

GENERAL PROCEDURE

HSSE TRAINING PLAN

**ENGINEERING TECHNICAL STANDARDS & PROCEDURES
PT KILANG PERTAMINA INTERNASIONAL
DIREKTORAT PROYEK INFRASTRUKTUR**






							
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1. INTRODUCTION

This procedure provides guidelines for managing the HSSE Training Plan including HSSE training requirements to ensure that all work implementers (OWNER/ CONTRACTOR/ CONSULTANT) understand and know the need for training related to the work to be carried out.

2. SCOPE

This procedure applies to the management of planning and implementation of HSSE training within PT Kilang Pertamina Internasional (PT KPI).

3. CONFLICTS AND DEVIATIONS

3.1 If there is a conflict between this standard and other applicable Engineering Technical Standards & Procedures (ETSP), or OWNER standards, codes and forms, it must be resolved in writing by the OWNER.

3.2 All requests for the use of standards and procedures that differ from this ETSP must be submitted to the OWNER in writing by following the OWNER's internal procedures for obtaining approval.

4. ABBREVIATIONS

4.1 Abbreviations used for this document shall have the following definitions:

- AK3 *Occupational Safety and Health Expert*
- HSSE *Health, Safety, Security, Environment*
- JSA *Job Safety Analysis*
- PPE *Job Safety Analysis*
- PTW *Permit to Work*

5. DEFINITIONS

5.1 The following words shall have these special meanings when used herein:

- Contractor / Consultant Defined as the Organization to which PT Kilang Pertamina

1. PENGANTAR

Prosedur ini menyampaikan panduan pengelolaan HSSE Training Plan termasuk persyaratan pelatihan HSSE untuk memastikan semua pelaksana pekerjaan (PEMILIK/ KONTRAKTOR/ KONSULTAN) memahami dan mengetahui kebutuhan training yang diperlukan terkait dengan pekerjaan yang akan dilaksanakan.

2. LINGKUP

Prosedur ini berlaku untuk pengelolaan perencanaan dan pelaksanaan training HSSE di lingkungan PT Kilang Pertamina Internasional (PT KPI).

3. KONFLIK DAN DEVIASI

3.1 Apabila terdapat konflik antara standar ini dengan *Engineering Technical Standards & Procedures* (ETSP) yang berlaku lainnya, atau standar PEMILIK, *codes* dan formulir, maka harus diselesaikan secara tertulis oleh PEMILIK.

3.2 Semua permintaan penggunaan standar dan prosedur yang berbeda dengan ETSP ini, harus diajukan kepada PEMILIK secara tertulis dengan mengikuti prosedur internal PEMILIK untuk mendapatkan persetujuan.

4. SINGKATAN

4.1 Singkatan yang digunakan untuk dokumen ini harus mengikuti definisi berikut:

- AK3 *Ahli Keselamatan dan Kesehatan Kerja*
- HSSE *Health, Safety, Security, Environment*
- JSA *Job Safety Analysis*
- PPE *Job Safety Analysis*
- PTW *Permit to Work*

5. DEFINISI

5.1 Penggunaan kata-kata berikut akan memiliki arti khusus sebagai berikut:

- Kontraktor / Konsultan* Didefinisikan sebagai Organisasi yang ditunjuk oleh PT Kilang Pertamina

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	Internasional assign the work.		Internasional untuk melakukan suatu pekerjaan
Owner	Owner of the Plant is defined as PT Kilang Pertamina Internasional	Pemilik	Pemilik Kilang didefinisikan sebagai PT Kilang Pertamina Internasional
shall	Indicates that the statement is mandatory.	<i>shall</i>	Menunjukkan bahwa pernyataan itu wajib
should	Indicates a recommendation	<i>should</i>	Menunjukkan rekomendasi
Training Matrix	Is a list of training needs outlined in the form of a matrix consisting of types of training versus a list of worker positions.	<i>Training Matrix</i>	Adalah daftar kebutuhan pelatihan yang dituangkan dalam bentuk matriks yang terdiri dari jenis pelatihan versus daftar jabatan pekerja.
Training Plan	It is a training plan for the duration of the work/project by mapping training needs versus the needs of worker personnel according to their position, which is outlined in the form of a training matrix and also an implementation schedule.	<i>Training Plan</i>	Adalah rencana pelatihan selama pekerjaan/ proyek berlangsung dengan memapping kebutuhan pelatihan versus kebutuhan personil pekerja sesuai jabatannya yang dituangkan dalam bentuk training matriks dan juga jadwal pelaksanaannya.

