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# OSH GUIDEBOOK FOR TV JOURNALISTS AND MEDIA WORKERS



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**First published 2022**

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***OSH Guidebook for Journalists and Television Media Workers. Jakarta: ILO 2022***

**ISBN: 9789220374894 (print)**

**ISBN: 9789220374863 (web PDF)**

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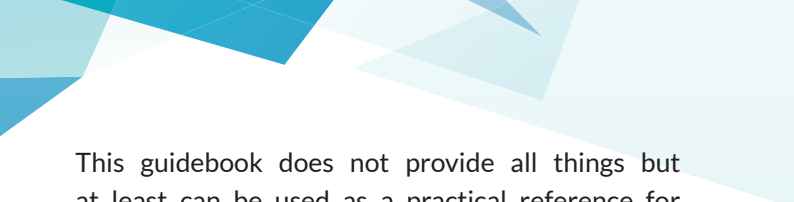
**Printed in Jakarta.**

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## FOREWORD

The Indonesian Television Journalists Association (IJTI) pays serious attention to the safety and health of television journalists when carrying out their duties both in the newsroom and when reporting on the field. Not only a few television journalists have experienced work accidents or acts of physical violence while carrying out their duties.

The risk of work accidents must be minimized as it can have an impact on the productivity and performance of journalists and media companies. That is why IJTI together with the ILO have developed a special guide that can be used as a reference or guide for television journalists, television media workers and other television companies in mitigating the potential risk of work accidents.



This guidebook does not provide all things but at least can be used as a practical reference for television media companies. Having this guide, it is hoped that all television journalists in the country can be more aware of occupational safety and health. Likewise, policy makers in the television media to be more concerned and committed to creating a safe and healthy work environment for journalists and television media workers.

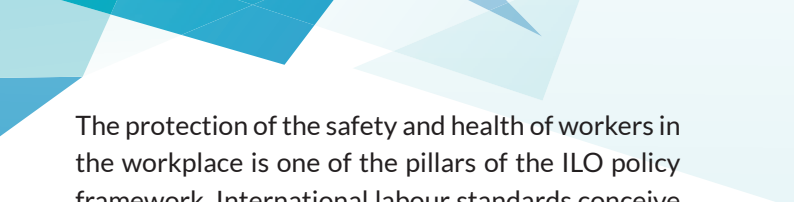
**Chairman of IJTI**

Herik Kurniawan

## ILO FOREWORD

Occupational safety and health (OSH) management in a business is linked to improved performance and profitability. Everyone in the business, including employers, employees and subcontractors can benefit from improved OSH policies and practices that spotlight the ‘people’ as they navigate through a complex and challenging commercial landscape.

The television (TV) industry is one of the industries with growing challenges including psychosocial risk, work-related stress and non-communicable diseases. The dangerous levels of injuries due to juggling heavy equipment and props, on-set accidents, fatigue due to tight production schedules and budgetary concerns, sometimes negate the safety and welfare concerns of those involved in the production.



The protection of the safety and health of workers in the workplace is one of the pillars of the ILO policy framework. International labour standards conceive safety and health at work as a responsibility between the employer and the worker. The employer has the obligation to provide a safe and healthy working environment by eliminating and controlling the risks, training workers and providing them with information and tools to prevent occupational accidents and diseases. Whilst workers are required to follow the safety and health guidance that is provided by the employer.

By implementing a safety program in the workplace, employees can expect to see illness and injury rates fall and a significant return on investment.

The OSH Guidebook for TV Journalists and Media Workers issued by the Indonesian Television Journalists Association (IJTI) is aimed at providing guidelines and practical advice for those who need to identify, reduce and control risks that can cause

injury or illness to journalists and workers in the TV industry working environment.

We hope that this guidebook, which offers a mix of theory and practice, provided in this document will facilitate putting in place better OSH management in the TV industry in Indonesia.

This guidebook was conceived by the team of IJTI, with invaluable support from the Government of Japan through the Enhancing COVID-19 Prevention at and through Workplaces project.

**ILO Country Director for  
Indonesia and Timor-Leste**

Michiko Miyamoto





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## INTRODUCTION

The International Labour Organization (ILO) records 6,300 people die every day due to work accidents or occupational diseases, making a total of more than 2.3 million fatalities yearly. 317 million accidents occurring in the workplace each year resulting in more absenteeism. Losses due to work accidents are estimated at 4% of the Gross Domestic Product (GDP). Data from the Central Statistics Bureau (BPS) reports that Indonesia's GDP in 2021 is Rp. 16,970.8 trillion, making its 4% loss of Rp. 678.8 trillion. This significant loss. This significant loss could potentially be reduced through increased investment in a more robust occupational safety and health (OSH) system.

