

DECREE OF THE MINISTER OF MANPOWER
NUMBER PER-05/MEN/1996
REGARDING
HEALTH AND SAFETY MANAGEMENT SYSTEM

MINISTER OF MANPOWER

- Considering:
- a. that mostly the accidents in working place are caused by human factor and small amount are caused by technical factor;
 - b. that to guarantee the worker health and safety and other human that are in the working place also in production sources, production process and working environment, need to implement the Health and Safety Management System;
 - c. that with implementing the Health and Safety Management System can anticipate technical constraint in globalization era of trade;
 - d. that the Health and Safety Management System have to be determined in Minister Decree.

- In view of:
1. Article 4 verse (1) Constitution of 1945;
 2. Act No. 14 of 1969 regarding Minister of Manpower Provisions (State Gazette of RI of 1969 No. 55, Supplement to State Gazette Number 2912);
 3. Act No. 1 of 1970 regarding Safety (State Gazette of RI No. 1, Supplement to State Gazette Number 1918).

DECIDED

Determine: MINISTER OF MANPOWER DECREE REGARDING HEALTH AND SAFETY MANAGEMENT SYSTEM.

FOR PUBLIC RELEASE

CHAPTER I
GENERAL DETERMINATION

Article 1

In this decree the following definition apply:

- (1) **Health and Safety Management System** which will be cited as H&S Management System is whole management system including organization structure, planning, responsibility, procedure of implementation, process, and resources required to develop, implement, achieve, evaluate, and concern the principle of health and safety at work, in order to control the risk of working, eventually create safe, efficient, and productive workplace;
- (2) **Workplace** is every room or field, closed or opened, moved or static, where workers work in, or often entered by workers in order to work, where available of hazardous resource(s) either on land, under ground, on water, in water or on air which is within Republic of Indonesia law territory;
- (3) **Audit** is systematic and independent verification to determine that an activity and the related results suitable with the arranged regulation, and implemented effectively and properly to achieve company's policy and objective;
- (4) **Company** is every business form employed workers in order to or not to earn profit, either owned by private or the country;
- (5) **Director** is officer as stated in Act No. 1 of 1970;
- (6) **Employment Inspection Officer** is technical officer with special expertise of Manpower Department assigned by Minister;
- (7) **Entrepreneur** is:
 - a. Person or institution who runs his own private business and use workplace;
 - b. Person or institution independently runs private business without belonging it and use workplace;
 - c. Person or institution represent person or institution stated in point a and b in Indonesia, if the later is situated outside Indonesia;
- (8) **Management** is person assigned duty to lead independent workplace or field directly;
- (9) **Worker** is every single person who capable to work, either under or outside a work relationship to product service or goods to fulfill social needs.
- (10) **Audit report** is audit result, conducted by Auditor institution, which contains facts found in audit implementation in workplace, the report is needed to issue a performance of H&S Management System achievement certificate;
- (11) **Certificate** is certification of acknowledgement of H&S Management System regulation implementation;
- (12) **Minister** is the Minister who responsible for employment section.

CHAPTER II
THE OBJECTIVE AND TARGET OF
HEALTH AND SAFETY MANAGEMENT SYSTEM

Article 2

The objective and target of H&S Management System is to create a health and safety system in workplace by involved the integrated element of management, worker, work condition and environment, in order to prevent and reduce accident and disease due to work and to create a safe, efficient and productive workplace.

CHAPTER III
THE IMPLEMENTATION OF HEALTH AND SAFETY MANAGEMENT SYSTEM

Article 3

- (1) Every company, employed hundred or more workers and/or has hazardous potent created by process or material characteristic which could cause work accident, e.g. blasting, fire, pollution, and disease, is obliged to implement the H&S Management System.
- (2) H&S Management System stated in verse (1) ought to be implemented by Management, Entrepreneur, and all workers as the unity.

Article 4

- (1) To implement the H&S Management System as stated in Article 3, the company is obliged to conduct the particular rules below:
 - a. Determine Health and Safety principles and ensure the commitment to implement H&S Management System;
 - b. Arrange to fulfill the principles, objectives, and target of Health and Safety implementation;
 - c. Implement the Health and Safety principles effectively by develop capability and supporting mechanism required to achieve the principles, objectives, and target of Health and Safety;
 - d. Measure, control, and evaluate Health and Safety performance as well as conduct the improvement and prevention.
 - e. Inspect regularly and improve implementation of H&S Management System continually, in order to improve Health and Safety performance.

- (2) The Guideline of implementation of H&S Management System stated in verse (1) is provided in Appendix I of this Minister Regulation.

CHAPTER IV

THE HEALTH AND SAFETY MANAGEMENT SYSTEM AUDIT

Article 5

- (1) Audit is conducted to proof the good implementation of H&S Management System stated as meant in Article 4, company can conduct an audit through auditing body that is assigned by Minister.
- (2) H&S Management System Audit stated in verse (1) includes the elements below:
- a. Develop and retain the commitment;
 - b. Documentation strategy;
 - c. Review the design and contract;
 - d. Document controlling;
 - e. Purchasing;
 - f. Safety based on H&S Management System;
 - g. Monitoring standard;
 - h. Report and corrective the insufficiencies;
 - i. Manage and move the material;
 - j. Data collection and application;
 - k. Management system inspection;
 - l. Skill and expertise recovering.
- (3) The changes and additions of elements, due to development stated in verse (2), is arranged by Minister.
- (4) Technical guideline of H&S management system audit stated in verse (2) is provided in Appendix II of this Minister Decree.

CHAPTER V
DIRECTOR AUTHORITY

Article 6

Director is entitled to determine the company, which is obliged to be audited due to dangerous risk.

