

**LAPORAN
KERJA PRAKTEK**



**PENERAPAN SISTEM MENEJEMEN
KESELEMATAN DAN KESEHATAN KERJA
PADA PT. CKN NUSA GROUP**

Disusun oleh:

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**JURUSAN TEKNIK MESIN
FAKULTAS TEKNIK
UNIVERSITAS SULTAN AGENG TIRTAYASA**

2022

Kerja Praktik

PENERAPAN SISTEM MENEJEMEN KESELAMATAN DAN KESEHATAN KERJA PADA PT.CKN NUSA GROUP

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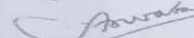


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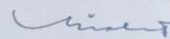
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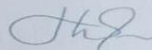


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PT.CKN
ENGINEERING-CONSTRUCTION-TRADING

LEMBAR PENGESAHAN PERUSAHAAN



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PT.CKN NUSA GROUP

Cilegon – BANTEN, 29 Januari 2021

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 Periode Waktu Pelaksanaan KP : 1 Januari s.d 29 Januari
 Judul Laporan : Penerapan Sistem Manajemen
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NO	ASPEK PENILAIAN	NILAI
Kemampuan Teknis/Materi		
1	Pengetahuan tentang pekerjaan	B
2	Kemampuan komunikasi secara ilmiah (cara berbicara dan mengemukakan pendapat)	B
3	Kemampuan Analisa	B
Kemampuan Non Teknis		
4	Disiplin/Tanggung Jawab	A
5	Kehadiran	B
6	Sikap	B
7	Kerjasama	A
8	Potensi Berkembang	B
9	Inisiatif	B
10	Adaptasi	A
Nilai Total		
Nilai Rata-rata		

Skala Penilaian :

50,00-54,99 = D
 55,00-59,99 = C
 60,00-64,99 = C+
 65,00-69,99 = B-
 70,00-74,99 = B
 75,00-79,99 = B+
 80,00-84,99 = A-
 85,00-100,00 = A

Cilegon, 29 Januari 2021
 Pembimbing Lapangan



Dedi Yumanta
 NIP/NIK.



KATA PENGANTAR

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membalas segala kebaikan semua pihak yang membantu.

Semoga laporan kerja praktek ini membawa manfaat
bagi pengembangan ilmu.

Serang, September 2022

Ferdian Firmansyah



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BAB I

PENDAHULUAN

1.1 Latar Belakang

Sistem manajemen kesehatan dan keselamatan kerja yaitu bagian dari sistem manajemen keseluruhan yang meliputi struktur organisasi, perencanaan, prosedur, proses dan sumber daya yang dibutuhkan bagi pengembangan, penerapan dan pemeliharaan kebijakan keselamatan dan kesehatan kerja guna terciptanya tempat kerja yang aman efisien dan produktif. Sistem manajemen kesehatan dan keselamatan kerja (SMK3) merupakan sistem perlindungan bagi tenaga kerja dan jasa konstruksi untuk meminimalisasi dan menghindarkan dari resiko kerugian akibat kecelekaan di tempat kerja. (Syaiful syaiful¹, Marsauli toga² 2021).

Menurut Peraturan Pemerintah No. 50 Tahun 2012, SMK3 merupakan bagian dari sistem manajemen perusahaan secara keseluruhan dalam rangka pengendalian resiko yang berkaitan dengan kegiatan kerja guna terciptanya tempat kerja yang aman, efisien, dan produktif. Perlindungan tersebut merupakan hak asasi yang wajib dipenuhi oleh perusahaan yang bertujuan mencegah, mengurangi, dan meminimalisir resiko kecelakaan kerja (zero accident) yang pada akhirnya dapat meningkatkan efisiensi dan produktivitas kerja. Biasanya aspek keselamatan kerja dan lingkungan merupakan dampak yang sering timbul dari kegiatan konstruksi. Kegiatan konstruksi menimbulkan berbagai dampak yang tidak diinginkan, antara lain yang menyangkut aspek keselamatan kerja dan lingkungan. Pembangunan konstruksi merupakan hal yang kompleks karena melibatkan unsur tenaga kerja, alat dan bahan material dalam kapasitas yang besar, hal tersebut menjadi sumber terjadinya kecelakaan dan dalam melaksanakan kegiatan konstruksi, standar dan



ketentuan K3 yang berlaku harus diperhatikan dan dikelola dengan baik (Erizal, 2014: 3).