Occupational safety and health (OSH) in general is defined as the knowledge of anticipating, recognizing, evaluating and controlling hazards arising in or from the workplace that may interfere with the health and well-being of workers, taking into account the potential consequences on the surrounding community and the general environment. Workplace OSH is a shared responsibility. Employer should provide employees with safety-related information and training to ensure that they are aware of the potential risks and relevant safety measures to take accordingly, and the employees implement safety measures. The management and employees must give the highest priority to prevention principle. This is in line with Government Regulation Number 88 of 2019 concerning Occupational Health and Law Number 1 of 1970 which mentions efforts to employers must implement OSH.

The television (TV) media industry has different activities in its work, including pre-production, production and post-production processes, outdoor shooting for interviews and news gathering. Therefore, it is necessary to ensure safe work

environment and procedures. Every employee in the industry, especially TV journalist is posed with different and unique risks due to the various factors exposed such as the work environment, behavior, equipment handling, and others. It is true that professional workers in the TV media industry need to have the ability to manage various situations, identify hazards in the work environment and also monitor the state of personal well-being on their own, the management also needs to promote a good OSH culture. Professional workers in the TV media industry are faced with hazardous conditions in their work environment. Some TV journalists were reported involved in accidents while working and died in Papua. TV journalists experienced bullying while reporting in Samarinda, East Kalimantan.

This would necessitate the need of having a good OSH culture to mitigate and if possible eliminate the negative impacts on health and work accidents.

The Indonesian Television Journalists Association (IJTI) along with the International Labour Organization (ILO) developed a general guide

to TV media companies, journalists and media professionals in identifying and mitigating the potential risks of occupational accidents and diseases in the industry. This guide outlines common workplace considerations in the TV media industry such as offices, production studios and outdoor production sites.

This general guide does not cover all OSH issues. However, this introduces OSH risk assessment. OSH risk assessment must be carried out to identify the potential risks in each workplace. This OSH risk assessment needs to be followed up with good OSH management practices so that the OSH culture the TV workers/journalists are expected to have can be guaranteed. This OSH culture will lead to safe and healthy work practices and behaviors to help optimize work productivity.

## TV MEDIA WORKING ENVIRONMENT

TV media professional jobs include working in a variety of sites including offices, production rooms, and offsite. In the reporting process, journalists and TV media professionals often have to work in places that are not designed as work environments. It is critical that everyone involved has the ability to observe and assess OSH aspects in the work environment, as well as provide recommendations for improving safety procedure and management responsibilities.

## SCOPE OF WORK IN TV MEDIA

The TV media professional workers work different duties and functions, including journalistic and non-journalistic activities. Journalistic activities in the media office include editorial meetings, editing news scripts, editing audio visuals to broadcasting in the studio. In this process, not only journalists but also non-journalist media crews are involved others such as sound designer, lighting designer, studio cameramen and so on.



In the field, journalists and TV media workers gather news in various places and meet with different sources. From the safety and health aspect, both conducting work indoors and in the field pose potential risks, from moderate to severe levels.

## TV JOURNALISTS & MEDIA WORKERS WORKFLOW

The work process TV journalists and media workers go through are in several stages: pre-production, reporting, production and post-production and news presenting.





## PRE-PRODUCTION



Activities where journalists prepare and plan for news gathering. Pre-production can be done in an editorial meeting or a meeting by smaller team that will be deployed for gathering news.

In the editorial meeting participated by almost all team and from television media production.

The technical preparation includes arranging technical equipment and personal protective equipment.



## NEWS GATHERING



The activities of television journalists in the field are taking pictures, interviewing sources, searching and processing data to make television journalistic works. In this process the team would consist of reporter, cameramen and other support team members.

## PRODUCTION & POST-PRODUCTION



The process following the coverage will be script editing, visual editing to the distribution. This phase involves the person in charge, producer, video editor and presenter.

## NEWS PRESENTING



Broadcasting journalistic works through television media studios. In this stage, it involves the person in charge of the editor, producer, presenter other support team in the studio.

### OSH ASPECTS FOR TV JOURNALISTS AND MEDIA WORKERS

It is critically important for all parties in the workplace to understand their roles and responsibilities. Company management must ensure that the OSH policy is always updated and introduced for all workers to understand.

OSH policies need to be assessed, monitored and improved continuously. Type of activity in OSH that needs to be carried out include: risk management,

effective communication and proper division of responsibilities. It is clearly is the key to implement strong OSH management. Addressing OSH would also require collaboration with the authorities, specialists such as OSH doctors, and other partners. OSH management needs to take into account normal and extraordinary circumstances that can be anticipated.

The first thing to do in OSH is to identify potential risks. Parties to carry out this identification are those who are familiar with the work process and OSH aspects. The results of the identification of these potential risks will be used as the basis for planning OSH interventions.