CHAPTER VI
MECHANISM OF AUDIT IMPLEMENTATION

Article 7

- (1) H&S Management System Audit is conducted as minimum as once every three years.
- (2) To conduct audit, the auditor institution ought to:
 - a. Design yearly audit plan;
 - b. Provide yearly audit plan to Minister or Officer assigned, committee of so will be audited workplace, and Regional Office (Kanwil) of Manpower Department;
 - c. Coordinate with Regional Office (Kanwil) of Manpower Department.
- (3) Management of so will be audited workplace must provide documents required implementing the H&S management system audit.

Article 8

- (1) Auditor institution must provide a complete audit report to Director with a copy to committee of so will be audited workplace.
- (2) The complete audit report stated in verse (1) is provided in the form as provided in Appendix III of this Minister Regulation.
- (3) Director conducts evaluation and judgment following review report of H&S management system audit stated in verse (2).
- (4) Based on the evaluation and judgment as stated in verse (3), the Director conducts the points below:
 - a. Provide certificate and reward banner which is suitable to achievement level, or
 - b. Instruct to Inspector to conduct action due to violation the regulation.

CHAPTER VII
CERTIFICATE OF HEALTH AND SAFETY

Article 9

- (1) Certificate stated in Article 8, verse (4), point a, signed by Minister and is valid for 3 (three) years.
- (2) Certificate and reward banner type stated in verse (1) is provided in Appendix IV of this Minister Decree.

CHAPTER VIII
SUPPORT AND CONTROL

Article 10

Support and control to implementation of H&S Management System is conducted by Minister or Officer assigned.

CHAPTER IX
EXPENSE

Article 11

Any expenses for implementation of H&S Management System audit is under audited company's responsibility.

CHAPTER X
CLOSING STATEMENT

Article 12

This Minister Regulation is valid since the date of legalized.

Legalized in Jakarta

Date on 12 December 1996

Minister of Manpower of RI

Drs. Abdul Latief

Appendix I : MINISTER OF MANPOWER DECREE

Number : PER-05/MEN/1996

Date of issue : December 12, 1996

**THE HEALTH AND SAFETY MANAGEMENT SYSTEM
IMPLEMENTATION GUIDANCE**

I. Commitment and Policy

1.1. Leadership and commitment

Company's board shall show leadership and commitment on Health and Safety by providing proper resources as implemented by:

- a. Put Health and Safety organization on capability of making decision.
- b. Providing budget, qualified worker and other facilities for Health and Safety.
- c. Choosing responsible, powerful personal with clear job description in Health and Safety implementation.
- d. Coordinating Health and Safety planning.
- e. Conducting work evaluation and follow-up of Health and Safety implementation.

For those commitment and policy will be reconsidered regularly. All of workers and others who are in work place must take place in Health and Safety maintaining and controlling.

1.2. Initial Review of Health and Safety

Initial review of Health and Safety conditions of company is conducted by:

- a. Available condition identification compares with this guidance.
- b. Danger sources identification related to company's activities.
- c. Knowledge level evaluation, regulation and Health and Safety standard fulfillment.

- d. Health and Safety implementation comparison with better company/sectors.
- e. Observing the effect and cause of dangerous accident, compensation and disturbance, also evaluation related to Health and Safety.
- f. Evaluating available resources efficiency and effectiveness.

Result of initial review will be needed for Health and Safety Management System development and planning material.

1.3. *Health and Safety Policy*

Health and Safety policy is a written statement signed by entrepreneur and or company's board regarding all of company's vision and purpose, commitment and willing to conduct Health and Safety, term of reference and work program, including general and operational company's activities.

Health and Safety policy is made by discussion process between company and worker representative and then must be explained and informed to all of workers, suppliers and customers. This policy is dynamic and will always be reconsidered in order to increase Health and Safety implementation.

II. Planning

The company must create effective planning to achieve implementation and Health and Safety Management System activity success with clear purpose and measurable. The planning must include aims, purpose and work indicator that is implemented by considering danger sources identification, evaluation and risk controlling following to valid regulation and result of initial review on Health and Safety.

2.1. *Planning of Danger Identification, Evaluation and Risk Controlling.*

Danger identification, evaluation and risk controlling of activity, material product and service must be considered at the time of planning formulation to fulfill Health and Safety policy. So the procedure must be determined and maintained.

2.2. *Regulation and other conditions*

The company must determine and maintain the procedure for regulation and other conditions inventory, identification and understanding related to Health and Safety

as company's activities. The company's board must explain the regulation and other conditions to every worker.

2.3. Objective & Target

The Objective and Target of Health and Safety Policy that is determined by the company must at least have qualification as follow:

- a. Measurable
- b. Unit/measurement indicator
- c. Purpose of achievement
- d. Time of achievement

Health and Safety Policy aim and purpose determination must be consulted with worker representative, Health and Safety Expert, P2H&S and other related institution. This aim and purpose will be reconsidered regularly following to the situation.

2.4. Work Indicators

In order to determine Health and Safety Policy aim and purpose, the company must use measurable work indicators as Health and Safety evaluation basic and as information of Health and Safety Management System achievement success.

2.5. Initial Planning and Ongoing Activity Planning

The success initial implementation of Health and Safety Management System needs a sustainable planning and determine the aim and purpose of Health and Safety Management System clearly by:

- a. Determining justification system in order to achieve aim and purpose that suitable with the company's function and management level.
- b. Determining facility and time to achieve aim and purpose.

III. Implementation

In order to achieve Health and Safety aim, the company must have certain personal that has suitable qualification with the implemented system.

3.1. *Capability Insurance*

3.1.1. Human Resources, Facilities and Fund

The company must have personal that has suitable qualification, facility and fund following to the implemented Health and Safety Management System.

In order to provide the resources, company must create procedure that can monitor the coming profit and expenses. Moreover, to implement the effective Health and Safety Management System, the following matters must be considered:

- a. Providing proper resources that is suitable with size and needs.
- b. Conducting work competent identification that will be needed at all company's management level and organizing all of needed training.
- c. Determining regulation to communicate Health and Safety information effectively.
- d. Determining regulation to obtain opinion and suggestion from experts.
- e. Determining regulation for consulting implementation and active involvement of workers.

