



RR.PR.03/LGD/0001

PROCEDURE ON OCCUPATIONAL SAFETY, HEALTH & ENVIRONMENT (OSHE)



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DOCUMENT REVISION LIST

No.	Chapter / Section	Revision Note	Revision Number	Date of Revision

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1. CORPORATE POLICY

PT. Rimba Raya Conservation (PT. RR) is committed to achieving excellence in Occupational Safety, Health & Environment (OSHE) performance and to providing our constituents with services designed, produced and maintained to meet or exceed their expectations and PT. RR specifications. These services will be provided while meeting or exceeding all applicable regulatory requirements and other requirements to which the company subscribes and in a manner that prevent pollution as well as environmental damages. We will utilize the policy deployment process to meet quality and OSHE requirements while pursuing continuous improvement and reflecting our vision.

Date of approval: _____

2. PURPOSE

The purpose of these procedures is to insure that documented procedures are available to the PT. RR community for the resolution of safety and health issues identified by staff and partners in accordance with the requirements of the Government Regulations of Indonesia and related management system requirements.

3. SCOPE

This procedure applies to the staff and partners at the working area of PT. RR and to the company controlled entities. This procedure doesn't concern against the situation of forest fire or land wildfire which has separately organized in the Procedure of Forest Fire Management (Document No. RR.PR.01/FPD/0001).

4. GENERAL RESPONSIBILITIES

- 4.1. *Project Coordinator* (PC) has the responsibility and authority for implementation of this Procedure and for compliance with this Procedure.
- 4.2. Managers and section heads have responsibility for matters within their control, responsible to the PC for implementation of Procedure but has the right to delegate authority for its effective operation, and to require that those to whom such authority is delegated are competent and accountable for the execution of the tasks necessary to the creation and maintenance of a safe and healthy environment.
- 4.3. All staffs and partners have a responsibility to themselves and others for safety and injury prevention, and for minimizing the company's impact upon the environment through energy conservation and prevention of pollution.
- 4.4. *Document Center Section* (DCS) is responsible to the PC for managing any kind of OSHE documents. Instructions for fulfilling the requirements of this procedure shall be documented and implemented within each department.

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5. STANDARD REFERENCE

PT. RR will meet or exceed all regulatory and company standards, and other requirements to which we subscribe; performance will be verified through periodic auditing and assessment:

- 5.1 Law No. 3 Year 1969 concerning ILO Convention Agreement No. 120 related to the Hygiene in Commerce and Offices.
- 5.2 Law No.1 Year 1970 related to Work Safety.
- 5.3 Law No. 13 Year 2003 related to Manpower.
- 5.4. Law No. 41 Year 1999 related to Forestry.
- 5.5. Governmental Regulation (PP) No. 28/1985 related to Forest Protection.
- 5.6. Governmental Regulation (PP) No. 4 / 2001 related to Environmental Pollution and Damage Control associated with the Land and Forest Fire.
- 5.7. Presidential Decree No. 22 Year 1993 related to Diseases Occurred during Employment.
- 5.8. Minister of Labour Regulation No. 7 Year 1964 related to the requirements related to Health, Hygiene, and Illumination in the Workplace.
- 5.9. Manpower and Transmigration Minister Regulation No. Per-01/MEN/1976 related to Compulsory Training for Doctors Company.
- 5.10. Manpower and Transmigration Minister Regulation No. Per-01/MEN/1978 related to Health and Safety in the Transportation and Logging.
- 5.11. Manpower and Transmigration Minister Regulation No. Per-01/MEN/1979 related to Company Hygiene obligation, Health and Safety for Company Paramedics.
- 5.12. Manpower and Transmigration Minister Regulation No. Per-02/MEN/1980 related to Labor Health Check Up in work safety execution.
- 5.13. Manpower and Transmigration Minister Regulation No. Per-01/MEN/1981 related to report work related illness obligation.
- 5.14. Manpower and Transmigration Minister Regulation No. Per-03/MEN/1982 related to Employee Health Care.
- 5.15. Manpower and Transmigration Minister Regulation No. Per-01/MEN/1989 related to Safety Management System (SMK3).
- 5.16. Manpower and Transmigration Minister Regulation No. Per-03/MEN/1998 related to Reporting and Accident Investigation Procedure.
- 5.17. Manpower and Transmigration Minister Regulation No. Per-01/MEN/1998 related to Health Care for workers with better benefits from the package of Workers Social Security Basic Maintenance.
- 5.18. Manpower and Transmigration Minister Regulation No. Per-11/MEN/2005 related to the Prevention of Drug misuse in the Workplace.
- 5.19. Manpower and Transmigration Minister Decree No. Kep-1135/MEN/1987 related to Safety Flag.