6. CODES AND STANDARDS

Codes & Standards used are as follows:

6.1 Codes and Standards

- a. Pertamina Standard Number PS-Sy-001-15-2019 about Sustainability Pertamina Expectation for HSSE Management Excellence (SUPREME)
- b. Surat Keputusan Direktur Utama PT Pertamina (Persero) No. Kpts-07/C00000/2024-S0 tentang Pertamina Corporate Life Saving Rules (CLSR).

6. KODE DAN STANDAR

Kode & Standar yang digunakan adalah sebagai berikut:

6.1 Kode dan Standar

- a. Pertamina *Standard* Nomor PS-Sy-001-15-2019 tentang Sustainability Pertamina Expectation for HSSE Management Excellence (SUPREME)
- b. Surat Keputusan Direktur Utama PT Pertamina (Persero) No. Kpts-07/C00000/2024-S0 tentang Pertamina *Corporate Life Saving Rules* (CLSR).

6.2 Reference

- a. Law no. 1 of 1970 concerning Health and Safety
- b. Government Regulation no. 11 of 1979 Concerning Work Safety in Oil and Gas Refining and Processing.
- c. Government Regulation no. 50 of 2012 concerning Occupational Safety and Health Systems.
- d. Guideline No. A7-001/S00000/2020-S0 0th Revision concerning Contractor Safety Management System (CSMS).
- e. ETSP No. KPI-ETP-HSE-0005 tentang Project HSSE Plan.
- f. Guideline No. A7-001/RP11000/2021-S9 0th Revision concerning Implementation of Safe Working Methods.
- g. Health, Safety, Security & Environment (HSSE) Policy of PT Kilang Pertamina Internasional.
- h. Guideline No. A07-002/KPI11000/2021-S9 concerning Risk-Based HSSE Management.
- i. Decree of the President Director of PT Pertamina (Persero) No. Kpts-47/C00000/2018-S0 dated 19 December 2018 concerning Health, Safety, Security & Environment (HSSE) Management within PT Pertamina (Persero).

7. RESPONSIBILITY

- 7.1 Project Director/ General Manager / Project Manager
Ensure that the ETSP HSSE Training Plan is implemented in the Project environment according to the work area.
- 7.2 Construction Manager
 - a. Provide sufficient resources to the HSSE section to effectively implement these procedures.
 - b. Ensure that personnel carrying out work have attended training according to their needs.

6.2 Referensi

- a. Undang-Undang No. 1 Tahun 1970 tentang Kesehatan dan Keselamatan
- b. Peraturan Pemerintah No. 11 tahun 1979 tentang Keselamatan Kerja Pada Pemurnian Dan Pengolahan Minyak Dan Gas Bumi.
- c. Peraturan Pemerintah No. 50 Tahun 2012 tentang Sistem Keselamatan dan Kesehatan Kerja.
- d. Pedoman No. A7-001/S00000/2020-S0 Revisi Ke-0 tentang Contractor Safety Management System (CSMS).
- e. ETSP No. KPI-ETP-HSE-0005 tentang Project HSSE Plan.
- f. Pedoman No. A7-001/RP11000/2021-S9 Revisi Ke-0 tentang Pelaksanaan Cara Kerja Aman.
- g. Kebijakan Health, Safety, Security & Environment (HSSE) PT Kilang Pertamina Internasional.
- h. Pedoman No. A07-002/KPI11000/2021-S9 tentang Pengelolaan HSSE Berbasis Risiko.
- i. Surat Keputusan Direktur Utama PT Pertamina (Persero) No. Kpts-06/C00000/2024-S0 tanggal 1 April 2024 tentang Pengelolaan Health, Safety, Security & Environment (HSSE) di Lingkungan PT Pertamina (Persero).

