

**HSE PLAN
PROJECT XXXX**

PT. XXXXX

No.	Date	Contractor		Company	
		Prepared By	Checked By	Approved Contract Owner By	Approved HSE By

**JAKARTA
YEAR**

HSE PLAN

KOP SURAT KONTRAKTOR

No	ITEM	YES/NO	COMMENTS
ELEMENTS OF HSE PLAN			
1.	Leadership & Commitment		<ul style="list-style-type: none"> • Komitmen manajemen • Manajemen visit
2.	HSE policy & strategic objective		<ul style="list-style-type: none"> • Kebijakan HSE & sosialisasinya • Leading & Lagging indicator
3.	Organization structure, responsibility, resources, standards, documentations		<ul style="list-style-type: none"> • Struktur Organisasi dan • Tanggung Jawab • Rapat K3LL • Pelatihan/Training • Peraturan dan Standar K3LL
4.	Risk Management (JSA / HIRA-DC)		<ul style="list-style-type: none"> • Bahaya Terhadap Kesehatan • Kerja • Bahaya Terhadap Keselamatan Kerja • Bahaya Terhadap Kegiatan • Logistik • Bahaya Terhadap Lingkungan • Bahaya Terhadap Keamanan • Bahaya Terhadap Aspek Sosial • Alat Pelindung Diri (Daftar APD yang diperlukan)
5.	HSE Procedure		<ul style="list-style-type: none"> • Daftar Prosedur yang digunakan • Kehandalan Infrastruktur dan Peralatan • Manajemen Perubahan • Tanggap Darurat (Prosedur, Drill, Evaluasi)
6.	HSE Performance Monitoring		<ul style="list-style-type: none"> • Pengelolaan K3LL dan pemantauan kinerja secara aktif • Laporan bulanan K3LL • Pemantauan kinerja K3LL • Investigasi dan tindak lanjut kecelakaan

KOP SURAT KONTRAKTOR

7.	Audit & Management Review		<ul style="list-style-type: none">• Inspeksi• Audit• Tinjauan Management
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*Setiap item harus disertai dengan lampiran

KOP SURAT KONTRAKTOR

Format HSE Monthly Reporting

HSE Program	Jan	Feb	Mar	Apr	Mei	Jun	Juli	Agust	Sept	Oct	Nov	Dec
Manhour												
Total Recordable Injury Rate (TRIR)												
HSE Management Visit												
HSE Meeting												
HSE Training												
Accident												
MCU												
Fire Drill												

* Manhours = Jumlah Pekerja x jam kerja sehari x Hari Kerja

* *Incident rate* (per 1,000,000 jam) = $\frac{\text{Jumlah kecelakaan} \times 1,000,000}{\text{Jumlah Jam Kerja}}$

* Accident = tulis tipe accident First Aid (FA), Medical Treatment (MT), Loss Time Accident (LTI) Fatality (FT)