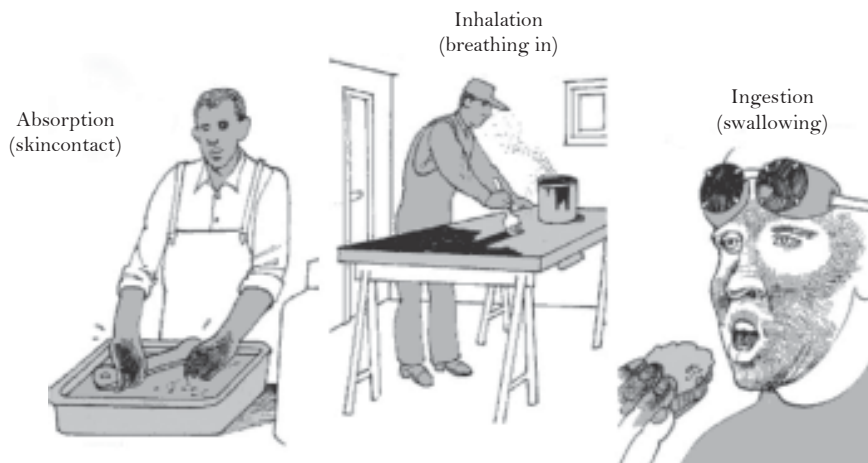
What to do to the chemicals

- ◆ All containers filled with chemicals must have labels describing the name of the chemical, hazard symbols (toxic, inflammable etc), material/chemical safety data sheet (MSDS) describing the composition, hazards, first aid, antidote and emergency measures. The labels have to be easily understood by everyone.
- ◆ Provide a safe place where chemicals can be stored safely. This place has to be free from moisture or extreme temperatures, well ventilated and away from ignition sources.
- ◆ Good ventilation is crucial, not only in places where chemicals are stored but also in the work area. It avoids fumes and vapours to build up. When natural ventilation is not adequate, use fans for push and pull ventilation to remove dangerous substances from the workplace.
- ◆ Use safer substitutes whenever possible. There is an array of chemicals that employers can choose to replace the ones being used at the moment. Some of them are safer and more cost efficient. Keep on researching for these possible substitutes.
- ◆ Most chemicals are expensive, so make sure that they are not wasted. All containers have to be in good condition. Use lids and covers, particularly for the ones filled with volatile hazardous chemicals. Leaking and uncovered containers may cause chemicals to spill, drip or evaporate. Not only it wastes materials but also increases the risks of exposures to hazards.
- ◆ Provide welfare facilities for washing, changing, praying and eating. Provide clean running water for washing. Make sure that eating place is well separated from the work area. This is particularly important in small medium scale industries in Indonesia, considering the fact that most Indonesians have the tendency to do many things in one space and time dimension.

The workers

Employers should train their workers to obtain good working habits, including how to handle hazardous substances. Here are some practical suggestions:

- ◆ Make sure that workers know what chemicals they are handling, how to handle them properly, and what the hazards are. Encourage them to read the labels and the chemical safety data sheets. Make sure they know what to do in emergency (dangerous substances swallowed, inhaled, splashed to parts of the body etc.).
- ◆ Train workers to use chemicals sparingly for the designated purposes only. Be always alert for abuse or misuse of chemicals because it is extremely hazardous. (It is a known fact that in certain industries workers get intoxicated and addicted to solvents in glue).



- ◆ Train workers to use PPE (gloves, masks, aprons) properly. Ensure that they wear PPE when they handle extremely hazardous materials that require PPE to be used. Never allow young workers to handle hazardous chemicals (such as SO₂ and CO) which require respirators to be worn. Encourage them to report if the PPE do not fit or are not in a good condition.