7. TANGGUNG JAWAB

- 7.1 Project Director/ General Manager / Project Manager
Memastikan ETSP *HSSE Training Plan* untuk diimplementasikan di lingkungan Project sesuai area kerjanya.
- 7.2 Manajer Konstruksi
 - a. Menyediakan sumber daya yang cukup untuk bagian HSSE dengan penerapan prosedur ini secara efektif.
 - b. Memastikan personel yang melaksanakan pekerjaan telah mengikuti training sesuai dengan kebutuhannya.

c. Ensure the effectiveness of the implementation of this procedure.

7.3 HSSE Manager

- a. Implement this procedure in a disciplined and responsible manner at the work location.
- b. Providing HSSE matrix training according to the needs of the work to be carried out.
- c. Ensure appropriate and competent trainers are available
- d. Create a system for monitoring and evaluating the implementation of HSSE training based on the training matrix that has been created.

7.4 Other Employee(S)

Must take part in training according to the position and implementation schedule based on the training matrix that has been determined.

8. HSSE TRAINING PLAN PROCEDURE

8.1 General

All workers in the Operation Unit and Project Unit areas involved in the PT Kilang Internasional Project must take part in HSSE Training in accordance with the HSSE Training Plan.

8.2 Mandatory Training

The training that project workers (OWNER, CONTRACTOR and CONSULTANT) must attend is based on work implementation needs in accordance with the established training matrix. The realization of the implementation of mandatory training must be monitored and evaluated, especially with training related to work that has high risk

8.3 Specific Training

Training that is really needed in the HSSE aspect and supports the main job taking into account the job position or duties in that position in the organization or because of certain circumstances he must attend HSSE training which is a prerequisite for carrying out the job/task.

c. Memastikan keefektifan penerapan dari prosedur ini.

7.3 Manajer HSSE

- a. Menerapkan prosedur ini secara disiplin dan bertanggung jawab dilokasi pekerjaan.
- b. Menyediakan training matrix HSSE sesuai dengan kebutuhan pekerjaan yang akan dilaksanakan.
- c. Memastikan trainer yang sesuai dan kompeten tersedia.
- d. Membuat sistem untuk monitoring dan evaluasi pelaksanaan HSSE training berdasarkan training matriks yang telah dibuat.

7.4 Pekerja Lainnya

Wajib mengikuti pelatihan sesuai dengan posisi dan jadwal pelaksanaannya berdasarkan training matriks yang telah ditetapkan.

8. PROSEDUR HSSE TRAINING PLAN

8.1 Umum

Seluruh pekerja di area Unit Operasi dan Unit Proyek yang terlibat di Proyek PT Kilang Internasional harus mengikuti Pelatihan HSSE sesuai dengan HSSE Training Plan.

8.2 Pelatihan Wajib

Training yang wajib diikuti pekerja proyek (PEMILIK, KONTRAKTOR dan KONSULTAN) berdasarkan kebutuhan pelaksanaan pekerjaan sesuai dengan matriks training yang telah ditetapkan. Realisasi pelaksanaan mandatory training agar dimonitor dan dievaluasi terutama dengan training yang berkaitan dengan pekerjaan yang memiliki risiko tinggi.

8.3 Pelatihan Khusus

Pelatihan yang sangat dibutuhkan pada aspek HSSE dan menunjang ke pekerjaan utama mempertimbangkan kedudukan pekerjaan atau tugasnya dalam jabatan tersebut organisasi atau karena keadaan tertentu dia harus menghadirinya pelatihan HSSE tersebut yang merupakan prasyarat untuk melaksanakan pekerjaan/tugas.

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8.4 Jenis - Jenis Pelatihan

The contractor must prepare HSSE training procedures and implement them based on the established training planning matrix.