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- 5.20. Manpower and Transmigration Minister Decree No. Kep-333/MEN/1989 related to Diagnosis and Reporting of Illness Due to Work.
- 5.21. Manpower and Transmigration Minister Decree No. Kep-147/MEN/1989 related to Health Benefits for Labor Social Security Programs JPK.
- 5.22. Manpower and Transmigration Minister Decree No. Kep-245/MEN/1990 related to Safety Day.
- 5.23. Manpower and Transmigration Minister Decree No. Kep-186/MEN/1999 related to Fire Prevention in the Workplace.
- 5.24. Manpower and Transmigration Minister Decree No. Kep-187/MEN/1999 related to Hazardous Chemicals Control.
- 5.25. Manpower and Transmigration Minister Decree No. Kep-75/MEN/2002 related to Enabling the Indonesian National Standard (SNI) No. SNI-04-0225-2000 concerning the General Terms of Electricity 2000 (PUIL 200) in the Workplace.
- 5.26. Manpower and Transmigration Minister Decree No. Kep-79/MEN/2003 related to Diagnosis Guidelines and Disability Due to Accident and Sickness Benefits Assessment.
- 5.27. Manpower and Transmigration Minister Decree No. Kep-68/MEN/IV/2004 related to HIV / AIDS Prevention and Management in the Workplace.
- 5.28. Forestry Minister Decree No. 523/Kpts-II/1993 related to Forest Protection Guidelines in Forest Concession Area.
- 5.29. Manpower and Transmigration Minister Instruction No. Ins-01/M/B/1997 related to K3Special Monitoring of Fire Fighting.
- 5.30. Directorate General of Man power Management and Monitoring Decree No. Kep-37/DJPPK/XI/2004 related to the completeness and Identity.
- 5.31. UKL-UPL (Environmental Impact Assessment and Management) Document of PT. RR.
- 5.32. Quality Manual of PT. RR No. RR.CL.00/QM/0001, First Draft, Date 2009-06-14.

6. ABBREVIATIONS

6. 1. OSHE = Occupational Safety, Health & Environment
6. 2. ERP = Emergency Response Plan
6. 3. SIR-CAP = Serious Incidence Report & Corrective Action Plan
6. 4. PIN = Provisional Improvement Notice
6. 5. ERT = Emergency Response Team
6. 6. ICS = Incident Command System

7. PROCEDURES

- 7.1. Regulatory Tracking and Applicability Profile
The managers and section heads is responsible for maintaining a OSHE profile issued by the PC including the regulations applicable and for updating the profile if new legislation or revised legislation has been enacted. They are responsible for determining the company's requirements for compliance with this profile. The PC will define the content of the profile.

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7.2. Auditing

At least annually, regulatory audits will be conducted on a schedule set by the PC using an established scheme.

7.3. Operational Risk Management

PT. RR will assess the OSHE impacts and interactions of all business activities and services, and promoting the efficient use of energy and other resources while striving to eliminate waste and emissions, particularly those that may present a risk to health or the environment.

- (a) Safety and Health Risk Assessments will be conducted in order to identify significant hazards to employees and others and to implement the appropriate control measures.
- (b) Environmental Aspects and Impacts Assessments will be performed to identify significant environmental aspects from our activities and will set objectives and targets to reduce the impact of those significant environmental aspects of our operation that it can control or influence.¹

7.4. Communication

PT. RR will communicate, as appropriate, with stakeholders regarding the OSHE aspects and objectives of our operations. We shall ensure that the Procedure is understood throughout each departments and sections. The objectives and targets must be communicated along with other relevant information necessary for individuals to conduct their work safely and without detriment to the environment. Any changes to such information must be communicated to relevant individuals in a timely manner. Environment, OSHE concerns and issues can be reported to department managers, section heads or directly to management representative. Corporate communication policy and procedures are followed in communicating with external parties.

7.5. Emergency Response

The managers and section heads are responsible for the development, implementation and control of the *Emergency Response Plan* (ERP). Any OSHE incursion requiring the implementation of the ERP shall initiate a *Corrective Action Plan* (CAP). The incursion and any associated corrective action will be reviewed during the management system review.

7.6. Incident Investigation

OSHE incidents are investigated, root causes are identified and corrective action plans are implemented. Mechanisms must be established for including staffs in the incident investigation process. The managers and section heads must initiate a *Serious Incidence Report & Corrective Action Plan* (SIR-CAP) and reported to internal and external authorities and management as appropriate. Changes to work practices that occur as a result of implementing recommendations must be communicated to all relevant staffs.