In case a travel is required for news gathering, any little thing matters to ensure appropriate steps are taken for safe travel and accommodation.

## OSH RISKS FOR TV JOURNALISTS AND TV MEDIA WORKERS

Risk is an undesired consequences resulted from the work, in the form of physical, mental, and social losses. For journalists, every stage, from planning, reporting to broadcasting a story, all has the potential risks they pose. It could be from exposure to potential hazards when workers are performing their work.

Technically, risk is calculated by managing exposure to potential hazards with the degree to which workers are likely to be exposed to these hazards. So it is very important to identify potential hazards and assess the possibility of exposure to these risk factors. This activity is known as OSH risk assessment.

In general, potential hazards can be identified by looking closely at the work process or form of work.

Potential OSH hazards can be categorized as follows:

#### Potential Occupational Safety Hazards

- Unsafe condition
- Unsafe acts/behaviour

#### Potential Occupational Health Hazards

- Physics
- Chemical
- Biology
- Ergonomics
- Psychosocial



### Identification of Potential Hazards Based on Work Stages in TV Media

#### 1. PRE-PRODUCTION

##### **Potential Occupational Safety Hazards**

- Unsafe conditions, such as: unsafe electrical installations.
- Unsafe acts/behaviour, such as: working not according to standard operating procedures (SOP).

##### **Potential Occupational Health Hazards**

- Physics, such as: the room temperature is too cold.
- Chemicals, such as: indoor air pollution (cigarette

smoke).

- Biology, such as: the presence of fungi or bacteria in the office/editor's room.
- Ergonomics, such as: office working posture, lift and carry equipment when setting up the coverage device.
- Psychosocial, such as: qualitative workload, inappropriate verbal communication.

## 2. COVERAGE/NEWS GATHERING

This process includes a number of things, such as picture taking, door-stop and one-on-one interviews, and data search and processing. It contains the following potential risks:

### **Potential Occupational Safety Hazards**

- Unsafe conditions, such as: coverage in disaster areas, demonstrations, brawls, jostling so can get hit/bumped.
- Unsafe acts/behaviors, such as: not using recommended personal protective equipment (PPE), working not according to standard operating procedures (SOP), potential physical

violence and kidnapping.

### **Potential Occupational Health Hazards**

- Physics, such as: exposure to ultraviolet (UV) light, noise, heat stress.
- Chemical, such as: road dust, tear gas, cigarette smoke in the news gathering vehicle.
- Biology, such as: investment in endemic animals in the coverage area (malaria, dengue fever, filarial, COVID-19, etc.).
- Ergonomics, such as: prolonged standing, and lifting and carrying.
- Psychosocial, such as: uncertain work demands, qualitative workload, inappropriate verbal communication.

## **3. PRODUCTION AND POST-PRODUCTION**

This activity includes the process of writing and editing news scripts, and editing audio-visuals. The potential hazards would be:

### **Potential Occupational Safety Hazards**

- Unsafe conditions, such as: unsafe electrical installations, falling objects.
- Unsafe acts/behaviors, such as: work does not comply



with standard operating procedures (SOPs).

### **Potential Occupational Health Hazards**

- Physics, such as: room temperature is too cold, noise (headphones).
- Chemicals, such as: indoor air pollution (cigarette smoke).
- Biology, such as: the presence of fungi or bacteria in the office/editor's room.
- Ergonomics, such as: office work posture.
- Psychosocial, such as: quantitative and qualitative workload, inappropriate verbal communication, and monotonous work.

## **4. NEWS PRESENTING**

This activity includes the process of technical preparation to broadcasting in a television studio. It would involve person in charge of the editor, producer, presenter and the studio team. The potential hazards would be:

### **Potential Occupational Safety Hazards**

- Unsafe conditions, such as: unsafe electrical installations, falling objects, being trapped in the studio.

- Unsafe acts/behaviors, such as: work not according to standard operating procedures (SOP).

### **Potential Occupational Health Hazards**

- Physics, such as: room temperature is too cold, audio noise in the studio.
- Chemicals, such as: indoor air pollution (cigarette smoke).
- Biology, such as: presence of fungi or bacteria in the studio.
- Ergonomics, such as: office work posture.
- Psychosocial, such as: quantitative and qualitative workload, inappropriate verbal communication, monotonous work.

### **HAZARDS CONTROL AND MITIGATION**

The next step after assessing the risk of potential OSH hazards is to mitigate and control the identified potential OSH hazards. Mitigation efforts to control potential K3 hazards are carried out using the following hierarchy, namely elimination, substitution, technical control, administrative control and the use of Personal Protective Equipment (PPE).