Laporan kerja praktek ini dilakukan di PT. CKN Nusa Group adalah perusahaan yang bergerak dibidang konstruksi dan gudang dan juga pemasok barang berkualitas terutama untuk petrokimia industri, power. PT CKN berkontribusi dalam bidang konstruksi dan pasokan yang berkualitas tinggi terutama untuk, industri petrokimia, pembangkit listrik, pembuatan baja, dan industri minyak dan gas. Untuk memberikan layanan yang paling komprehensif dan dapat diandalkan dalam rekayasa dan di tempat tersebut masih belum terlaksananya kegiatan sistem manajemen K3 dengan baik oleh karena itu perlu dilakukan kegiatan K3 dengan baik agar tempat kerja menjadi lebih aman dengan cara metode observasi langsung, pengambilan dokumentasi dan mengidentifikasi tempat-tempat yang rawan terjadi kecelakaan di tempat kerja dan diterapkan secara langsung pada perusahaan dalam bentuk perbaikan selama satu bulan.

1.2 Rumusan Masalah

Dalam penerapan sistem manajemen keselamatan dan kesehatan kerja rumusan masalah yaitu sebagai berikut.

1. Apakah ada Tindakan yang dapat dilakukan untuk meningkatkan proses SMK3 di PT CKN ?
2. Apa saja langkah yang akan dilakukan untuk menerapkan SMK3 di PT CKN Nusa Group ?

1.3 Tujuan Kerja Praktek

Berikut merupakan tujuan penerapan sistem manajemen keselamatan dan kesehatan kerja yaitu sebagai berikut.

1. Tindakan yang dilakukan untuk meningkatkan SMK3 yang dilakukan di PT CKN Nusa Group ada beberapa tahapan yang dilakukan yaitu :



- a. Penetapan Kebijakan SMK3 yang di lakukan di PT.CKN Nusa Group yang meliputi :
 1. Identifikasi potensi bahaya, penilaian, dan pengendalian resiko
 2. Perbandingan penerapan K3 dengan perusahaan dan sektor lain yang lebih baik
 3. Peninjauan sebab akibat kejadian yang membahayakan
 4. Kompensasi dan gangguan serta hasil penilaian sebelumnya yang berkaitan dengan keselamatan
 5. Penilaian efisiensi dan efektivitas sumber daya yang disediakan
 6. Memperhatikan peningkatan kinerja manajemen K3 secara terus menerus
 7. Memperhatikan masukan dari pekerja atau serikat pekerja
- b. Perencanaan SMK3 Perencanaan K3 dimaksudkan untuk menghasilkan rencana K3. Rencana K3 ini disusun dan ditetapkan oleh pengusaha dengan mengacu pada kebijakan K3 yang telah ditetapkan. Dalam menyusun rencana K3 harus melibatkan Ahli K3, Panitia Pembina K3, wakil pekerja, dan pihak lain yang terkait di perusahaan. Dalam penyusunan rencana K3, pengusaha harus mempertimbangkan:
 1. Hasil penelaahan awal
 2. Identifikasi potensi bahaya, penilaian, dan pengendalian resiko
 3. Peraturan perundang-undangan dan persyaratan lainnya
 4. Sumber daya yang dimiliki
- c. Pelaksanaan Rencana SMK3 berdasarkan identifikasi bahaya, penilaian, dan pengendalian resiko. Pelaksanaan kegiatan oleh pengusaha harus:
 1. Menunjuk SDM yang berkompeten dan berwenang di bidang SMK3.
 2. Melibatkan seluruh pekerja
 3. Membuat petunjuk SMK3 yang harus dipatuhi oleh semua penghuni perusahaan



4. Membuat prosedur informasi yang harus dikomunikasikan ke semua pihak dalam perusahaan dan pihak luar yang terkait
 5. Membuat prosedur pelaporan yang terdiri:
 - a. Terjadinya kecelakaan di tempat kerja
 - b. Ketidaksesuaian dengan peraturan perundang-undangan dan/atau standar
 - c. Kinerja SMK3
 6. Identifikasi sumber bahaya
 7. Dokumen lain yang diwajibkan berdasarkan peraturan perundang-undangan
 8. Mendokumentasikan seluruh kegiatan yang dilakukan terhadap:
 - a. Peraturan perundang-undangan dan standar di bidang SMK3
 - b. Indikator kinerja SMK3
 - c. Izin kerja
 - d. Hasil identifikasi, penilaian, dan pengendalian risiko
 - e. Kegiatan pelatihan SMK3
 - f. Kegiatan inspeksi, kalibrasi, dan pemeliharaan
 - g. Catatan pemantauan data
 - h. Hasil pengkajian kecelakaan di tempat kerja dan tindak lanjut
 - i. Identifikasi produk terhadap komposisinya
 - j. Informasi pemasok dan kontraktor
 - k. Audit dan peninjauan ulang SMK3
 - l. Audit SMK3 adalah pemeriksaan secara sistematis dan independen terhadap pemenuhan
 - m. kriteria yang telah ditetapkan untuk mengukur suatu hasil kegiatan yang telah direncanakan dan dilaksanakan dalam penerapan SMK3 di perusahaan.
- d. Pemantauan & Evaluasi Kinerja SMK3 Keegiatannya melalui pemeriksaan, pengujian, pengukuran, dan audit internal SMK3 dilakukan oleh SDM yang kompeten,