- ◆ Train workers to maintain good housekeeping. Keep the workplace clean all the time. There are some precautions to take when cleaning dust. Dust as the by-product of some manufacturing processes like grinding, sawing, packing etc. is not only hazardous to health but also harmful to the machinery, materials and finished products, so it should be removed regularly. However, dry sweeping or blowing it using compressed air is not the appropriate method as it only sends and spread the particles into the air before it is swallowed or inhaled by the workers. It is recommended to use industrial vacuum cleaners or water spray.
- ◆ Encourage workers to improve personal hygiene. Washing and changing facilities are provided to use. Encourage them to wash often with running water, particularly before meals and after handling chemicals. Encourage them to change clothes before they go home to prevent “take-home” hazards.



LIGHTING AND NOISE

Lighting

People receive 80% of information through their eyes. Although human eyes can adapt very well to different conditions of lighting, bad lighting in work environment leads to many unwanted conditions; low productivity, poor product quality as well as eye strain, fatigue and headaches for the workers. Many studies have confirmed that better lighting leads to increased productivity and efficiency. In his book "Higher Productivity and A Better Place to Work," J.E. Thurman wrote, "Improvements in lighting conditions conducted in a number of industries have often resulted in 10 per cent productivity growth and reduction of errors by 30 per cent."

Better lighting is not the same as installing more light bulbs and using more electricity. To improve lighting conditions, employers should make full use of natural lighting, rearrange the existing lighting installation, and improve maintenance. For example, installing a new window can bring about a significant improvement.



Determining how much lighting is needed depends on three factors, i.e. the nature of the tasks, workers' eyesight, and the work environment. However, calculation can be too complicated for most small medium scale industries, so direct observation of the workplace and direct interview with workers will give employers some idea what and how to improve.

Here are several guidelines to improve lighting condition and reduce noise levels.

- ◆ Talk to workers, particularly the young ones, about lighting condition. Try to elicit their opinion about the lighting condition and their suggestions

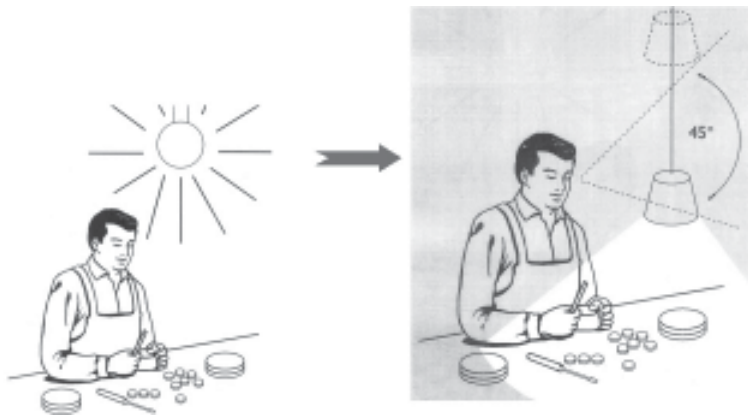
for improvement. Encourage them to speak freely about any problems.

- ◆ Make full use of natural light, which is the best and cheapest source of illumination. When installing or repositioning new windows or skylights, take the following facts into consideration:
 - Higher windows give more light.
 - Windows and skylights also provide heat as well as light (and cause heat loss in cold weather).
 - The ideal ratio of windows' surface to the floor surface is about one to three.
- ◆ Avoid glare by using blinds, curtains, shades, trees. Reposition workstation so that workers do not face the light source directly. Replace transparent windows (panes) with translucent ones. To avoid glare from light bulbs, do not put them directly in the workers' field of vision, use shades and/or reflectors.
- ◆ Find the right spots to install sources of illumination, not every area needs the same intensity of light.
- ◆ Choose suitable visual background to enable workers to identify work items easily. Avoid the use of glossy paints.
- ◆ Get workers to have an eyesight test.
- ◆ Ensure proper maintenance. Without maintenance, the lighting condition will deteriorate. In a few months dust may collect on light bulbs, fluorescent tubes or windows, absorbing a large proportion of the light. Cleaning them regularly will increase illumination by 20 percent. Output from bulbs and tube lamps decreases steadily throughout their life. Consider replacing and reallocating them.

