

LIFE SAVING RULES PROCEDURE

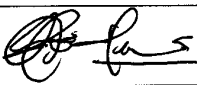
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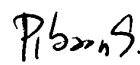
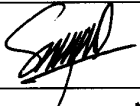
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REVISION HISTORY

Revision No.	Effective Date	General Description of Revision
00	25 Feb.2016	Original procedure

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1. PURPOSE

TUJUAN

Establish procedure as guidance to enforce self-discipline of employees complied with company life saving rules.

Menetapkan Prosedur sebagai pedoman untuk penegakan kedisiplinan terhadap seluruh karyawan berdasarkan Life Saving Rules yang berlaku di Perusahaan.

2. SCOPE

RUANG LINGKUP

This procedure is applied for all workers who are CAP, SMI and PBI employees and also contractors which have work or activities in surrounding CAP, SMI and PBI complex or area which under CAP, SMI and PBI management control.

Prosedur ini berlaku untuk semua pekerja CAP, SMI dan PBI maupun kontraktor yang mempunyai pekerjaan atau aktivitas di sekitar area atau kompleks CAP, SMI dan PBI atau yang dikontrol oleh management CAP, SMI dan PBI.

3. TERMS & DEFINITIONS

- 3.1 CAP : PT Chandra Asri Petrochemical Tbk.
- 3.2 SMI : PT Styrimo Mono Indonesia.
- 3.3 PBI : PT Petrokimia Butadiene Indonesia.
- 3.4 HSE : Health, Safety and Environment.
- 3.5 ERL : Employee Relations Division.
- 3.6 SP : Serikat Pekerja (Labor Union).
- 3.7 CLA : Collective Labor Agreement.
- 3.8 LSR : Life saving rules is the rules to saving life. "Life Saving Rules" are established based on practices or prohibition of unsafe activities according to the nature of risk in which CAP, SMI and PBI are facing. If someone does not follow these golden rules, it may cause a severe accident which leads to a fatality or loss of organ/ property. We believe that "Safety in the Workplace can only be achieved if everyone in the Organization has the basic Safety Awareness and help each other":
 - 3.8.1 Work with a valid work permit when required
 - 3.8.2 Verify Isolation before work begins and use the specified life protecting equipment.
 - 3.8.3 Protect yourself against a fall when working at height.
 - 3.8.4 Obtain authorization before overriding or disabling safety critical Equipment.
 - 3.8.5 Obtain authorization before entering a confined space.
 - 3.8.6 Conduct Gas test when required.
 - 3.8.7 Do not smoke outside designated areas.
 - 3.8.8 Do not walk under a crane or a suspended load.

Life Saving Rules adalah peraturan untuk keselamatan jiwa. Life Saving Rules ditetapkan berdasarkan praktek atau larangan untuk bekerja yang tidak aman menurut risiko yang dimiliki oleh CAP, SMI dan PBI. Jika seseorang tidak mengikuti peraturan ini, maka bisa terjadi kecelakaan parah yang dapat mengakibatkan

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kematian atau kehilangan anggota tubuh. Kami meyakini bahwa Keamanan dalam bekerja dapat dicapai jika semua orang dalam perusahaan mempunyai kesadaran tentang keselamatan dan saling menolong satu sama lain.

- 3.8.1 Bekerja dengan surat izin yang sesuai
- 3.8.2 Verifikasi isolasi sebelum pekerjaan dimulai & digunakan peralatan keselamatan yang sesuai equipment.
- 3.8.3 Lindungi diri dari jatuh saat bekerja di ketinggian.
- 3.8.4 Mendapatkan otorisasi sebelum menonaktifkan atau override safety critical equipment.
- 3.8.5 Memperoleh izin sebelum masuk Confined Space.
- 3.8.6 Melakukan gas test ketika diperlukan.
- 3.8.7 Dilarang merokok di luar area yang disediakan.
- 3.8.8 Dilarang berjalan di bawah crane/beban yang tergantung.