The types of HSSE training/courses prepared at a minimum include (adjusted to the type of work) and are not limited to:

8.4.1. Mandatory Training

- a. HSE Induction
- b. Basic Fire Fighting
- c. Permit to Work (PTW)
- d. PEKA (Pengamatan Keselamatan)
- e. HSSE Leadership
- f. Emergency Preparedness & Response
- g. Waste Management
- h. Housekeeping
- i. Industrial Hygiene
- j. Basic First Aid for Employee
- k. Safety Culture
- l. Incident & Investigation Report
- m. Corporate Life Saving Rules (CLSR)
- n. Job Safety Analysis (JSA)
- o. Hazard Identification Risk Assesment Control (HIRAC)
- p. Fit to Work
- q. Training on securing vital objects
- r. Personal Protective Equipment
- s. Hazardous area classification

8.4.2. Specific Training/ Courses tailored to the type of work.

- a. Tools & Equipment
- b. Working at Height & Fall Protection Equipment
- c. Safe Driving Course
- d. Hot Work & Cold Work
- e. Excavation Work
- f. Electrical Safety
- g. Mechanical Safety
- h. Isolation Energy/ Lock Out Tag Out (LOTO)
- i. Confined Space
- j. Scaffolder Training
- k. Lifting Operations

8.4 Jenis - Jenis Pelatihan

Kontraktor harus menyiapkan prosedur pelatihan HSSE dan mengimplementasikan berdasarkan matriks perencanaan pelatihan yang ditetapkan.

Jenis-jenis pelatihan/kursus HSSE yang disiapkan minimal meliputi (d disesuaikan dengan jenis pekerjaannya) dan tidak terbatas pada:

8.4.1. Pelatihan Mandatory

- a. Induksi HSE
- b. Pemadaman Kebakaran Dasar
- c. *Permit to Work (PTW)*
- d. PEKA (Pengamatan Keselamatan)
- e. Kepemimpinan HSSE
- f. Kesiapsiagaan dan Tanggap Darurat
- g. Pengelolaan limbah/sampah
- h. Pembersihan
- i. *Industrial Hygiene*
- j. Pertolongan Pertama Dasar bagi Karyawan
- k. *Budaya Safety*
- l. Pelaporan insiden dan investigasi
- m. *Corporate Life Saving Rules (CLSR)*
- n. *Job Safety Analysis (JSA)*
- o. *Hazard Identification Risk Assesment Control (HIRAC)*
- p. *Fit to Work*
- q. Pelatihan pengamanan object vital
- r. Alat Pelindung Diri
- s. Klasifikasi Area Berbahaya

8.4.2. Pelatihan/ Kursus Khusus yang disesuaikan dengan jenis pekerjaan.

- a. *Tools & Equipment*
- b. Bekerja di Ketinggian & Peralatan Proteksi Jatuh
- c. Pelatihan Berkendara Aman
- d. Pekerjaan Panas dan Dingin
- e. Pekerjaan Penggalian
- f. *Electrical Safety*
- g. *Mechanical Safety*
- h. Isolasi Energi/ *Lock Out Tag Out (LOTO)*
- i. Ruang terbatas
- j. Pelatihan *Scaffolder*
- k. Operasi Pengangkatan

- l. Work above & under water
- m. Basic Sea Survival
- n. Radiography
- o. Pressurized Gas Cylinder
- p. Cutting, Welding, Grinding
- q. Simultaneous Operations (SIMOPS)
- r. Blasting & Painting
- s. Pilling Work
- t. Safety Signs, Barricade & Color Coding
- u. Chemical & Hazardous Substance Handling
- v. HSSE Inspection
- w. HSSE Audit
- x. Respiratory Protection
Etc

8.5 Training requiring certification
Training that requires certification includes and is not limited to:

- a. Working at heights
- b. Riggers
- c. Heavy equipment operator
- d. Scaffolder
- e. Scaffolding inspector
- f. Diver
- g. AK3 General
- h. AK3 Oil and Gas
- i. Electrical safety
- j. Incident investigator

8.6 HSSE Induction Training
The HSSE Induction Training materials prepared include and are not limited to:

- 8.6.1. Workers
- a. Rules and regulations, Work Procedures and HSSE Standards that apply at the work location
 - b. Company HSSE Policy
 - c. HSSE Golden Rules "Obey, Intervene, Care" (PIP)
 - d. Project Area entry requirements
 - e. Licensing
 - f. Explanation of the hazards and mitigation of the work to be carried out
 - g. Project Profile (Project Overview, Location/Layout Explanation)
 - h. Work procedures and safe work