Noise

High level of noise from machines and powered tools may affect productivity in similar ways. It can interfere with normal communication and distract workers' concentration. This, in turn, may lead to mistakes and accidents. Constant and prolonged exposure to high level of noise may cause hearing damage. For obvious reasons, employers should seek to reduce noise in their workplace.

- ◆ Eliminating the source of noise may be the best way to avoid this hazard, but it is not always possible so employers should control the amount of noise to which are exposed. This can be done by enclosing it, creating barriers to it, or reducing the amount of time workers spend on working around the source of noise.
- ◆ Move noisy machines away from the work area if it is possible.
- ◆ Replace noisy machines and power tools with quieter ones. If the budget allows, consider buying new machines to replace the old ones. They may cost more, but in the long run, they may be more cost efficient.



- ◆ Give machines, tools and equipment regular maintenance to extend their life and make it safer and quieter to use. Fixing or replacing worn parts may reduce noise and prevent further damage. Vibrating machines should put on a base that can absorb the vibration.
- ◆ Use PPE only as the last resort when other control measures have been exhausted. Ear plugs are uncomfortable and still prevent effective communication.
- ◆ Clearly indicate noisy areas where only operators can work. **Put a notice: Noisy area, do not enter, operators only, Wear ear plugs.**

Remove young workers from noisy areas. Prolonged exposure to high levels of noise can cause permanent hearing loss.

WELFARE FACILITIES

Welfare facilities such as eating areas, toilets, lockers and wash places are often ignored because they do not have direct contributions to the production process. It is particularly true for small medium scale industries. However, workers need them. During each working day, they need to drink (young workers need more fluids than adults), eat meals and snacks, wash their hands, go to the toilet and rest to recover from fatigue. Providing welfare facilities show that employers care about their workers. Employers should be aware of the fact that providing such facilities will eventually pay off.

Essential facilities should serve their purpose

Essential facilities, as the name suggests, can help workers to maintain their well being and to recover themselves from fatigue. It makes business sense to provide them as fatigue and disease are enemies of efficient work. Some of them are:

- ◆ Provide sanitary facilities. Toilets are obviously essential but often neglected. Clean running water has to be provided especially in workplaces where hazardous substances are used. Train workers to wash their hands, face and body to prevent chemicals from being absorbed or being carried home.
- ◆ Teach young workers about personal and workplace hygiene. Train them not to eat, drink or smoke in the production area and make sure that each of them has his/her own glass, cup or plates to prevent the spread of communicable diseases.



- ◆ The need for drinking water is obvious, particularly in a hot environment where workers can lose several litres of water in a work day. It is especially important for young workers because they need much more fluid per unit body weight than adults.

REST = RECOVERY

- ◆ Provide a rest area and place to eat away from workstations. It should be free of any material or work items. Train them to maintain this area and wash their hands before entering.
- ◆ Send a clear message to young workers that it is all right to take short breaks to drink water. Workers who take short breaks frequently are more productive than those who take infrequent long breaks, so employers should encourage them to do so.

In most cases, micro small medium scale industries (in Indonesia) do not provide meals for the workers. Workers usually buy their food in small food stalls (Indonesian: *warungs*) easily found in the neighbourhood of the workplace. Whether employers realise it or not, the presence of these *warungs* has saved them a lot of trouble providing meals and separate places for workers to eat and rest. However, employers should train workers to choose clean *warungs* where they can buy hygienic and nutritious food.



Mushala (surau or langgar)

Most micro small scale enterprises in Indonesia, particularly in informal sector, are home based industries. It means that the production process takes place in a part of the employers' house. Very often, the production area and living quarters are not separated clearly. Some parts of the living quarters may function as a temporary storage for materials and finished products. Welfare facilities are not provided, but workers can use nearly any facilities available in the house.



In many cases, the workplace is so small that it is out question to provide welfare facilities as mentioned above. Fortunately, in most areas in Indonesia, *mushalas* – a public building of any size for praying – can always be found in the neighbourhood. These *mushalas* can function as a substitute for welfare facilities where workers can use toilets, wash and take short breaks.