- e. jika tidak memiliki SDM yang kompeten dapat menggunakan jasa pihak lain. Hasil pemantauan dan evaluasi kinerja SMK3 dilaporkan kepada pengusaha dan digunakan untuk melakukan tindakan perbaikan yang dilakukan sesuai ketentuan peraturan perundang-undangan
- f. Peninjauan & Peningkatan kinerja SMK3 Fungsinya untuk menjamin kesesuaian dan efektivitas penerapan SMK3 yang dilakukan terhadap kebijakan, perencanaan, pelaksanaan, pemantauan, dan evaluasi untuk melakukan perbaikan dan peningkatan kinerja dalam hal:
 - 1. Terjadi perubahan peraturan perundang-undangan
 - 2. Adanya tuntutan dari pihak yang terkait dan pasar
 - 3. Adanya perubahan produk dan kegiatan perusahaan
 - 4. Terjadi perubahan struktur organisasi
 - 5. Adanya perkembangan IPTEK, termasuk epidemiologi
 - 6. Adanya hasil kajian kecelakaan di tempat kerja
 - 7. Adanya pelaporan
 - 8. Adanya masukan dari pekerja



1.4 Manfaat Kerja Praktek

Adapun manfaat dari melaksanakan kerja praktek ini yaitu sebagai berikut.

A. Perusahaan

1. Memberikan informasi yang berguna pada perusahaan, baik pimpinan maupun karyawan terutama tentang bagaimana mempresepsikan penerapan Sistem Manajemen Keselamatan dan Kesehatan Kerja.
2. Menerapkan Sistem Manajemen Keselamatan dan Kesehatan Kerja untuk perusahaan.
3. Mendapatkan evaluasi kinerja bagi perusahaan.
4. Mahasiswa dapat memberikan laporan perbaikan dan saran untuk perusahaan agar perusahaan dapat menerapkan Sistem Manajemen Keselamatan dan Kesehatan Kerja untuk karyawan.

B. Perguruan Tinggi (Universitas)

1. Kerjasama yang baik antar universitas dan dunia industri.
2. Meningkatkan daya tarik masyarakat terhadap universitas.
3. Menambah pengetahuan dan menjadi tolak ukur mahasiswa sebagai motivasi dalam melaksanakan Kerja Praktek. Universitas akan dapat meningkatkan kualitas mahasiswa dengan mendapatkan pengalaman kerja praktek.

C. Mahasiswa

1. Memberikan pengalaman dan pengetahuan kerja dalam dunia industri.
2. Menambah pengetahuan baru dalam lingkungan perusahaan.
3. Memberikan kesempatan mahasiswa agar belajar berinteraksi dan bersosialisasi dalam pengembangan diri sebagai persiapan terjun ke dunia pekerjaan.



4. Melatih mahasiswa untuk bertanggung jawab dan berdisiplin dalam melaksanakan pekerjaan
5. Mengetahui lebih dalam tentang penerapan sistem management keselamatan dan kesehatan kerja di lingkungan perusahaan PT CKN Nusa Group.

1.5 Batasan Masalah

Batasan masalah dalam penerapan sistem management keselamatan dan kesehatan kerja yaitu sebagai berikut.

1. Observasi dilakukan setelah para pekerja melakukan aktivitas di workshop PT.CKN Nusa Group.
2. Pengambilan dokumentasi keselamatan dan kesehatan kerja pada saat operator melakukan aktivitas kerja di lingkungan kerja
3. Dokumentasi operator di ambil di workshop PT CKN Nusa Group.

1.6 Sistematika Penulisan

Pada penulisan laporan kerja praktek ini terdapat sistematika penulisan yaitu sebagai berikut :

BAB I PENDAHULUAN

Berisi tentang latar belakang, rumusan masalah, tujuan kerja praktek, manfaat kerja praktek, batasan masalah, dan sistematika penulisan laporan.

BAB II TINJAUAN UMUM PERUSAHAAN

Berisi penjelasan secara umum mengenai profil perusahaan.