Elimination is to eliminate potential OSH hazards. This is by eliminating/changing/revising job tasks so that potential hazards are no longer a risk, or any effort to physically eliminate this potential hazards.

Substitution is to replace work tools/materials that contain potential hazards with tools/materials that do not contain potential hazards. This is usually applied to the use of chemicals in the workplace.

Technical control is by providing barriers or boundaries between workers and potential hazards in their workplace, such as installing insulators to ward off noise and heat and installing physical barriers so people don't fall easily. Administrative control is to make rules or regulations that regulate work processes or worker behavior so that exposure to potential hazards is reduced or no longer exists, such as regulating the working time of workers in areas exposed to potential hazards

The use of PPE is the last resort, to reduce exposure or the impact of exposure by wearing personal protective equipment, including the use of ear plugs for workers

exposed to noise or the use of fire-resistant uniforms for workers in work areas prone to fire. The use of PPE is the last measure in the hierarchy given that its effectiveness is the lowest and it is more depending on worker behavior. However, in reality, not all ideal control measures are available in the workplace, usually elimination and substitution are difficult to implement in the workplace.

Mitigation that is applicable to TV journalists and media workers include:

## 1. PRE-PRODUCTION

### **Potential Occupational Safety Hazards**

- Technical control: installing insulators/safety covers on exposed electrical wires.
- Administrative control: only use cables and electrical installations with SNI standards, electrical installations are carried out by certified experts, there are policies related to maintenance and inspection of electrical installations, education on safe working methods and according to standard operating procedures (SOP) to workers on a regular basis.

## Potential Occupational Health Hazards

- Technical control: installation of temperature and humidity sensors in the workspace.
- Administrative control: no smoking in the working room, checking indoor air quality, bacteria and fungi and set limit of the maximum number of people in each room, making a work/ergonomic posture and psychosocial assessment and draw a policy based on the assessment recommendations, policy on medical Check-up (MCU) for workers accordingly.

## 2. COVERAGE/NEWS GATHERING

### Potential Occupational Safety Hazards

- Technical control: install barricades in the interview area to avoid bumping or collision.
- Administrative control: education on safe working practices and according to standard operating procedures (SOP) to workers on a regular basis, training on potential threat of physical violence and kidnapping.

### Potential Occupational Health Hazards

- Technical control: wearing long sleeves.

- Administrative control: making SOPs for coverage/ news gathering in conflict, demonstration, disaster or endemic areas, making work/ergonomic posture and psychosocial assessment and draw a policy based on the assessment recommendations, policy on medical check-up (MCU) accordingly, policy on counseling service for television journalists, especially after serving in conflict areas.
- No smoking rule in the news gathering vehicle
- Use of PPE: use of PPE in case of tear gas, road dust & UV protector.

### 3. PRODUCTION AND POST-PRODUCTION

#### Potential Occupational Safety Hazards

- Technical control: installing insulators/safety covers on exposed electrical wires.



- Administrative controls: only use cables and electrical installations that meet the Indonesian National Standard (SNI), electrical installations are carried out by certified experts, there are policies related to maintenance and inspection of electrical installations, education on safe working methods and according to SOPs to workers on a regular basis.

### **Potential Occupational Health Hazards**

- Technical control: installation of temperature and humidity sensors in the workspace.
- Administrative controls: no smoking in the room, make mini-breaks rules for workers with headphones, carry out inspections of indoor air quality, bacteria and fungi and set limit of the maximum number of people in each room, make work/ergonomic posture and psychosocial assessment as well as making policies based on the assessment recommendations, policy for medical check-up (MCU) accordingly.

## 4. NEWS PRESENTING

### Potential Occupational Safety Hazards

- Technical control: installing insulators/safety covers on exposed electrical wires.
- Administrative control: only use cables and electrical installations that meet SNI standards, electrical installations are carried out by certified experts, there are policies related to maintenance and inspection of electrical installations, education on safe working methods and according to SOPs to workers on a regular basis.

### Potential Occupational Health Hazards

- Technical controls: installation of temperature and humidity sensors in the studio, adjusting audio volume during broadcast.
- Administrative controls: no smoking in studios, make mini-break rules for workers who use headphones, conduct indoor air quality checks, bacteria and fungi and set a limit of the maximum number of people in each room, make work/ergonomic posture and psychosocial assessment and draw a policy based on the assessment recommendations, policy on medical check-up (MCU) for workers accordingly.



## OSH RISK ASSESSMENT

Risk assessment in the work environment of journalists is a process to determine the level of risk of injury or disease associated with each identified hazard, for control purposes.