3.1.2. Integration

The company can integrate Health and Safety Management System into available Company's Management System. If the process causing contradiction with company's aim and priority, so then:

- a. Health and Safety Management System aim and priority must be considered as the most important.
- b. The integration of Health and Safety Management System and company's management system is conducted in balance and harmony.

3.1.3. Responsibility and Claiming

Increasing of Health and Safety will be effective if all parties in company are motivated to participate in Health and Safety Management System implementation and development, also have company tradition to support and contribute to the Health and Safety Management System.

The company must:

- a. Determine, appoint, record and communicate the responsibility and claiming of Health and Safety and authority to take action and explain reporting relation for all of management level, workers, contractors and sub-contractors and visitors.
- b. Have procedure to monitor and communicate every responsible and claim changes that affected to Health and Safety system and program.
- c. Be able to give fast and appropriate reaction to incorrect conditions or other incident.

Responsibility of company's board on Health and Safety are:

- a. To insure that Health and Safety Management System has been implemented and the result is suitable with each company location and activity.
- b. To recognize worker capability as valuable resources that can be appointed to accept authority and responsibility in order to implement and develop the Health and Safety Management System.

3.1.4. Consultation, Motivation and Awareness

Company's board must show their commitment on Health and Safety by consultation and involvement of workers or other related parties in implementation, development and maintenance of Health and Safety Management System so all parties are felt belonging and accept the result.

The workers must understand and support the aim and facility of Health and Safety Management System (HSMS) and need to be aware of physical, chemical, ergonomic, radiation, biological and psychological danger that can possibly harm and hurt workers at working time and they must understand the danger resources so they can recognize and prevent the unwilling incident.

3.1.5. Training and Work Competent

Implementation and development of effective Work HSMS is determined by work competent and training of all workers inside the company. Training is one of important equipment to insure work competent that is needed to achieve the aim of Health and Safety. The procedure to identify work competent standard and its implementation through the training must be available.

Work competent standard of Health and Safety can be developed by:

- a. Using available work competent standard
- b. Examining the job description
- c. Analyzing inspection and audit result
- d. Reconsidering incident report

After capability evaluation of necessary work competent description has been conducted, training program must be developed following to the evaluation result. Recording procedure of training that has been conducted and evaluated for its effectiveness, then it must be declared. Work competent must be integrated in to company's activities serial starting from acceptance, selection and work evaluation also the training.

3.2. *Supporting Activity*

3.2.1. Communication

Two directs of effective communication and regular reporting is important source in Health and Safety Management System implementation. Appropriate information providing that suitable for worker and all related parties can be used to motivate and support the acceptance and general understanding in order to increase the running of Health and Safety by the company.

The company must have procedure to insure that Health and Safety latest information is being communicated to all parties inside company. The determination of procedure must be able to insure the fulfillment of:

- a. Communicating result of management system, monitoring, audit and management review to all parties in company that is responsible and take parts in company's achievement.
- b. Conducting identification and acceptance of related information of Health and Safety from outside company.
- c. Insuring that related information is communicated to others outside company.

3.2.2. Reporting

Reporting procedure of related and on-time information must be determined to insure that HSMS is monitored and increased.

Internal reporting procedure must be determined for:

- a. Incidental report
- b. In-appropriateness report
- c. Health and Safety Running report
- d. Danger sources identification report

External reporting procedure must be determined for:

- a. Obligation report following the regulation
- b. Report for the investors

3.2.3. Documentation

Documentation is the main factor of all management systems and must be conducted, as the company need. The process and procedure of company's activity must be determined, recorded, and updated if needed. The company must determine clearly all kinds of documents and its effective controlling.

Health and Safety Management System documentation supports the awareness of worker in order to achieve Health and Safety purpose and evaluation on Health and Safety running and system.

Quality of documentation is determined by company's activity complicity. If component of Health and Safety Management System is integrated to company management system, then documentation of Health and Safety Management System must be integrated to all of available documentation.

Company must arrange and maintain the group, summarization and documentation to:

- a. Integrate systemically of policy, aim and purpose of Health and Safety
- b. Explain facility of aims and purpose achievement of Health and Safety
- c. Record the function, responsibility and procedure
- d. Give direction for related document and explain other components of company management system
- e. Show that Health and Safety Management System components that is suitable for the company has been implemented

3.2.4. Document Controlling

The company must insure that:

- a. The document can be identified according to job description and responsibility at company.
- b. The document will be reconsidered regularly and revised if necessary.
- c. The document must be agreed first by authority before published.
- d. The document of newest version must be available at necessary work place.
- e. All of invalid document must be removed.
- f. All of document is easy to find, useful and understandable.

3.2.5. Recording and Information Management

Recording is facility for company to show suitable implementation of Health and Safety Management System and it must include:

- a. External condition or regulation and internal or work indicators of Health and Safety.
- b. Working permit
- c. Risks and danger source that include machine conditions, work equipment and others, materials, etc., working environment, characteristic, how it works and production process.
- d. Training of Health and Safety
- e. Inspection, calibration and maintenance.
- f. Data monitoring
- g. Incident details, complains and follow-up
- h. Information of suppliers and contractor
- i. Audit and reconsideration of Health and Safety Management System

3.3. *Danger Source Identification, Evaluation and Risks Controlling*

Identified danger source must be evaluated to determine risk level as parameter of accident and disease possibility causing by works. Then control effort is taken to reduce risk level.

3.3.1. Danger source identification

It is conducted by considering:

- a. Condition and activity that can cause danger potency.
- b. Possible kind of accident and disease caused by work.

3.3.2. Risk evaluation

Risk evaluation is a process to determine controlling priority on accident or disease risk level caused by work.