- 3.9 **“Golden Rules”** is a commitment between management, employee, and contractor to enforce and ensure that work safety rules and regulations are strictly adhered to in conducting activities in and around PT. Chandra Asri Petrochemical, PT. PBI, PT. SMI, Site Office, Head Office and areas of operations. This means the following:

“Golden Rules” adalah komitmen antara manajemen, employee, dan kontraktor untuk melaksanakan dan memastikan bahwa peraturan dan regulasi keselamatan kerja sangat melekat pada aktivitas di dalam PT. Chandra Asri Petrochemical, PT. PBI, PT. SMI, Site Office, Head Office dan area operation. Hal ini dijelaskan sebagai berikut :

- 3.9.1 Every employee must know and strictly follow all the “Life Saving Rules”.
Setiap karyawan harus mengetahui dan mengikuti semua prosedur Life Saving Rules.
- 3.9.2 These rules are not negotiable and cannot be compromised.
Peraturan ini tidak dapat dinegosiasikan dan tidak ada kompromi.
- 3.9.3 The responsibility for violating the “Life Saving Rules” shall not be limited only to the person who violated the rules, but also to all related persons who directly contributed to the working process.
Penanggung jawab untuk pelanggaran Life Saving Rules ini tidak dibatasi hanya kepada seseorang yang melanggar peraturan tetapi juga kepada setiap orang yang berhubungan secara langsung pada saat proses pekerjaan itu.
- 3.9.4 If it is found out that there is any employee who purposely intends to violate the rules, it will be assumed that he/ she does no longer want to work with the Company.
Jika ditemukan karyawan yang secara sengaja melanggar prosedur “Life Saving Rules”, hal ini akan diasumsikan bahwa karyawan tersebut tidak ingin lagi bekerja di perusahaan ini.

- 3.10 Do & Don't List Life Saving Rules is a guidance to all employees/contractors to determine work that comply with Life Saving Rules or not.

Do & Don't List Life Saving Rules adalah daftar tindakan yang harus dan dilarang untuk dilakukan dalam suatu pekerjaan sesuai prosedur Life Saving Rules

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- 3.11 Life saving rules violation is any violation activities which classified not comply with CAP, SMI and PBI Life Saving Rules, in this case violate the Don't list of Life saving rules that approved by CAP, , SMI and PBI management. The Violation Procedure can be seen at Life Saving Rules Violation Procedure.

Pelanggaran Life Saving Rules adalah apabila terdapat tindakan yang tidak sesuai dengan Life Saving Rules CAP, SMI dan PBI atau melakukan hal-hal yang termasuk dalam daftar tindakan yang dilarang untuk dilakukan (Don't List) dalam prosedur Life Saving Rules yang telah disetujui oleh manajemen CAP, SMI dan PBI. Prosedur Pelanggaran dapat dilihat pada Life Saving Rules Violation Procedure.

- 3.12 CAP, SMI and PBI employees are all of workers who hired by PT CAP, SMI and PBI and work under direct managing by CAP, SMI and PBI management.

Karyawan CAP, SMI dan PBI adalah pekerja yang direkrut oleh PT CAP, SMI dan PBI dan bekerja dibawah manajemen CAP, SMI dan PBI.

- 3.13 Non CAP, SMI and PBI employees/contractor are all workers from subcontractors, supplier, surveyors, etc who work at CAP, SMI and PBI complex and indirect manage by PT CAP, SMI and PBI management.

Karyawan Non CAP, SMI dan PBI adalah pekerja dari subkontraktor, supplier, surveyor, yang bekerja di lingkungan perusahaan CAP, SMI dan PBI dan secara tidak langsung dibawah manajemen PT CAP, SMI dan PBI.

4 RESPONSIBILITY & DESCRIPTION OF ACTIVITY

TANGGUNG JAWAB & DESKRIPSI AKTIVITAS

4.1 RESPONSIBILITY

- 4.1.1 Senior General Manager is accountable for implementation of this procedure.