In the journalist's working environment, risks can occur from pre-production, reporting, production and post-production to the broadcast process. Pre-production is a preparation or plan prepared by journalists who will be assigned to make a report. Pre-production is generally prepared or carried out in the newsroom involving several parties from the person in charge to the reporting team. Coverage/news gathering is a work process carried out by television journalists in the field to produce a journalistic work. The news gathered are then processed further in the production and post-production stages before it becomes news works that are ready for broadcast. A broadcast of television journalistic works takes place in a studio, which involves many parties, from the editorial crew to the studio team.

The risk assessment covers all aspects so that potential risks posed in the journalistic work process both indoors and out in the field can be anticipated and prevented according to OSH standards. In addition, risk assessments must be carried out regularly according to OSH standards, continuous monitoring on the existing potential hazards, so that they can adjust mitigation steps necessarily.

In determining the level of risk in a journalist's work environment, special attention should be paid to factors such as gender, age, health problems, editorial office space, issue, and scenes of coverage. The priority for control increases as the level of risk assessed increases. The risk assessment process must take into account the likelihood and severity of injury or diseases from the identified hazard. There are many methods and techniques that can be applied for risk assessment purposes. Conducting a risk assessment in a journalist's work environment involves five steps:

- a) Identify physical, mental and social hazards;
- b) Identify who may potentially be harmed and how;
- c) Evaluate risk and how to control it;

- d) Record the results of the assessment and setting priorities for improvement; and
- e) Review and update assessments as needed.

Several methods and techniques for conducting risk assessments use a numerical system to determine the priority of action. For each identified hazard, a numerical value is assigned for the likelihood to cause the hazard as well as the severity of the consequences. This can be assessed, as follows:

### **Likelihood**

- (5) Very likely.
- (4) Likely.
- (3) Moderate.
- (2) Unlikely.
- (1) Very unlikely.



### **Severity of the consequence**

- 1) Insignificant: no injury or illness.
- 2) Minor: short-term impact.
- 3) Moderate: semi-permanent injury or illness.
- 4) Major: crippling injury or poor health.
- 5) Catastrophic: potentially fatal.

The level of risk can be represented in the following:

Risk = Frequency x Severity of the consequences

Example of a Risk Matrix

	Severity of the consequences				
Frequency	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Legend: 15 - 25 high risk; 5-14 moderate risk; 1-4 low risk

The risk score can be used to manage the actions and plans needed to mitigate risk, such as:

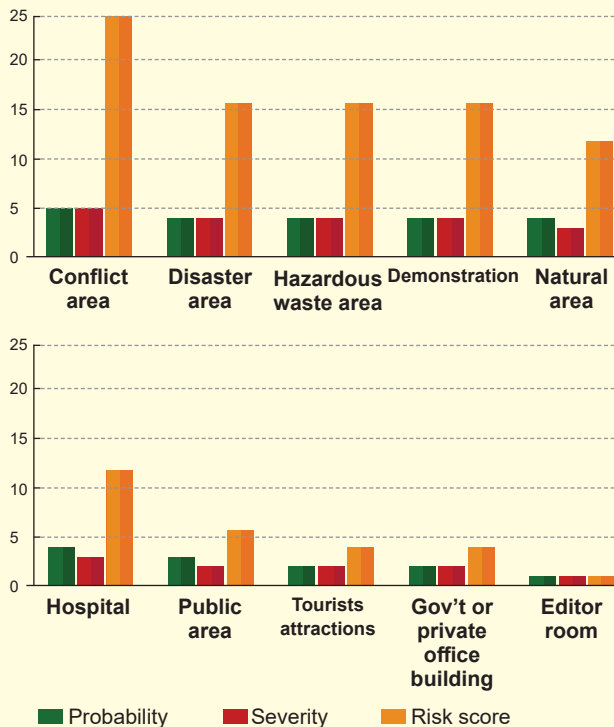
- Standard operating procedures (SOP) safety and health in the working environment of journalists.
- Personal protective equipment, adapted to the environment and journalistic work assignments.
- Journalists' health insurance.
- Necessary training related to risk management in

the journalistic work environment.

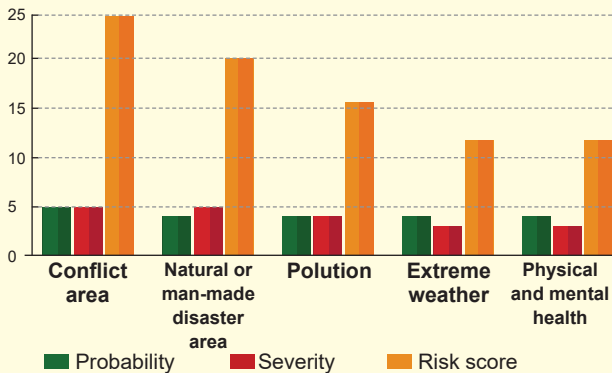
- Responsibility and understanding of the journalists in carrying out tasks with specific potential risks.
- Permits needed to do journalistic work.
- Emergency procedures in case journalists are in a dangerous situation, either in the newsroom or on the scene.