3.3.3. Controlling Action

The company must have plan of management and control of activities, material and service products that can cause high work accident risk. This can be achieved by recording and implementing standard policy for working place, industrial and material planning, work procedure and instruction to arrange and control material and service product activity.

Accident and disease caused by work - risk control is conducted by methods of:

- a. Technical Control (modification) includes: elimination, substitution, isolation, ventilation, hygiene and sanitation.
- b. Education and training
- c. Development of awareness and motivation that include bonus system, incentive, reward and self-motivation.
- d. Evaluation through internal audit, incident investigation and etiology.
- e. Law enforcement.

3.3.4. Design and Modification

Accident and disease risk control in modification process must be started since design and planning step.

All steps of designing cycle include development, verification, reconsideration, validation and adaptation, must be related to danger source identification, evaluation procedure and accident and disease risk control. Personal who has work competent

must be determined and trusted to hold authority and clear responsibility to conduct Health and Safety Management System verification.

3.3.5. Administrative Control

Recorded work procedure and instruction at the time it is established, must consider Health and Safety aspects at all levels. Design and review of procedure is only made by personal with work competent and involving the operator. Personal must be trained so he will have work competent in procedure using. The procedure must be reconsidered regularly, especially if there are equipment or material changes.

3.3.6. Review of Contract

Material and service providing through contract must be reviewed to insure company's capability to fulfill determined Health and Safety conditions.

3.3.7. Purchasing

Purchasing of material and service system including maintenance of material and service must be integrated to accident and disease risk prevention strategy. Purchasing system must insure that material and service product and partner of company are qualified in Health and Safety.

At the time the material and service accepted at work place, the company must explain to all parties that is going to use it all about identification, evaluation and risk control of accident and disease.

3.3.8. Emergency or Disaster Respond Procedure

The company must have procedure of emergency or disaster respond that must be tested regularly to find out the true condition at the time it happens.

The regular test procedure is conducted by personal that has work competent and for installation with quite big risk; it must be coordinated with related institution.

3.3.9. Incident Respond Procedure

To reduce possible effects of incident, company must have procedure that include:

- a. Providing First Aid facility properly until medical helps coming.

- b. Following care process.

3.3.10. Emergency Recovery Plan Procedure

The company must make procedure of emergency recovery plan to immediately recover the condition to normal one and helps traumatic workers.

IV. Measurement and Evaluation

The company must have system to measure, monitor and evaluate the running of Health and Safety Management System and the result must be analyzed to determine its success or to identify improvement action.

4.1. Inspection and Testing

Company must determine and maintain the inspection, testing and monitoring procedure that is related to aim and purpose of Health and Safety. Inspection and testing frequency must be suitable with the object.

Inspection, testing and monitoring procedure in general include:

- a. Involved personal must have enough experience and skill.
- b. Inspection, testing and monitoring data must be maintained and available for management, workers and work contractors.
- c. Proper equipment and testing methods must be used to insure that Health and Safety standard has been fulfilled.
- d. Improvement action must be conducted immediately at the time we find the mistakes of Health and Safety requirements at inspection, testing and monitoring.
- e. Proper investigation must be conducted to find the main cause of incident.
- f. Analyzing result and review.

4.2. *The Health and Safety Management System Audit*

Health and Safety MSA must be conducted regularly to find effectiveness of Health and Safety MS implementation. Audit must be conducted systematically and independently by personal that has work, competent using determined methods. Audit frequency must be determined by review of audit result before and danger source evidence at work place. Audit result must be used by company's board in management review process.

4.3. *Corrective and Prevention Action*

All of result from monitoring, audit and review of Health and Safety MS must be recorded (documented) and used to identify improvement and prevention action the company's management must insure that the implementation is conducted systemically and effectively.

V. Review and Continual Improvement by Management

Appointed board of company must conduct the regular review of Health and Safety MS to insure the sustainable adaptation and effectiveness to achieve Health and Safety policy and aims.

Range of Health and Safety MS review must be able to undertake the Health and Safety implication to all activities, material and service product, including its effect on company's achievement.

Health and Safety MS review must include:

- a. Evaluation on Health and Safety policy implementation
- b. Aim, purpose and work of Health and Safety
- c. Result of Health and Safety MS audit
- d. Evaluation on Health and Safety MS implementation effectiveness and its requirements to change Health and Safety MS following to:
 - 1) regulation change
 - 2) related institution and market demand
 - 3) product and activity change
 - 4) company's organizational structure change
 - 5) science and technology development, including epidemiology

- 6) experience of Health and Safety incident
- 7) reporting
- 8) feedback from especially workers

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Minister of Manpower

Drs. Abdul Latief

Appendix II : MINISTER OF MANPOWER DECREE
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TECHNICAL GUIDANCE OF THE HEALTH AND SAFETY MANAGEMENT SYSTEM AUDIT

I. COMMITMENT ESTABLISHMENT AND MAINTENANCE

1.1. Health and Safety Policy

- 1.1.1. Written and clearly dated Health and Safety policy regarding Health and Safety purpose and company's commitment to improve Health and Safety running program.
- 1.1.2. Policy that is signed by entrepreneur and or company's board.
- 1.1.3. Present policy that is prepared by the entrepreneur or company's board after consultation process with worker representatives.
- 1.1.4. Health and Safety policy communication by company to all workers, visitors, contractor, customers and suppliers with appropriate procedure.
- 1.1.5. Special policy is made for special Health and Safety problems if needed.
- 1.1.6. Health and Safety policy and special policy that is regularly reviewed to insure that the policy is following regulation changes.

1.2. Responsibility and Authority for Action

- 1.2.1. Responsibility and authority to act and report to all related personal inside company that has been determined must be informed and recorded.
- 1.2.2. Appoint Work Health and Safety author in charge must follow the regulation.
- 1.2.3. Work unit leader in company is responsible for Health and Safety running program inside his work unit.
- 1.2.4. Company gets advice from Health and Safety inside or outside experts.
- 1.2.5. Responsible officer who deals with emergency condition must get training and have ID so he can be recognized.