Senior General Manager bertanggung jawab terhadap implementasi prosedur ini.

- 4.1.2 All managers, Superintendents, and Supervisors are responsible for the implementation of this procedure through his subordinates and to ensure all subordinates understood and comply of this procedure.

Semua Manager, Superintenden, dan Supervisor bertanggung jawab pada implementasi dari prosedur ini dan memastikan semua bawahannya mengerti dan bekerja sesuai dengan prosedur ini.

- 4.1.3 All employees are responsible to understand, implement, and comply of this procedure.

Semua karyawan harus mengerti dan mengimplementasikan prosedur ini.

- 4.1.4 HSE is responsible to campaign, promote, socialize, enforce of this procedure, verify violation report, do pre-investigation and investigation and provide pre-investigation and investigation report result.

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HSE bertanggung jawab untuk melakukan kampanye, promosi, sosialisasi, melaksanakan prosedur ini, memeriksa laporan pelanggaran, melakukan pra-investigasi dan investigasi serta menyiapkan laporan hasil pra-investigasi serta hasil investigasi.

- 4.1.5 ERL is involved as member of investigation team and implement the HR director decision result as valid CLA.

ERL terlibat sebagai anggota tim investigasi dan melaksanakan hasil keputusan HR Director sesuai PKB yang berlaku.

- 4.1.6 Labor union is involved in the investigation as stipulation which arranged in the CLA.

Serikat Pekerja terlibat dalam investigasi sesuai dengan ketentuan yang diatur dalam PKB.

- 4.1.7 Supervisor/superior receive violation action report who did by his/her sub-ordinate.

Atasan menerima laporan tindakan pelanggaran yang dilakukan oleh bawahannya.

- 4.1.8 Finder is all CAP, SMI and PBI employees who see and find violation indication which have to be reported to superior and/or HSE.

Orang yang mengetahui adanya tindakan pelanggaran (Penemu) adalah seluruh karyawan CAP, SMI dan PBI yang melihat dan menemukan adanya indikasi pelanggaran yang wajib melaporkan kepada atasan dan/atau HSE.

4.2 PREPARING LIFE SAVING RULES

PERSIAPAN LIFE SAVING RULES

- 4.2.1 Life Saving Rules Program had been prepared by HSE.

Program Life Saving Rules disiapkan oleh tim HSE.

- 4.2.2 HSE Team conduct familiarization to all employees related valid Life Saving Rules, including its revisions if any.

Tim HSE melakukan sosialisasi kepada seluruh karyawan tentang prosedur Life Saving Rules yang berlaku berikut perubahan-perubahannya apabila ada.

4.3 DO AND DON'T LIST LIFE SAVING RULES

DO AND DON'T LIST LIFE SAVING RULES

- 4.3.1 Do List is a guidance for all activities that have to be done during working as Life Saving Rules procedure.

Do List Life Saving Rules adalah daftar tindakan yang harus dilakukan dalam suatu pekerjaan sesuai prosedur Life Saving Rules.

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- 4.3.2 Don't List is a guidance for all activities that prohibit to be done during working as Life Saving Rules procedure. If there is a violation related to Don't List, violator will be processed as valid stipulation.

Don't List Life Saving Rules adalah daftar tindakan yang dilarang untuk dilakukan dalam suatu pekerjaan sesuai prosedur Life Saving Rules. Jika melakukan tindakan yang tercantum dalam Don't List maka pelanggar akan ditindak sesuai ketentuan yang berlaku.

- 4.3.3 Do and Don't List mentioned in the Life Saving Rules Handbook which will be given to all CAP, SMI and PBI employees and also contractor as guidance during working in the CAP, SMI and PBI area.