To improve and harmonize two types of facilities, employers should also train and oblige all workers to always keep the public welfare facilities clean and tidy. Employers should always communicate and collaborate with *mushalas'* management that the workers' need to access the *mushalas*. Therefore, this will maintain collaboration between employers and the public welfare management. And, by the good collaboration, all workers could pray, take a rest, and recover to get highest efficiency, effective, and work productivity.

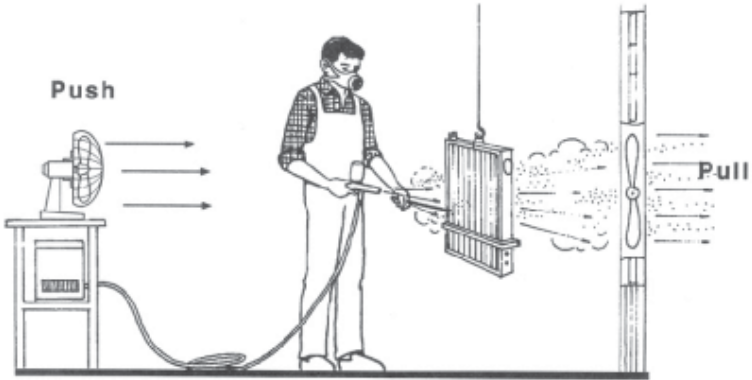
PREMISES

It is obvious that the condition of the work premises has a direct impact to productivity and health condition of the workers. Correct temperature and humidity is crucial to create a comfortable workplace. In most cases the best temperature is about 20° – 25°C, but it may vary depending on the type and intensity of work. In a tropical country like Indonesia, it can be a challenge to control heat and humidity in the workplace, but there are some economical ways employers can try to achieve this condition.

- ◆ Make full use of natural ventilation so that contaminated air in the workplace can be replaced by fresh air. Ventilation also provides air circulation that brings thermal comfort. Open windows can provide horizontal air circulation. Utilise the “chimey” effect (i.e. the tendency of hot air to rise) to provide vertical air circulation by providing sufficient opening on the roof, adjustable or rotating louvers.
- ◆ Provide exhaust fans if the budget allows. Walls and roofs can absorb external heat and transfer it to the interior, so it is a good idea to choose roof and wall material carefully. In most cases, clay tiles and bricks as commonly used in Indonesian houses are better and cheaper than other materials like metal and stone.
- ◆ The ceiling of a tropical building is designed in such a way to create an air pocket (between the roof and the ceiling) as an insulator. It keeps inside temperature down by preventing heat conduction, but in many cases; a ceiling is unwanted as it may collect dust and dirt.



- ◆ Trees and plants around the premises can give additional protection from solar radiation. If the condition allows, it is a good idea to plant some around the premises.



**ACT OF
REPUBLIC OF INDONESIA NO. 20 OF 1999
ON
RATIFICATION 110 CONVENTION NO. 138 CONCERNING
MINIMUM AGE FOR ADMISSION TO EMPLOYMENT**

WITH THE BLESSING OF GOD

THE PRESIDENT OF REPUBLIC OF INDONESIA

Considering

- a. that the State of the Republic of Indonesia, which is based on the Pancasila State Ideology and the 1945 Constitution, is a State based on the rule of law which upholds human dignity and values. Hence, it is compulsory that children as the continuing generation of the nation are entitled to receive a protection guarantee. Such a guarantee is necessary to enable children to grow up and develop in a healthy and normal way, physically, spiritually, socially and intellectually;
- b. that Indonesians as a nation and as part of the international community honours, respects and upholds the principles and the objectives of the Charter of the United Nations and the 1948 Universal Declaration of Human Rights, the 1944 Declaration of Philadelphia, the Constitution of the International Labour Organisation (ILO) and the 1989 Children's Rights Convention;
- c. that the 23rd Session of International Conference on June 26, 1973 adopted Convention No.138 concerning Minimum Admission to Employment;
- d. that the Convention accords with the will of Indonesians as a nation to continuously uphold and make better efforts to enable children to enjoy their rights and to ensure that their rights are respected in the life of the society, nation and state;
- e. that based on the considerations mentioned in paragraphs a., b., c., and d., it is deemed necessary to ratify the ILO Convention No.138 concerning Minimum Age for Admission to Employment by the issuance of a law;