- 1.2.6. Health and Safety running program is submitted in company annual report or same other report levels.
 - 1.2.7. Work unit leader is informed regarding to their responsibility of contract worker and other people who come into work place.
 - 1.2.8. Responsibility to maintain and distribute newest information regarding Health and Safety regulation that has been legislated.
 - 1.2.9. Boards are responsible to insure Health and Safety Management System is conducted.
- 1.3. Review and Evaluation
- 1.3.1. The board must review the running program of Health and Safety MS regularly to evaluate its suitability and effectiveness.
 - 1.3.2. If possible, result of review is submitted into management action planning.
 - 1.3.3. Result of review is recorded and documented.
- 1.4. Involvement of and Consultation with Worker
- 1.4.1. Worker involvement and consultation schedule with company representative is documented.
 - 1.4.2. Procedure that makes consultation easier regarding changes that influencing Health and Safety implication.
 - 1.4.3. Suitable with regulation, company forming Support Committee for Health and Safety (P2H&S).
 - 1.4.4. Head of P2H&S is peak board or leader.
 - 1.4.5. Secretary of P2H&S is Health and Safety expert that are suitable with regulation.
 - 1.4.6. P2H&S is prioritizing activity on policy development and risk control procedure.
 - 1.4.7. P2H&S scheduling regular meeting and informing the result at work place.
 - 1.4.8. P2H&S reporting its activity regularly following the regulation.
 - 1.4.9. Working group of elected worker representative can be formed if necessary to take responsibility of Health and Safety at their work place and they get appropriate training following to regulation.
 - 1.4.10. Once working group is formed, and then all of workers are informed about its structure.

II. DOCUMENTATION STRATEGY

2.1. The Health and Safety Strategy Planning

- 2.1.1. Competent officer has identified and evaluated danger potency and Health and Safety risk related to operation.
- 2.1.2. Health and Safety strategy planning of company has been determined and implemented to control the identified danger potency, Health, and Safety risk, related to operation.
- 2.1.3. Special plan related to product, process, project or work place has been conducted.
- 2.1.4. The plan is based on danger and incident potency, also on previous Health and Safety record.
- 2.1.5. The plan is determined the purpose of Health and Safety of company that is measurable, priority and resource providing.

2.2. Health and Safety Management System Manual

- 2.2.1. Health and Safety MS Manual including Health and Safety policy, purpose, plan and procedure, also determining Health and Safety responsibility at all level of company.
- 2.2.2. Special manual related to product, process or work place has been made if necessary.
- 2.2.3. Health and Safety MS manual is easy to find by all of company's personals.

2.3. Health and Safety Information Propagation

- 2.3.1. Information of Health and Safety activity and problems is distributed systematically to all workers.
- 2.3.2. Information record of Health and Safety is maintained and provided to all workers and other visitors.

III. DESIGN AND CONTRACT REVIEW

3.1. Design Controlling

- 3.1.1. Documented procedure is considering danger identification and risk evaluation that is conducted at designing or redesigning step.
- 3.1.2. Procedure and instruction of product use, production facility operation and safe process is prepared at designing level.
- 3.1.3. Competent officer is determined to conduct verification that designing is following the Health and Safety requirement.
- 3.1.4. All of changes and designing modification that has effect on Health and Safety implication have been identified, documented, reviewed and agreed by authority before implemented.

3.2. Contract Review

- 3.2.1. Documented procedure must be able to identify and evaluate Health and Safety danger potency to workers, environment and society, where the procedure is used at the time material and service supply in a contract.
- 3.2.2. Danger identification and risk evaluations are conducted at contract review step by competent personal.
- 3.2.3. Contracts are reviewed to insure that suppliers can fulfill Health and Safety requirement for customers.
- 3.2.4. Contracts review record is maintained and documented.

IV. DOCUMENT CONTROL

4.1. Document Agreement and Releasing

- 4.1.1. Health and Safety document has status, authority, and date of issue and modification date identification.
- 4.1.2. Acceptor of distributed document is noted in the document.
- 4.1.3. Newest edition of Health and Safety document is stored systematically at certain place.
- 4.1.4. Invalid document is removed immediately from use while invalid one for special use is marked.

4.2. Document Changes and Modification

- 4.2.1. The system to make and agree the changes of Health and Safety document is available.
- 4.2.2. Reason of changes is noted in document or its appendix if possible.
- 4.2.3. Procedure of document or list of all documents control that stated all status of documents, in order to prevent invalid document using is available.

V. PURCHASING

5.1. Material and Service Purchasing Specification

- 5.1.1. Documented procedure can insure checked technical specification and other information relevant to Health and Safety before deciding to buy.
- 5.1.2. Purchasing specification for all production facilities, chemical material or service must be completed with appropriate specification following to valid regulation and Health and Safety standard.
- 5.1.3. Consultation with potential worker is affected to buying decision and buying is conducted if Health and Safety requirement is included in purchasing specification.
- 5.1.4. Training need, self-protection equipment supply and changes on work procedure are needed to be considered before buying, also review before buying and using production facility and chemical material.

5.2. Verification System for Buying Material and Service

- 5.2.1. Material and service that has been bought is checked its adaptation and buying specification.

5.3. Control of Supplied Material and Service by Customers

- 5.3.1. Material and service that is supplied by customers must be identified first for danger potency and risks. The record is maintained to check this procedure.
- 5.3.2. Available product at customers can be identified clearly.