Do dan Don't List dimuat dalam Life Saving Rules Handbook yang akan diberikan kepada semua Karyawan CAP, SMI dan PBI serta kontraktor sebagai pedoman dalam melakukan pekerjaan di lingkungan CAP, SMI dan PBI.

4.4 LIFE SAVING RULES IMPLEMENTATION

IMPLEMENTASI LIFE SAVING RULES

4.4.1 Life Saving Rules Communication & Training

Komunikasi & Pelatihan Life Saving Rules

- 4.4.1.1 All About related Life Saving Rules are already covered in the Life Saving Rules Handbook.

Segala sesuatu yang berkaitan dengan Life Saving Rules sudah termuat dalam Life Saving Rules Handbook.

- 4.4.1.2 All CAP, SMI and PBI employees, including new employees and contractor, will have training and socialization related Life Saving Rules (refer to Attachment No. 3) and also have to sign the commitment letter.

Seluruh karyawan CAP, SMI dan PBI, termasuk karyawan baru dan kontraktor, akan mendapatkan pelatihan dan sosialisasi mengenai Life Saving Rules (merujuk ke Lampiran No. 3) serta wajib menandatangani Surat Pernyataan (komitmen).

- 4.4.1.2.1 HSE Department is responsible to campaign, promote, training and socialize about Life Saving Rules implementation.

Departemen HSE bertanggung jawab untuk kampanye, promosi, pelatihan dan sosialisasi tentang implementasi Life Saving Rules

- 4.4.1.2.2 Shift employees have to conduct Safety Talk with topic related to current work and have relation with Life Saving Rules every changing shift.

Karyawan shift harus mengadakan Safety Talk dengan topik yang berhubungan dengan pekerjaan saat itu yang terkait dengan Life Saving Rules tiap pergantian shift.

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4.4.1.2.3 Every Department/Section must include the Life Saving Rules topic that have relation with their activities in regular meeting, at least twice a month

Setiap Departemen/Section harus memasukkan topik Life Saving Rules yang berhubungan dengan aktivitas dalam rapat rutin, minimal dua kali dalam sebulan.

4.4.2 Life Saving Rules Reviewing

Peninjauan Ulang Life Saving Rules

Life Saving Rules is reviewed regularly once per 3 years, or when any additional or reducing the content of Life Saving Rules. It will be done by HSE and discussed with ERL and Labor Union, and finally approved by Manufacturing Director & HR Director.

Life Saving Rules di tinjau kembali sekali dalam 3 tahun, atau jika ada penambahan atau pengurangan pada isi dari Life Saving Rules. Hal ini akan dipersiapkan oleh tim HSE dan diskusikan dengan ERL dan Sarikat pekerja, dan akan di setujui oleh Direktur Manufaktur dan Direktur HR.

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5. SAFETY & ENVIRONMENTAL ASPECT/IMPACT CONTROL

A/I No.	Activity	Operating Conditions		Significant Safety and Environmental		Prescribed Spec and Correlative/ Prev. Actions
		N	AN	Aspect	Impact	
	Do & Don't List Guidance to Life Saving Rules		√	Safety	Person, Environment, Asset and Reputation	Comply with HSE Requirement

6. ATTACHMENT

Attachment No.	Title	No. of Pages
1	Life Saving Rules Do & Don't Item List	8
2	Life Saving Rules Violation Item List	8
3	Life Saving Rules Training Matrix	1

7. REFERENCES

Document No.	Title	Location
PP 50 Th.2012	Man power ministry PP 50 2012 SMK3 element 6	TQM
	Collective Labor Agreement (PKB) CAP, SMI and PBI	Employees
	Code Of Conduct CAP, SMI and PBI	Employees
LSR Handbook	Life Saving Rules Handbook	SHE
OHSAS 18001:2007	Occupational Health and Safety Assessment Series OHSAS 18001:2007	TQM
ISO 14001:2004	Environmental Management System ISO 14001:2004	TQM
ISO 9001:2008	Quality Management System ISO 9001:2008	TQM

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