- l. Pekerjaan diatas dan dibawah air
- m. *Basic Sea Survival*
- n. Radiografi
- o. Gas Silinder Bertekanan
- p. *Cutting, Welding, Grinding*
- q. *Simultaneous Operations* (SIMOPS)
- r. *Blasting & Painting*
- s. Pekerjaan *piling*
- t. *Safety Sign, Barricade & Color Coding*
- u. *Chemical & Hazardous Substance Handling*
- v. Inspeksi HSSE
- w. Audit HSSE
- x. Perlindungan Pernapasan
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8.5 Pelatihan yang memerlukan sertifikasi
Pelatihan yang memerlukan sertifikasi meliputi dan tidak terbatas pada:

- a. Bekerja di ketinggian
- b. *Rigger*
- c. Operator alat berat
- d. *Scaffolder*
- e. Inspektur *scaffolding*
- f. Penyelam
- g. AK3 Umum
- h. AK3 Migas
- i. *Electrical safety*
- j. Insiden investigator

8.6 HSSE Induction Training
Materi Pelatihan Induksi HSSE yang disiapkan meliputi dan tidak terbatas pada:

- 8.6.1. Pekerja
- a. Peraturan dan Perundangan, Prosedur Kerja dan Standard HSSE yang berlaku di lokasi kerja
 - b. Kebijakan HSSE Perusahaan
 - c. HSSE Golden Rules "Patuh, Intervensi, Peduli" (PIP)
 - d. Persyaratan masuk Area Proyek
 - e. Perizinan
 - f. Penjelasan Bahaya dan mitigasi pekerjaan yang akan dilaksanakan
 - g. Profil Proyek (Tinjauan Umum Proyek, Penjelasan lokasi/Layout)
 - h. Prosedur kerja dan cara kerja aman terhadap pekerjaan critical yang

- methods for critical work carried out (based on Pertamina's Corporate Life Saving rules (CLSR)
- i. Use of PPE (PPE)
- j. Procedures for handling emergencies
- k. Housekeeping Management
- l. Explanation of Safe Work Observations (PEKA) / Unsafe Act/Unsafe Condition (UAUC)
- m. Introduction to APAR
- n. Classification of Hazardous Areas
- o. Permit to Work
- p. HSSE Communication (Barricade, Safety Sign, Toolbox Meeting & General Safety Talk)
- q. Rewards & Consequences of HSE Violations
- r. First Aid for Accidents
- s. Waste Management
- t. Safety Culture and Local Social Culture
- u. Fit to Work
- v. Playing Safe Working Videos (if any)
- w. Examples of Learning From Events (If any)
- x. Pre & Post Test

8.6.2. Visitor Stakeholders

- a. Rules and regulations, Work Procedures and HSSE Standards that apply at the work location
- b. Company HSSE Policy
- c. HSSE Golden Rules "Obey, Care, Intervene" (PIP)
- d. Project Area entry requirements
- e. Project Profile (Project Overview, Location/Layout Explanation)
- f. Fit to Work
- g. Use of PPE (PPE)
- h. Procedures for handling emergencies
- i. Housekeeping Management
- j. HSSE Communication (Barricade, Safety Sign, Toolbox Meeting & General Safety Talk)

- dilaksanakan (berbasis pada Corporate Life Saving rules (CLSR) Pertamina
- i. Penggunaan APD (PPE)
- j. Prosedur penanggulangan keadaan darurat
- k. Pengelolaan Housekeeping
- l. Penjelasan Pengamatan Kerja Aman (PEKA) / *Unsafe Act/ Unsafe Condition* (UAUC)
- m. Pengenalan APAR
- n. Klasifikasi Area Berbahaya
- o. *Permit to Work*
- p. HSSE Communication (*Barricade, Safety Sign, Toolbox Meeting & General Safety Talk*)
- q. Reward & Konsekuensi Pelanggaran HSE
- r. Pertolongan Pertama Pada Kecelakaan (P3K)
- s. Pengelolaan Limbah
- t. Budaya *Safety* dan Sosial Budaya Lokal
- u. Fit to Work
- v. Pemutaran Vidio Cara Kerja Aman (jika ada)
- w. Contoh Learning From Event (Jika ada)
- x. Pre & Post Test