In view of

1. Article 5, Paragraph (1); Article 11, Article 20, Paragraph (1); Article 27, Article 31; and Article 34 of the 1945 Constitution;
2. The Decree of the People's Consultative Assembly Number XVII/MPR/1998 concerning Human Rights;

**WITH THE APPROVAL OF THE HOUSE OF
REPRESENTATIVES OF THE REPUBLIC OF INDONESIA**

RESOLVES:

To enact

**ACT ON THE RATIFICATION OF THE ILO
CONVENTION NO.138 CONCERNING MINIMUM
AGE FOR ADMISSION TO EMPLOYMENT.**

Article 1

Ratifies the ILO Convention No.138 concerning Minimum Age for Admission to Employment by making a declaration in accordance with what is stipulated in the Convention's Article 2 Paragraph (1) whose authentic English text and its Indonesian translation are appended to this ratification as an inseparable part of this Act.

Article 2

This Act shall come into force on the day of its promulgation. In order that everyone take cognisance of this, the promulgation of this Act is herewith ordered by publication in the State Gazette of the Republic of Indonesia.

Enacted in Jakarta on May 7, 1999

The President of the Republic of Indonesia
signed

BACHARUDDIN JUSUF HABIBIE

Promulgated in Jakarta on May, 1999
State Minister/State Secretary of the Republic of Indonesia

signed

AKBAR TANJUNG

**STATE GAZETTE OF THE REPUBLIC OF INDONESIA
NO. 56, 1999**

**ELUCIDATION
OF
ACT NO. 20 OF 1999 ON THE RATIFICATION OF THE 110
CON VENTIPN NO.138 CONCERNING MINIMUM AGE
FOR ADMISSION TO EMPLOYMENT.**

I. GENERAL

Children as human beings created by God are endowed with fundamental rights since their birth. No other human beings or parties can deprive these rights.

Children's rights have been universally acknowledged as stated in the United Nations Charter, the 1948 Universal Declaration of Human Rights, the 1944 International Labour Organisation (ILO) Declaration of Philadelphia and the 1959 United Nations Declaration of Children's Rights.

Such acknowledgement is also stated in the 1966 United Nations Convention on Economic, Social and Cultural Rights and in the 1989 United Nations Convention on Children's rights.

Hence, every country in the world is morally demanded that they honour, uphold and protect children's rights.

A particular form of children's rights is a protection guarantee for children to grow up and develop in whole, physically and mentally. The protection guarantee of

children's rights is in harmony with the Principles of the Pancasila State Ideology and the objectives of the State as stated in the Preamble of the 1945 Constitution. As a member of the United Nations and the International Labour Organisation (ILO), Indonesia respects, upholds and makes efforts to implement the decisions made by these international organisations.

The 58th Session of International Labour Conference in Geneva on June 26, 1973 adopted ILO Convention No.138 of the Year 1973 concerning Minimum Age for Admission to Employment, which is one of the Conventions for protecting children's rights. This Convention requires each Member country of the ILO that ratifies it to specify the minimum age for admission to employment.

In accordance with what is required in Article 2 Paragraph (1) of the Convention, to this ratification Indonesia attaches a Declaration stating that the minimum age for admission to employment within the territory of the Republic of Indonesia is 15 (fifteen) years.

II. UNDERLYING IDEAS OF THE ADOPTION OF CONVENTION

1. A minimum age of 14 following Conventions

- a) Convention No.5 of (Industry),
- b) Convention No.7 of

Furthermore, the following Conventions change of the minimum age to 15 years

- a) Convention (Revised) No.58 of Minimum Age (Sea),
- b) Convention (Revised) No.59 of Minimum Age (Industry),
- c) Convention (Revised) No.60 of

Minimum Age (Non.Industrial Employment),

- d) Convention No.112 of 1959 concerning the Minimum Age (Fishermen).