7.7. Internal Quality

Consistent with corporate continuous improvement initiatives, each department will continually improve OSHE performance; including, to the extent practicable, prevention of pollution and hazards reduction. Managers and section heads are responsible for setting and reviewing improvement objectives and targets. The PC is responsible for an annual review of this procedure.

7.8. Monitoring and Reporting

¹ See UKL-UPL Document (*Environmental Impact Assessment and Management*) of PT. RR

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Standardized measurements of OSHE performance and management systems effectiveness shall be regularly compiled by each department and integrated into their continuous improvement activities with the goal of improving OSHE performance.

8. DOCUMENTATION, REVISION AND APPROVAL CONTROL

Changes to the OSHE procedure are the responsibility of the PC, based on proposals/direction from Corporate Management. The master document for the OSHE Procedure will be managed by Document Center Section (DCS). It shall also cover the following forms:

8.1 OSHE Forms (No. RR.FM.03/LGD/0003)

- (A) OSHE Inspection Form
- (B) Emergency Response Plan (ERP)
- (C) Serious incidence Report & Corrective Action Plan (SIR-CAP)2
- (D) List of Workplace Risks Types According to K-3
- (E) List of Equipment K-3
- (F) List and quantity of Hazardous Chemicals
- (G) List of Employees and the Work Place
- (H) Lay out of current Building Structure , etc.

8.2 OSHE Reports (No. RR.RP.03/LGD/0003)

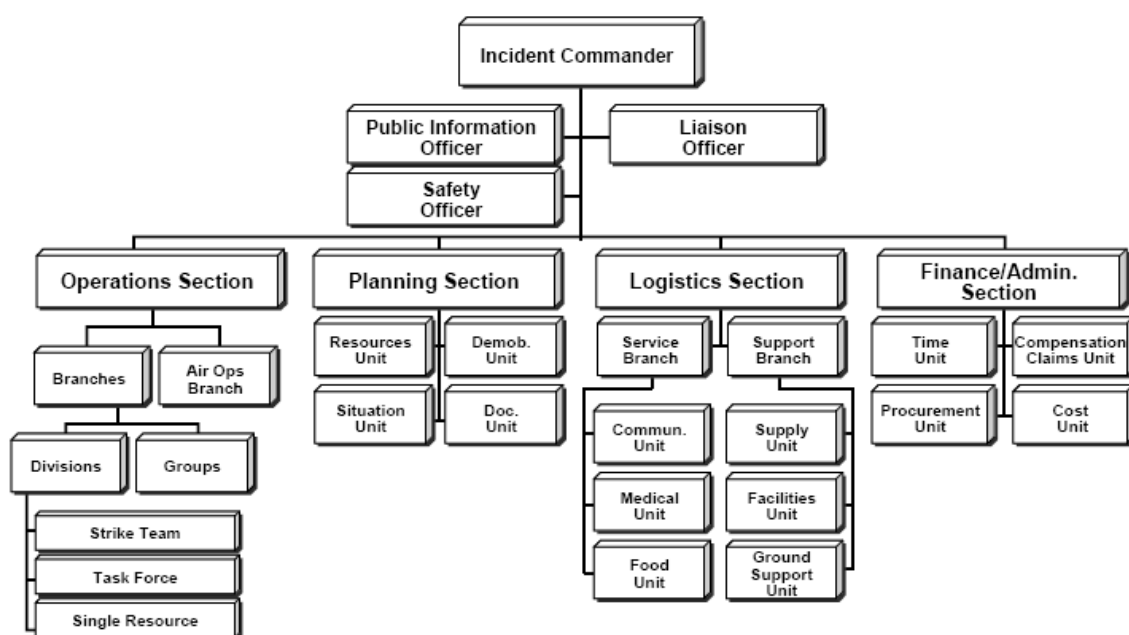
- (A) Equipment Testing Examination Report K-3 (Monthly and Annual)
- (B) Labour Safety Examination Report (Monthly and Annual)
- (C) Employee Health Examination Report (Monthly and Annual)
- (D) K-3 Program Report (Annual)
- (E) Emergency Incident Report (Incidental)
- (F) K-3 Training Report (Incidental)

All records should be kept by Document Center Section (DCS) for 5 (five) years in average.

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9. STRUCTURE OF ICS (INCIDENT COMMAND SYSTEM) OF PT. RR

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