8.6.2. Visitor Stakeholder

- a. Peraturan dan perundangan, Prosedur Kerja dan Standard HSSE yang berlaku di lokasi kerja
- b. Kebijakan HSSE Perusahaan
- c. HSSE Golden Rules "Patuh, Peduli, Intervensi" (PIP)
- d. Persyaratan masuk Area Proyek
- e. Profil Proyek (Tinjauan Umum Proyek, Penjelasan lokasi/Layout)
- f. Fit to Work
- g. Penggunaan APD (PPE)
- h. Prosedur penanggulangan keadaan darurat
- i. Pengelolaan *Housekeeping*
- j. Komunikasi HSSE (*Barricade, Safety Sign, Toolbox Meeting & General Safety Talk*)

8.6.3. Non-Stakeholder Visitors

- a. Rules and regulations, Work Procedures and HSSE Standards that apply at the work location
- b. Company HSSE Policy
- c. HSSE Golden Rules "Obey, Care, Intervene" (PIP)
- d. Project Area entry requirements
- e. Explanation of the hazards and mitigation of the work to be carried out
- f. Project Profile (Project Overview, Location/Layout Explanation)
- g. Work procedures and safe work methods for critical work carried out (based on Pertamina's Corporate Life Saving rules (CLSR))
- h. Use of PPE (PPE)
- i. Fit to Work
- j. Procedures for handling emergencies
- k. HSSE Communication (Barricade, Safety Sign, Toolbox Meeting & General Safety Talk)

Trainees who have taken part in the training and passed will be given an assessment by giving a special mark, for example a sticker attached to the helmet.

8.7 HSSE Training Recording

The following are training records that need to be kept and documented:

- a. Training attendance records.
- b. Training database (worker training records).
- c. Training assessment.
- d. Training stickers affixed to the helmet

8.8 HSSE Training Evaluation

Training evaluation includes:

- a. Number and presentation of attendance
- b. Training effectiveness
- c. Feedback on training implementation

8.6.3. Visitor Non-Stakeholder

- a. Peraturan dan perundangan, Prosedur Kerja dan Standard HSSE yang berlaku di lokasi kerja
- b. Kebijakan HSSE Perusahaan
- c. HSSE Golden Rules "Patuh, Peduli, Intervensi" (PIP)
- d. Persyaratan masuk Area Proyek
- e. Penjelasan Bahaya dan mitigasi pekerjaan yang akan dilaksanakan
- f. Profil Proyek (Tinjauan Umum Proyek, Penjelasan lokasi/Layout)
- g. Prosedur kerja dan cara kerja aman terhadap pekerjaan critical yang dilaksanakan (berbasis pada Corporate Life Saving rules (CLSR) Pertamina)
- h. Penggunaan APD (PPE)
- i. Fit to Work
- j. Prosedur penanggulangan keadaan darurat
- k. HSSE Communication (Barricade, Safety Sign, Toolbox Meeting & General Safety Talk)

Peserta pelatihan yang telah mengikuti pelatihan dan lulus akan diberikan penilaian dengan memberi tanda khusus sebagai contoh stiker yang ditempel di helm.

8.7 Pencatatan Training HSSE

Berikut adalah catatan pelatihan yang perlu disimpan dan didokumentasikan:

- a. Catatan kehadiran pelatihan.
- b. Basis data pelatihan (catatan pelatihan pekerja).
- c. Penilaian pelatihan.
- d. Stiker pelatihan ditempel di helm.

8.8 Evaluasi Pelatihan HSSE

Evaluasi pelatihan meliputi:

- a. Jumlah dan presentasi kehadiran
- b. Efektifitas pelatihan
- c. Umpan balik pelaksanaan pelatihan