2. In practise, however, when the above-mentioned Conventions are implemented, various forms of violations against the specified minimum age for admission to employment have been found in many countries. Therefore, the ILO finds it necessary to prepare and ratify another Convention that specifies firmly a minimum age of 15 (fifteen) years for all economic sectors.

III. REASONS WHY INDONESIA RATIFIES THE CONVENTION

1. The Pancasila (which literally means the Five Principles) is the philosophy of the nation and the way through which Indonesians as a nation see life. The 1945

Constitution, as the source and basis of national laws, upholds human dignity and values as implied in the Five Principles of Pancasila, particularly, in the principle of “just and civilised humanity”. Therefore, the Indonesian Nation pledges to protect children’s fundamental rights in accordance with the provisions of this Convention.

2. In order to practice the Principles of the Pancasila and to implement the 1945 Constitution, Indonesia has established various laws that govern the protection of children.
3. The People’s Consultative Assembly of the Republic of Indonesia by the issuance of Decree No. XVII/ MPR/1998 concerning Human Rights has appointed the President and the House of Representatives to ratify various United Nations instrument related to human rights. Indonesia has ratified the United Nations Convention on Children’s Rights on September 30, 1990. In addition, the President of the Republic of Indonesia has co-signed the decisions of the Social Development Summit in Copenhagen in 1995. The decisions of the Summit include a decision to push United Nations Members to ratify the seven ILO Conventions concerning workers’ rights, including Convention No.138 of 1973 concerning the Minimum Age for Admission to Employment.
4. The International Labour Organisation in its 86th Session of International Labour Conference in Geneva in June 1998 has approved and adopted the ILO Declaration concerning the Fundamental Principles and Rights at Work. This Declaration states that every country is required to honour and realise the principles of the seven ILO Core Conventions.
5. While practising the Principles of the Pancasila and implementing legislative rules, and regulations, however, violations against the protection of children are still felt. Therefore, the ratification of the Convention is aimed at eradicating any forms of child labour practices. The ratification is also aimed at improving protection and effective legal enforcement to ensure that children are safe from economic exploitation and jobs that are detrimental to their safety and health, to their education and to their physical and mental development.
6. By ratifying this Convention, Indonesia demonstrates its seriousness in furthering the protection of children’s rights as mentioned in the above mentioned paragraph 5. This will enhance Indonesia’s image in international forums and strengthen the confidence of the international community towards Indonesia.

IV. THE FUNDAMENTALS OF THE CONVENTION.

1. The ILO member States, which ratify this Convention, are obliged to establish a national policy that eradicates child labour practices and increases the minimum age for admission to employment.
2. A minimum age of no less than 18 (eighteen) years must be specified for admission to any type of employment or work which is likely to jeopardise the health, safety or morals of the young persons who carry it out. Whereas for light work, a minimum age of no less than 16 (sixteen) years must be specified.
3. The ILO member States which ratify this Convention shall specify a minimum age for admission to employment, a regulation concerning working hours and specify a penalty to
4. The ILO member States that ratify this Convention are obliged to report its implementation.

V. ARTICLE BY ARTICLE

Should differences in interpreting the Indonesian translation of this Convention arise, the authentic text of the English version of this Convention applies.

Article 2

Sufficiently clear

SUPPLEMENT TO THE STATE GAZETTE OF THE REPUBLIC OF INDONESIA NO. 3835.

**The Decision of the Minister of Manpower and
Transmigration of The Republic of Indonesia Number: KEP.
235/ MEN/ 2003 concerning Jobs that Jeopardize the Health,
Safety or Morals of Children**

**Minister of Manpower and Transmigration of the Republic of
Indonesia,**

Considering:

- a. That, in order to implement subsection (3) of Article 74 of Labor Act Number 13 of the Year 2003, it is necessary to determine jobs that jeopardize the health, safety or morals of children;
- b. That a Ministerial Decision is required to determine such jobs.