VI. THE SAFETY BASED ON HEALTH AND SAFETY MANAGEMENT SYSTEM

6.1. Working System

- 6.1.1. Competent officer has identified potential danger and evaluated risks of work process.
- 6.1.2. If risk control effort is needed, then the effort is determined by controlling level.
- 6.1.3. There is documented work procedure and implementing "work permit" for high-risk work if necessary.
- 6.1.4. Procedure or work guidance to regulate all of identified risk safely is documented.
- 6.1.5. Practicing the regulation, standard and operational guidance is noted at the time company is developing or conducting procedure or work guidance modification.
- 6.1.6. Work procedure and instruction are made by competent officer with input from worker and it is required to conduct the duty and procedure, legalized by authorized officer.
- 6.1.7. Self-protection equipment is provided if needed and used correctly and always be maintained in proper condition.
- 6.1.8. Self-protection equipment that is used must be insured as good condition as standard and or valid regulation.
- 6.1.9. Risk control effort reviewed if there is change of work process.

6.2. Monitoring

- 6.2.1. Monitoring is conducted to insure that all of works are safe and following each procedure and determined work guidance.
- 6.2.2. Everyone is watched following to his or her capability and work risk level.
- 6.2.3. The supervisor is participating in danger identification and making control efforts.
- 6.2.4. The supervisor is participated in disease and accident report and investigation, and must submit report with suggestion to the board.
- 6.2.5. The supervisor is participating in consultation process.

6.3. Selection and Personal Placement

- 6.3.1. Specific work requirement, including health requirement is identified and used to select and placement of worker.
 - 6.3.2. Work assignment must be based on capability and skill level of each worker.
- 6.4. Working Environment
- 6.4.1. Company is conducting working environment evaluation to find out areas that need limited entrance permit.
 - 6.4.2. There is control on areas with limited entrance permit.
 - 6.4.3. Facilities and service that are available at work place are following the standard and technical guidance.
 - 6.4.4. Warning sign of safety and emergency exit mark must be posted following the standard and technical guidance.
- 6.5. Maintenance, Improvement and Changes of Production Facilities
- 6.5.1. Schedule of investigation and maintenance of production facility and equipment including safety equipment verification and determined requirement by regulation, standard and technical guidance.
 - 6.5.2. All of records contain detail data of investigation, maintenance, improvement and changes activity at work place must be stored and maintained.
 - 6.5.3. Production facilities that must be registered have valid certificate.
 - 6.5.4. Maintenance, improvement and all of changes must be conducted by competent personal.
 - 6.5.5. If possible, the production facilities that are going to be changed must follow valid regulation.
 - 6.5.6. The procedure of maintenance request that is including regulation regarding in-proper safety equipment and need to be fixed must be registered.
 - 6.5.7. There is providing system for unsafe equipment replacement.
 - 6.5.8. If needed, company can conduct implementation of lock out system to prevent turning on facility before its time.
 - 6.5.9. Procedure of status marking to insure that production equipment is in safe condition to operate.
- 6.6. Service

- 6.6.1. If the company is contracted to provide services that following Health and Safety standard and constitution, then company must prepare the procedure to insure appropriate service.
- 6.6.2. If the company is serviced by contract, and it must follow Health and Safety standard and constitution, then company must prepare procedure to insure that service is appropriate.

- 6.7. Emergency Condition Undertaking
 - 6.7.1. Potential emergency condition (inside or outside work place) has been identified and its procedure has been documented.
 - 6.7.2. Emergency procedure is tested and reviewed regularly by competent officer.
 - 6.7.3. Workers get instruction and training of emergency procedure at proper risk level.
 - 6.7.4. Special officer for emergency condition gets special training.
 - 6.7.5. Emergency condition instruction and relation is showed clearly and known by all of workers.
 - 6.7.6. Emergency signing system and equipment are regularly tested, examined and maintained.
 - 6.7.7. The ergonomic, placing and access to get emergency equipment have been evaluated by competent officer.

- 6.8. First Aid
 - 6.8.1. Company has evaluated first aid equipment and insured that available first aid system is following to the valid standard and technical guidance.
 - 6.8.2. First aid officer has been trained and appointed following the regulation.

VII. MONITORING STANDARD

7.1. Danger Examination

- 7.1.1. Inspection on place and procedure of work is regularly conducted.
- 7.1.2. Inspection is conducted by board representative together with worker representative who has been trained on danger potency identification.

- 7.1.3. Inspection is conducted to get input from checked site officer.
- 7.1.4. Checklist of work place has been ordered to be used at inspection.
- 7.1.5. Inspection report is submitted to company's board and P2H&S as needed.
- 7.1.6. Corrective action is monitored to determine its effectiveness.

7.2. Working Environment Monitoring

- 7.2.1. Work place environment monitoring is conducted regularly and the result is recorded and maintained.
- 7.2.2. Working environment monitoring including physical, chemical, biological, radiation and psychological factors.

7.3. Inspection Equipment, Measurement and Testing

- 7.3.1. There is documented system regarding identification, calibration, maintenance and storing for Health and Safety examination, measurement and testing equipment.
- 7.3.2. The equipment is maintained and calibrated by competent officer.

7.4. Health Monitoring

- 7.4.1. Following to the regulation, worker's health at potential danger place must be monitored.
- 7.4.2. Company has identified conditions where medical check up is needed and has conducted system to help this examination.
- 7.4.3. Medical check up is conducted by appointed doctors following to the regulation.
- 7.4.4. Company provides work health service following to the regulation.
- 7.4.5. Records on medical monitoring are made following to the regulation.

VIII. REPORTING AND IMPROVEMENT

8.1. Emergency Report

- 8.1.1. There is procedure of danger source reporting process and personals must be informed regarding to reporting process of danger source of Health and Safety.

8.2. Incident Report

8.2.1. There is documented procedure that insures all of accident and disease of work and incident at work place have been reported.