## RISK MEASUREMENT BASED ON WORK AREA/NEWS GATHERING



## RISK MEASUREMENT BASED ON WORKING CONDITIONS



## GOOD PRACTICES IN HAZARDS CONTROL FOR TV JOURNALISTS AND MEDIA WORKERS

In the OSH management system, the next step after identifying potential hazards is an OSH risk assessment. This OSH risk assessment generally uses a scoring matrix both qualitatively and semi-quantitatively. This scoring step has been described and explained above.

Simply put, if OSH management system is not yet necessary/mandatory to implement, the potential OSH hazards risk assessment results can be incorporated in OSH program and good practices to control the potential OSH hazards, assuming that workers in the industry are potentially exposed to the identified potential OSH hazards. Systematically, this is elaborated previously, to mitigate and control potential OSH hazards.

Getting the results of the risk assessment of potential OSH hazards, efforts to mitigate potential OSH hazards for TV journalists & TV media workers,



several good practices for controlling potential OSH hazards can be recommended, including:

### **Indoor Work (pre-production, production, post-production and news presenting stages):**

#### **Occupational Health Aspect**

- For Employers
  - » Ensure that the electrical installations are practically safe.
  - » Ensure that there are no item carrying the potential risk of fall hazard to workers.
  - » Provide a fire extinguisher in the workspace.
  - » Instal work safety signs.
  - » Create clear work SOP that pay attention to OSH aspects.
  
- For Employees
  - » Comply to company's SOP.
  - » Check the electrical installation especially the use of electric branch points.
  - » Check for potential falling objects

## Occupational Health Aspects

- For Employers
  - » Conduct regular work environment, air quality checks and ensure they are in good condition.
  - » Assess office work tools such as work desks and chairs for ergonomic feasibility.
  - » Conduct an assessment on aspects of work psychology or potential psychosocial hazards in the workplace and identify relevant interventions.
  - » Conduct an annual medical check-up (MCU) with a focus on examining:
    - Allergic disorders of the skin due to exposure to cold temperatures and indoor dust.
    - Skeletal muscle disorders.
    - Symptoms of stress.
  - » Create clear and effective work SOPs that pay attention to the OSH aspect.
- For Employees
  - » Comply with company SOP.
  - » Minibreaks while working on a computer.

- » Join the occupational psychology program from the company (if any).
- » Participate in the annual MCU program.

## **Outdoor Work:**

### **Occupational Safety Aspect**

- For Employers
  - » Provide a barricade (guard) to limit the interview area or live reporting to prevent collisions or mass infiltration.
  - » Safety briefing/induction is inserted in the pre-production meeting to check the work aids to be used and ensure that workers understand the OSH aspect of the work they cover.
  - » Provide PPE including helmets and vests with fluorescent light for coverage activities in disaster areas and crowds.
  - » Register workers with professional insurance and other insurances relevant to work risks as TV media workers.
  - » Clear work SOPs and pay attention to OSH aspects.

- For Employees
  - » Comply with company SOP.
  - » Conduct checks related to safety aspects at the area of coverage before commencing the activity.

## **Occupational Health Aspect**

- For Employers
  - » Provide adequate drinking water for workers.
  - » Provide PPE including respirators for mass crowd coverage activities or demonstrations.
  - » Provide and facilitate the implementation of health protocols for coverage in disease endemic areas.
  - » Assess psychological aspects of work or potential psychosocial hazards in the workplace and make relevant interventions.
  - » Carry out an annual medical check-up (MCU) with a focus on:
    - Examination of the lens of the eye for the potential of precocious cataracts.
    - Visual function tests include visual acuity and visual field.

- Skeletal muscle disorders, especially in the leg area.
- Kidney function to identify potential effects of chronic dehydration.
- Symptoms of stress.
- » Clear work SOPs and pay attention to OSH aspects.
  
- For Employees
  - » Comply with company SOP.
  - » Drink enough and look out the colour of urine as an indicator of drinking water adequacy.
  - » Wear long sleeves or use UV protection with minimum sun protection factor (SPF) 30.
  - » Join the occupational psychology program from the company (if any).
  - » Join the annual MCU program.

## SOCIAL INCLUSION AND PREVENTION OF GENDER-BASED VIOLENCE

### **Social inclusion**

Diversity is related to age, gender, disability, state of health, ethnic origin, nationality, language, religion, belief, and sexual orientation. This attribute is the basis for discriminatory actions prescribed by law, and no one should be placed in an unequal position based on this attribute. In the work environment, diversity also includes dimensions such as differences between employees in terms of their education, experience, skills, work habits, personality and values. It is important for management to develop and discuss rules and policies together to help create a positive climate in the workplace.