In view of:

1. Act Number 3 of the Year 1951 concerning The Statement That The Labor Inspection Act of the Year 1948 Number 23 of the Republic of Indonesia Shall Apply To All Indonesia (as placed under the State Gazette of the Republic of Indonesia of the Year 1951 Number 4);
2. Act Number 1 of the Year 1970 concerning Occupational Safety (State Gazette of the Republic of Indonesia of the Year 1970 Number 1, Supplement to the State Gazette of the Republic of Indonesia Number 1918);
3. Act Number 20 of the Year 1999 concerning the Ratification of ILO Convention No. 138 on Minimum Age for Admission to Employment (State Gazette of the Republic of Indonesia of the Year 1999 Number 56, Supplement to State Gazette of the Republic of Indonesia Number 3835);
4. Act Number 1 of the Year 2000 concerning the Ratification of ILO Convention No. 182 concerning the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labor (State Gazette of the Republic of Indonesia of the Year 2000 Number 30, Supplement to State Gazette of the Republic of Indonesia Number 3941);
5. Act Number 23 of the Year 2002 concerning Child Protection (State Gazette of the Republic of Indonesia of the Year 2002 Number 109, Supplement to State Gazette of the Republic of Indonesia Number 4235);

6. Act Number 13 of the Year 2003 concerning Labor (State Gazette of the Republic of Indonesia of the Year 2003 Number 39, Supplement to State Gazette of the Republic of Indonesia Number 4279);
7. Presidential Decision Number 228/ M of the Year 2001 concerning the Formation of the Gotong Royong Cabinet;
8. Presidential Decision Number 59 of the Year 2002 concerning National Action Plan for the Elimination of the Worst Forms of Child Labor.

Taking note of:

1. The Gist of Thoughts of the Secretariat of the National Tripartite Cooperation Institution on August 31, 2003;
2. Agreement of the Plenary Meeting of the National Tripartite Cooperation Institution on September 25, 2003.

Decides to establish:

The Decision of The Minister of Manpower and Transmigration of The Republic of Indonesia concerning Jobs that Jeopardize the Health, Safety or Morals of the Child

Article 1

Under this Ministerial Decision, the following definitions shall apply:

1. The term 'child' shall refer to every person who is younger than 18 (eighteen) years old.
2. The term 'Minister' shall refer to Minister of Manpower and Transmigration.

Article 2

- (1) Children under 18 (eighteen) years of age shall be prohibited from taking up a job and or being employed in a job that jeopardize the children's health, safety or morals.
- (2) Types of jobs that jeopardize the health, safety or morals of children are listed under the Attachment to this Ministerial Decision.
- (3) Literal translation: The types of jobs as referred to under subsection (2) may be

reviewed with a Ministerial Decision in accordance with scientific and technological developments.

Article 3

Children of 15 (fifteen) years of age or older may take up a job other than that which is referred to under subsection (2) of Article 2.

Article 4

Employers shall be prohibited from employing children to work overtime.

Article 5

This Ministerial Decision shall come into force upon the date of its establishment.

Established in Jakarta on October 31, 2003

Minister of Manpower and Transmigration

Stamped and signed

Jacob Nuwa Wea

Attachment to the Decision of the Minister of Manpower and Transmigration of the Republic of Indonesia Number: KEP. 235/ MEN/ 2003 dated October 31, 2003

I. Jobs that endanger the health and safety of children are

A. Jobs that require the child to work with machines, engines, installations and other equipment including manufacturing, assembling, installing, operating, maintaining, and repairing jobs which expose the child to:

1. Machines, including
 - a. Machine tools such as drilling machines, grinding machines, cutting machines, lathes, scraping machines.
 - b. Production machines such as knitting machines, sewing machines, weaving machines, packaging machines, bottling machines (machines for putting liquid into bottles)
2. Engines, including
 - a. Steam engines such as boilers, steam vessels;
 - b. Hot fluid engines such as water heaters, oil heaters;
 - c. Cooling engines, engines for generating carbide gas (carbide gas generators);
 - d. Hoisting and transporting engines such as hoist cranes, conveyor belts, escalators, gondolas, forklifts, loaders
 - e. Power engines such as diesel engines, turbines, gas combustion engines, engines for generating electricity (electricity generators)
3. Heavy-duty machines and vehicles such as tractors, rock breakers, graders, asphalt mixers, and machines for hammering stakes into the ground;
4. Installations such as pressure pipe installations, electricity installations, fire-extinguisher installations, electricity conductors;
5. Other equipment such as furnaces, blast furnaces, lifts and scaffoldings;
6. Pressure vessels, steel bottles, piling (stacking) vessels, transporting vessels and the like.