8.2.2. Accident and disease of work is reported as determined in regulation.

8.3. Working Accident Investigation

8.3.1. Company has investigation procedure of accident and disease of work that have been reported.

8.3.2. Work accident prevention and investigation are conducted by certain officer or trained Health and Safety expert.

8.3.3. Investigation report is including suggestions and schedule of improvement effort.

8.3.4. Responsibility is given to appointed officer to conduct improvement effort related to investigation report.

8.3.5. Improvement effort is discussed with worker at accident site.

8.3.6. Effectiveness of improvement effort is monitored.

8.4. Problems Undertaking

8.4.1. There is procedure to undertake Health and Safety problems following to the regulation.

8.4.2. Workers are informed about procedure of Health and Safety problems undertaking and its follow-up finishing.

IX. MATERIAL REGULATION AND REMOVAL

9.1. Manual and Mechanic Handling

9.1.1. There is procedure to identify danger potency and evaluate related risk with manual and mechanical handling.

9.1.2. Identification and evaluation are conducted by competent officer.

9.1.3. Company is implementing and monitoring how to control risk related to manual and mechanical handling.

9.1.4. Procedure to undertake material including prevention method on damage, spoiled and leak.

9.2. Shifting, Storing and Disposal System

9.2.1. There is procedure that insures material is stored and removed by safe procedure following to the valid regulation.

9.2.2. There is procedure that can explain vulnerable or expired material control pre-requirement.

9.2.3. There is procedure that insures disposal material is disposed safely following to the regulation.

9.3. Dangerous Material

9.3.1. Company has documented procedure of storing, handling and removing of dangerous material following to the regulation pre-requirement, standard and technical guidance.

9.3.2. Comprehensive data sheet of Material Safety for dangerous material must be easy to get.

9.3.3. There is system to identify and give label on dangerous material.

9.3.4. Dangerous warning signs are posted following to the valid regulation and standard.

9.3.5. There is documented procedure regarding safe handling of dangerous material.

9.3.6. Certain officer who handles dangerous material is trained of how to handle safely.

X. DATA COLLECTING AND USING

10.1. Health and Safety Record

10.1.1. Company has procedure to identify, collect, record, maintain and store Health and Safety records.

10.1.2. Relevant Act, Regulation, Standard and technical guidance is maintained in accessible place.

10.1.3. There is procedure that determines pre-requirement to maintain record classifying.

10.1.4. Record of review and examination is maintained.

10.1.5. Compensation of work accident and health rehabilitation record is maintained.

10.2. Health and Safety Data and Report

10.2.1. Newest Health and Safety data is collected and analyzed.

10.2.2. Regular report of Health and Safety running program is made and distributed inside company.

XI. HEALTH AND SAFETY MANAGEMENT SYSTEM AUDIT

11.1. Health and Safety MS Information Audit

11.1.1. Scheduled Health and Safety MS audit is conducted to examine the adaptation of planning activity and determine its effectiveness.

11.1.2. Health and Safety MS internal audit is conducted by competent and independent officer in company.

11.1.3. Audit reports is distributed to management and related other officers.

11.1.4. Some lacks that are found at the time audit is conducted, are prioritized and monitored to insure that improvement effort will be conducted.

XII. SKILL AND CAPABILITY DEVELOPMENT

12.1. Training Strategy

12.1.1. Training needs analysis that is including Health and Safety pre-requirement has been conducted.

12.1.2. Training plan of Health and Safety has been ordered for all levels in company.

12.1.3. Training must considering the difference of capability and educational background.

12.1.4. Training has been conducted by capable and accredited person or institution following the valid regulation.

12.1.5. There are proper facilities and resources for effective training.

12.1.6. Company makes document and store the record of all training.

12.1.7. Evaluation is conducted at all session of evaluation to insure sustainable increasing.

12.1.8. Training program is reviewed regularly to insure its relevancy and effectiveness.

12.2. Training for Management and Supervisor

12.2.1. Executive management member and board must participate in training that is including explanation of law obligation and principles also Health and Safety implementation.

12.2.2. Manager and supervisor gets appropriate training with their role and responsible.

12.3. Worker Training

12.3.1. Training is given to all workers include new and transferred worker so they could do safe work.

12.3.2. Training is conducted to workers if there are production facilities or process changes at work place.

12.3.3. Refreshment training is given to all workers if needed.

12.4. Introductory Training for Visitors and Contractor

12.4.1. Company has introductory program to all workers by put Health and Safety policy and procedure in session.

12.4.2. There is procedure to determine pre-requirement of briefing to visitors and work partners to insure Health and Safety.

12.5. Training of Special Skills

- 12.5.1. Company has system to insure that company obey license and qualification requirement following to the regulation to conduct special duty, daily work or equipment operation.

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Appendix III : MINISTER OF MANPOWER DECREE

Number : PER-05/MEN/1996

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AUDIT REPORT FORM

THE HEALTH AND SAFETY MANAGEMENT SYSTEM

AUDIT REPORT

Achievement Level : (Beginning / Transition / Advanced)

Number of Report :

<Name of company being audited>

<Location>

<Audit Institution>

Report distribution:

1. <Name of company being audit>
2. Manpower Department
3. <Audit Institution>

Number of Report	<Number of Report>	Health and Safety Management System Audit Report <Company Name>	Page	<Number of page>
Date of Report	<Date of report>		Audit Number Distribution	<Audit Number> <Number of Distribution>
Number of Project	<Number of Project>	SUMMARIZE	Auditor	Coordinator

1. COMPANY BEING AUDITED

2. AUDIT

- Date : _____
- Location : _____

3. AUDIT PURPOSE:

4. AUDIT SCOPE:

5. AUDITOR TEAM:

Team auditor (Audit Body Name) consist of:

1. <Name>, Team Leader;
2. <Name>, Members.