### **Gender-based violence**

Gender-based violence and inappropriate treatment should not be accepted in the workplace under any circumstances.

Preventive measures include a clear statement made by management that sexual harassment and

gender-based violence is unacceptable in the workplace or a zero-tolerance policy. Joint discussions between management and workers need to be carried out to develop appropriate and relevant policies to determine acceptable and unacceptable behavior, and describe procedures in a systematic and effective manner. It is important for management to train line managers to recognize, address and end such actions.

The steps for building an inclusive workplace for TV media workers with special needs and preventing gender-based violence include:

- 1) The OSH policy containing information related to gender-based harassment and violence.
- 2) Ensuring that the policy-making process also includes women's participation or gender balance.
- 3) The OSH policy is regularly disseminated to all parties.
- 4) Provide adequate facilities and resources so that OSH policies can be implemented properly.
- 5) Provide a consultation room for workers.
- 6) Availability of access for workers with special needs. Customized work tools.
- 7) Availability of first aid drugs including oxygen.

8) Develop a list of workers who have certain diseases, and this should always be updated and reviewed.

Related to this, companies must be aware of the national laws and international legal standards that protect workers from gender-based violence, among others:

- 1) Law No. 80 of 1957 concerning Ratification of ILO Convention No. 100 of 1951 concerning Equal Remuneration for Male and Female Workers for Work of Equal Value.
- 2) Law No. 7 of 1984 concerning the Ratification of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW), article 11 paragraph (1) abolishes discrimination against women in the field of work in order to guarantee equal rights on the basis of equality between men and women (wages, benefits, OSH, etc.)
- 3) Law No. 21 of 1999 concerning Ratification of ILO Convention No. 111 Regarding discrimination in respect of employment and occupation, referring to the terms “employment” and “occupation” in this Convention includes opportunities to participate in skills training, obtain certain jobs and positions, and equal terms and conditions of employment for women and men workers.
- 4) Law No. 13 of 2003 concerning Employment, in articles 5 and 6 which mention equal opportunities without discrimination to obtain work and equal treatment.
- 5) Law No. 23 of 2004 concerning the Elimination of Domestic Violence in article 15 emphasizes the obligation to prevent, provide protection and assistance to victims of domestic violence is everyone’s responsibility including the employer.



- 6) Minister of Manpower Regulation No. 5 of 2018 concerning Occupational Safety and Health in the Work Environment (ratified on 27 April 2018) which includes psychological and mental health factors of workers as part of OSH.
- 7) ILO Convention No. 156 of 1981 concerning Workers with Family Responsibilities stipulates that workers with family responsibilities have the right to choose employment, social security, work support facilities such as child care, additional skills, leave due to these responsibilities, and prohibition of termination of employment due to such leave. This Convention has not been ratified by the Government of Indonesia, and
- 8) ILO Convention No. 190 of 2019 concerning the Elimination of Violence and Harassment in the World of Work which contains norms and standards for the world of work that is free from violence and harassment, especially gender-based violence and harassment. This Convention is complemented by Recommendation 206 which contains the principles, scope and measures to prevent and deal with violence and harassment in the world of work. ILO Convention 190 has also not been ratified by the Government of Indonesia.



### **Accident Prevention, Reporting and Investigation Practices**



The workplace also needs to have a systematic policy for reporting any accidents and hazardous incidents. The policy should encourage reporting without creating unnecessary fear of blame or punishment.

## BIPARTITE CONSULTATIVE BODY AT COMPANY LEVEL ON OSH

The bipartite OSH consultative body at the enterprise level is a communication and consultation forum on matters relating to OSH issues in a company whose members consist of representatives of employers and workers.

A bipartite OSH consultative body needs to be established in media companies as a medium for cooperation between employers and workers in developing and improving the quality of OSH, more effective and efficient implementation. This institution can be formed in any branch of the company.

This institution is in charge of monitoring the implementation and providing input to companies related to the company's OSH program. This monitoring and providing input aim to ensure business continuity while at the same time providing protection for workers.