B. Jobs that require the child to work in a hazardous working environment.

1. Jobs in which physical hazards are present/ inherent:
 - a. Jobs which require the child to work underground, underwater or in narrow, closed and confined space with limited ventilation such as a well/ a tank;
 - b. Jobs which require the child to work at a height of more than two meters above the ground;
 - c. Jobs which require the child to use/ handle, or which puts the child in a working environment in which electricity at voltages of more than 50 volts is present;
 - d. Jobs which require the child to use/ handle electric welding machines and or gas [argon] welding machines;
 - e. Jobs in a working environment which exposes the child to extreme temperature and moisture or high-speed wind;
 - f. Jobs in a working environment which exposes the child to noise or vibration whose intensity exceeds the acceptable exposure limits;
 - g. Jobs which require the child to handle, store, transport and use radioactive substances/ materials;
 - h. Jobs which produce ionizing radiation or jobs in a working environment which expose the child to ionizing radiation;
 - i. Jobs which require the child to work in a dusty working environment;
 - j. Jobs which may lead to electrocution, fire and or explosion

2. Jobs in which chemical hazards are present/ inherent:
 - a. Jobs which expose the child to harmful chemical substances;
 - b. Jobs which require the child to handle, store, transport and use chemical substances that are toxic, explosive, combustible, flammable, oxidizing (oxidizer), corrosive, irritating, carcinogenic, mutagenic (tending to increase the frequency or extent of mutation), and/ or teratogenic (causing developmental malformations);
 - c. Jobs which require the child to use asbestos;
 - d. Jobs which require the child to handle, store, use and/ or transport pesticides

3. Jobs in which biological hazards are present/ inherent, including
 - a. Jobs which expose the child to germs, bacteria, viruses, fungi, parasites and the like such as jobs in clinical laboratories, leather tanning establishments

- (tanneries), and the job of washing rubber sap/ rubber;
- b. Jobs in places where animals are slaughtered and their meat is processed and packaged;
 - c. Jobs associated with animal husbandry such as milking cows, feeding cattle and cleaning stables/ stalls/ pens;
 - d. Jobs in a silo or storage for storing crops;
 - e. The job of breeding beasts

C. Jobs of hazardous nature/ character and jobs with certain hazards inherent in them, including

1. The job of constructing buildings, bridges, roads or construction work in irrigation projects
2. Jobs in timber processing companies such as the ones which engage the child in felling (cutting down) trees and in loading, transporting and unloading job;
3. Jobs which require the child to manually lift up and carry loads that are heavier than 12 kilograms (if the child is a boy) or 10 kilograms (if the child is a girl)
4. Jobs which require the child to work inside a locked workplace/ building;
5. Jobs which engage the child in offshore fishing activities or in fishing in deep/ pelagic waters;
6. Jobs in isolated and remote areas;
7. Jobs in ships;
8. Jobs in sites where garbage/ waste is dumped, processed or recycled;
9. Jobs which require the child to work between 6pm to 6am

II. Jobs that harm the moral of the child

1. Jobs in bars, discotheques, karaoke establishments, billiards/ pool establishments, cinemas, massage parlors or places that may be used for prostitution; [translator's note: in big cities in Indonesia, establishments where men play games of snooker are usually associated with prostitution];
2. Jobs which use the child as a model for promoting alcoholic drinks, drugs to arouse sexual desire and/ or cigarettes

Established in Jakarta on October 2003

Minister of Manpower and Transmigration of the Republic of Indonesia,

Stamped and signed

Jacob Nuwa Wea