6. AUDITEE

1. <Name>, <Function>

Number of Report	<Number of Report>	Health and Safety Management System Audit Report <Company Name>	Page	<Number of page>
Date of Report	<Date of report>		Audit Number Distribution	<Audit Number> <Number of Distribution>
Number of Project	<Number of Project>	SUMMARIZE	Auditor	Coordinator

7. NONCONFORMANCE FINDINGS LIST

Number of Criteria	Criteria	Objective Evidence	Category

8. GENERAL CONCLUSION

9. FOLLOW UP

10. AUDIT RESULTS

Number of Report	<Number of Report>	Health and Safety Management System Audit Report <Company Name>	Page	<Number of page>
Date of Report	<Date of report>		Audit Number Distribution	<Audit Number> <Number of Distribution>
Number of Project	<Number of Project>	SUMMARIZE	Auditor	Coordinator

1. GENERAL DESCRIPTION OF WORK PLACE

2. WORK SAFETY AND HEALTH ORGANIZATIONAL STRUCTURE

3. AUDIT SCHEDULE

Number	Activity	Time	Note	Communication
1	Initial meeting			
2	Auditing			
3	Closing meeting			

4. INITIAL MEETING RESULTS

Number of Report	<Number of Report>	Health and Safety Management System Audit Report <Company Name>	Page	<Number of page>
Date of Report	<Date of report>		Audit Number Distribution	<Audit Number> <Number of Distribution>
Number of Project	<Number of Project>	SUMMARIZE	Auditor	Coordinator

5. LIST OF AUDIT CRITERIA AND ITS FULFILLMENT

No	Number of Criteria	Criteria	Fulfillment		
			Appropriate	Inappropriate	
				Major	Minor

6. DETAILS OF THE IMPROPER

7. LAST MEETING RESULT

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Appendix IV : MINISTER OF MANPOWER DECREE

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**DETERMINATION OF EVALUATION RESULT OF
HEALTH AND SAFETY MANAGEMENT SYSTEM**

Health and Safety Management System implementation level is divided into 3 levels:

- a. Small industry or company with low-risk level must implement 64 (sixty-four criteria).
- b. Middle industry or company with middle-risk level must implement 122 (one hundred and twenty two criteria)
- c. Big company or company with high-risk level must implement 166 (one hundred and sixty six criteria).

Health and Safety Management System achievement at workplace is measured as follow:

- a. Achievement level: 0-59 % and non-conformance will be liable to law punishment.
- b. Achievement level: 60-84 % will get certificate and silver banner
- c. Achievement level: 85-100 % will get certificate and gold banner

More clear explanation is below:

Table 1

	Small 64 criteria	Middle 122 criteria	Big 166 criteria
0-59%	Law punishment	Law punishment	Law punishment
60-84%	Silver banner and certificate	Silver banner and certificate	Silver banner and certificate
85-100%	Gold banner and certificate	Gold banner and certificate	Gold banner and certificate

Table II

ELEMENT	BEGINNING LEVEL	TRANSITIONAL LEVEL (whole beginning and transitional level)	ADVANCE LEVEL (whole beginning, transitional, and advance level)
1. Installation and maintenance	1.1.1, 1.2.2, 1.2.4, 1.2.5, 1.3.3, 1.4.1, 1.4.3, 1.4.4, 1.4.5, 1.4.6.	1.1.3, 1.1.5, 1.2.1, 1.2.7, 1.2.8, 1.2.9, 1.4.2, 1.4.9, 1.4.10.	1.1.2, 1.1.4, 1.1.6, 1.2.3, 1.2.6, 1.3.1, 1.3.2.
2. Documentation strategy	2.3.1.	2.1.1, 2.1.2, 2.2.1.	2.1.3, 2.1.4, 2.1.5, 2.2.2, 2.2.3, 2.3.1.
3. Review of Design and Contract		3.1.1, 3.1.2, 3.1.3, 3.2.1, 3.2.2.	3.1.4, 3.2.3, 3.2.4.
4. Control		4.1.1, 4.1.2, 4.2.1.	4.1.3, 4.1.4, 4.2.2, 4.2.3.
5. Merchandising	5.1.1, 5.2.1.	5.1.2, 5.1.3.	5.1.4, 5.3.1, 5.3.2.
6. Safe in work based on H&S system	6.1.1, 6.1.2, 6.1.3, 6.1.5, 6.1.7, 6.1.8, 6.2.1, 6.3.2, 6.4.1, 6.4.2, 6.4.3, 6.4.4, 6.5.2, 6.5.3, 6.5.4, 6.5.6, 6.5.7, 6.5.8, 6.7.1, 6.7.3, 6.7.5, 6.8.1, 6.8.2.	6.1.4, 6.1.4, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.3.1, 6.5.1, 6.5.5, 6.5.9, 6.6.1, 6.6.2, 6.7.2, 6.7.6, 6.7.7.	6.1.9, 6.7.4.
7. Monitoring Standard	7.1.1, 7.2.1, 7.2.2, 7.4.3, 7.4.4, 7.4.5.	7.1.2, 7.1.3, 7.1.4, 7.4.2.	7.1.5, 7.1.6, 7.3.1, 7.3.2.
8. Report and Improvement	8.1.1, 8.2.2, 8.3.1, 8.4.1, 8.4.2.	8.2.1, 8.3.2, 8.3.5.	8.3.3, 8.3.4, 8.3.6.
9. Material regulation and its removal	9.1.1, 9.1.2, 9.2.1, 9.2.3, 9.3.1, 9.3.2, 9.3.3, 9.3.4.	9.1.4, 9.3.5, 9.3.6.	9.1.4, 9.2.2.
10. Data collecting and using	10.1.1, 10.1.2.	10.1.3, 10.1.5, 10.2.1.	10.1.4, 10.2.2.
11. Health and Safety Management System Audit			11.1.1, 11.1.2, 11.1.3, 11.1.4.
12. Skill and capability development	12.2.1, 12.2.2, 12.3.1, 13.4.1, 12.1.5.	12.1.2, 12.1.3, 12.1.4, 12.1.5, 12.1.6, 12.3.2, 12.4.2.	12.1.1, 12.1.7, 12.1.8, 12.3.3.

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