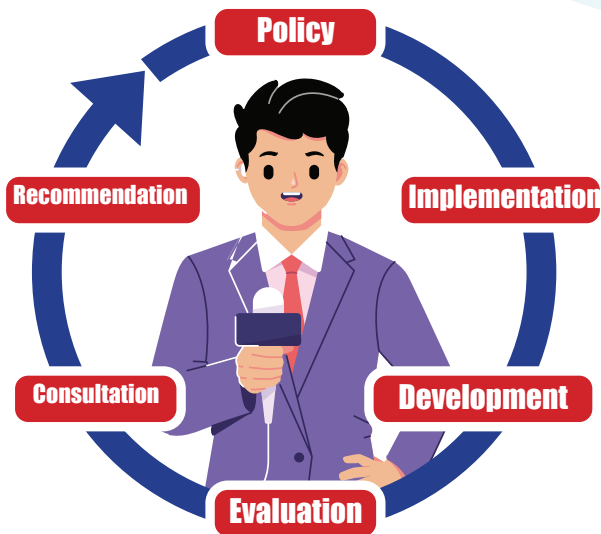
In a condition where the company wants to create a

bipartite OSH body, the company needs to refer to recommended models. The bodies and duties of this body can also be established based on the results of negotiations between employers and workers. In general, the functions and duties of this body can be described as follows:

1. Review the OSH policy and the effectiveness of OSH actions.
2. Responsible for developing OSH guidelines.
3. Advise on OSH training for staff and periodic assessments and OSH risk management.
4. Facilitate consultation and cooperation between management and journalists on OSH issues.
5. Propose recommendations to the owner or the top leadership in the workplace regarding OSH issues.



## DIAGRAM



## KEY ELEMENTS FOR IMPLEMENTING OSH FOR TV MEDIA WORKERS

- Establishment of a bipartite company-level OSH consultative body.
- Enterprise-level OSH policy making.
- Occupational safety and health training for TV media workers.
- Provision of supporting facilities for occupational safety and health.
- Other efforts to realize occupational safety and health for television journalists, such as awareness raising, training and education on the importance of implementing OSH for TV journalists by involving journalist professional organizations as constituents of the Press Council.

## CLOSING

This OSH guide for media companies and journalists is expected to contribute to the creation of a positive, healthy, safe, and comfortable work culture in the TV media so as to increase the productivity and quality of journalists' work.

## ANNEX

### **Annex 1: OSH Preparation Checklist for TV Media Workers & TV Journalists for Indoor Activities (pre, production, post-production and presenting)**

- Make sure there are no chipped/open electrical installations.
- Make sure there is no power plug connection beyond capacity.
- Make sure that there are no power cords/other cables hovering above the floor to cause tripping.
- Make sure there is a light fire extinguisher in the room with the appropriate calibration and inspection period.
- Make sure there are no objects above the workspace/studio with potential risk to fall on workers.
- Make sure the air temperature is comfortable to work (24-26 degrees celsius).
- Make sure there is an adequate desk for work. The use of computers and other media devices.
- Ensure that a comfortable, well-functioning and height-adjustable work chair is available, degree of backrest, and has a backrest that supports the back.

- Make sure to do a minibreak when working on a computer for 4 consecutive hours using the 20-20-20 rule, every 20 minutes make it a habit to look at distant objects (20 feet or about 6 meters) for about 20 seconds.

## **Annex 2: OSH Preparation Checklist for TV Media Workers & TV Journalists for Outdoor Activities (news gathering): disaster area coverage**

- Make sure your body is fit, you don't have a fever, or have other severe body complaints.
- Make sure the workers have valid MCU results and are declared healthy.
- Make sure you have followed the safety induction at the pre-production meeting.
- Make sure to bring PPE such as helmet, vest with fluorescent lighting, and closed shoes, PPE is only for use when needed
- Bring adequate drinking water.
- Wear long sleeves or equipped with UV protection or sun protection factor (SPF) of at least 30.

### **Annex 3: OSH Preparation Checklist for TV Media Workers & TV Journalists for Outdoor Activities (news gathering): mass crowd /demonstration news gathering**

- Make sure your body is fit, you don't have a fever, or other severe body complaints.
- Make sure the workers have valid MCU results and are declared healthy.
- Make sure you have followed the safety induction at the pre-production meeting.
- Make sure to bring a barricade device (guard) to delimit the area of interview or live report.
- Make sure to bring PPE such as helmets and vests with fluorescent lights, and closed shoes, PPE is only used when needed.
- Make sure to bring a suitable respirator/mask for tear gas
- Bring adequate drinking water.
- Wear long sleeves or equipped with UV protection or sun protection factor (SPF) of at least 30.



## **Annex 4: OSH Preparation Checklist for TV Media Workers & TV Journalists for Outdoor Activities (news gathering): coverage of disease-endemic areas**

- Make sure your body is fit, you don't have a fever, or have other severe body complaints.
- Make sure the workers have valid MCU results and are declared healthy.
- Make sure you have followed the safety induction at the pre-production meeting.
- Make sure it meets the health protocol requirements in endemic areas including vaccination requirements.
- Make sure to bring an appropriate respirator/mask for endemic areas.
- Bring adequate drinking water.
- Wear long sleeves or equipped with UV protection or SPF of at least 30 if you have a lot of outdoor activities.

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