BAB III TINJAUAN PUSTAKA

Berisi tentang metodologi penelitian kerja praktek, diagram alir penelitian

BAB IV ANALISA DATA DAN PEMBAHASAN



Berisi tentang pengumpulan data perusahaan, dokumentasi keselamatan dan kesehatan kerja dan dokumentasi lingkungan kerja perusahaan.

BAB V KESIMPULAN DAN SARAN

Berisi tentang kesimpulan dan saran dari kerja praktek yang telah dilakukan





BAB II

DATA UMUM PERUSAHAAN

2.1 Profil Perusahaan

PT. CKN Nusa Group yaitu perusahaan yang bergerak sejak tahun 1998 dibidang kontruksi dan gudang dan juga pemasok barang berkualitas terutama untuk petrokimia industri, power. PT CKN berkontribusi dalam bidang kontruksi dan pasokan yang berkualitas tinggi terutama untuk, industri petrokimia, pembangkit listrik, pembuatan baja, dan industri minyak dan gas. Untuk memberikan layanan yang paling komprehensif dan dapat diandalkan dalam rekayasa. Selain itu perusahaan sudah menerapkan sistem komputer dan personal agar setiap data perusahaan yang sudah bekerja sama dapat dipertanggung jawabkan oleh perusahaan sehingga semakin bertambahnya minat perusahaan lain untuk bekerja sama dengan PT. CKN Nusa Group.

Usaha dan aktivitas yang dilakukan PT. CKN Nusa Group yaitu.

1. Kontruksi Teknik
 - a. Mekanik (pemasangan sistem perpipaan dan peralatan berputar)
 - b. Kontruksi (fabrikasi struktur baja dan tangki)
 - c. Arsitektur (struktur sipil umum)
2. Prinsip Pengadaan Produk
 - a. ASHAPURA GROUP-REFRACTORY (india bahan tanah api)
 - b. Badger Co. Ltd (peninsuile-USA ekspansi bersama diproduksi)
 - c. Beijing Greatwall Co. Ltd (China pembuatan elektroda grafit, bubuk grafit)
 - d. Produk Metalik Sistem Suplai Global WSM (korea sistem hidrolik, pelumas, tabung pipa katup gukungan kerja dan sistem mekanik).
3. Pengadaan
PT. CKN Nusa Group bertanggung jawab atas setiap pembelian, pengepakan dan

penanganan bea cukai dan ekspor impor.

2.1.1 Visi Dan Misi Perusahaan

1. Visi

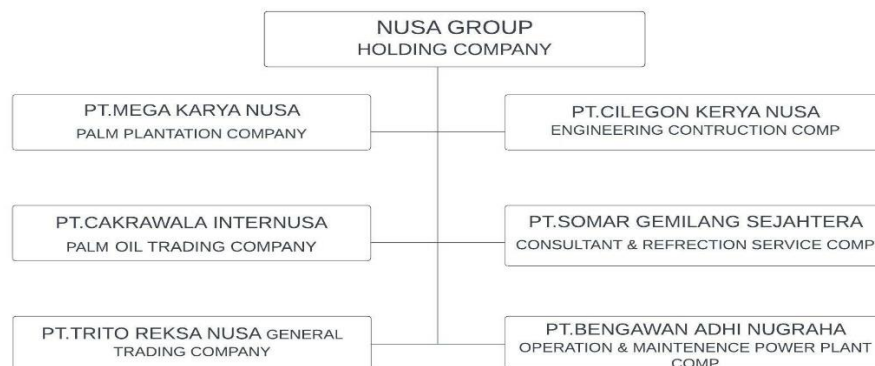
Menjadi perusahaan kontraktor terkemuka, memiliki kemampuan untuk melayani dalam setiap bisnis strategis yang bergerak di bidang pasokan minyak, gas, petrokimia dan industry dengan berorientasi pada kepuasan pelanggan, keselamatan dan menghindari pencemaran lingkungan

2. Misi

Menjadi terbaik dalam semua pelaksanaan pekerjaan proyek dan tepat waktu untuk penyelesaian, memberikan pelatihan bagi personel agar memiliki tim yang kompeten dapat dipercaya dan memiliki hubungan yang aman juga memiliki nilai tambah untuk memastikan kualitas terbaik dan efektif dalam melakukan pekerjaan untuk perusahaan.

2.2 Struktur Organisasi PT CKN Nusa Group

PT. CKN Nusa Group bekerjasama dengan beberapa perusahaan yang diantaranya sebagai berikut.



Gambar 2.1. Struktur Organisasi PT CKN Nusa Group

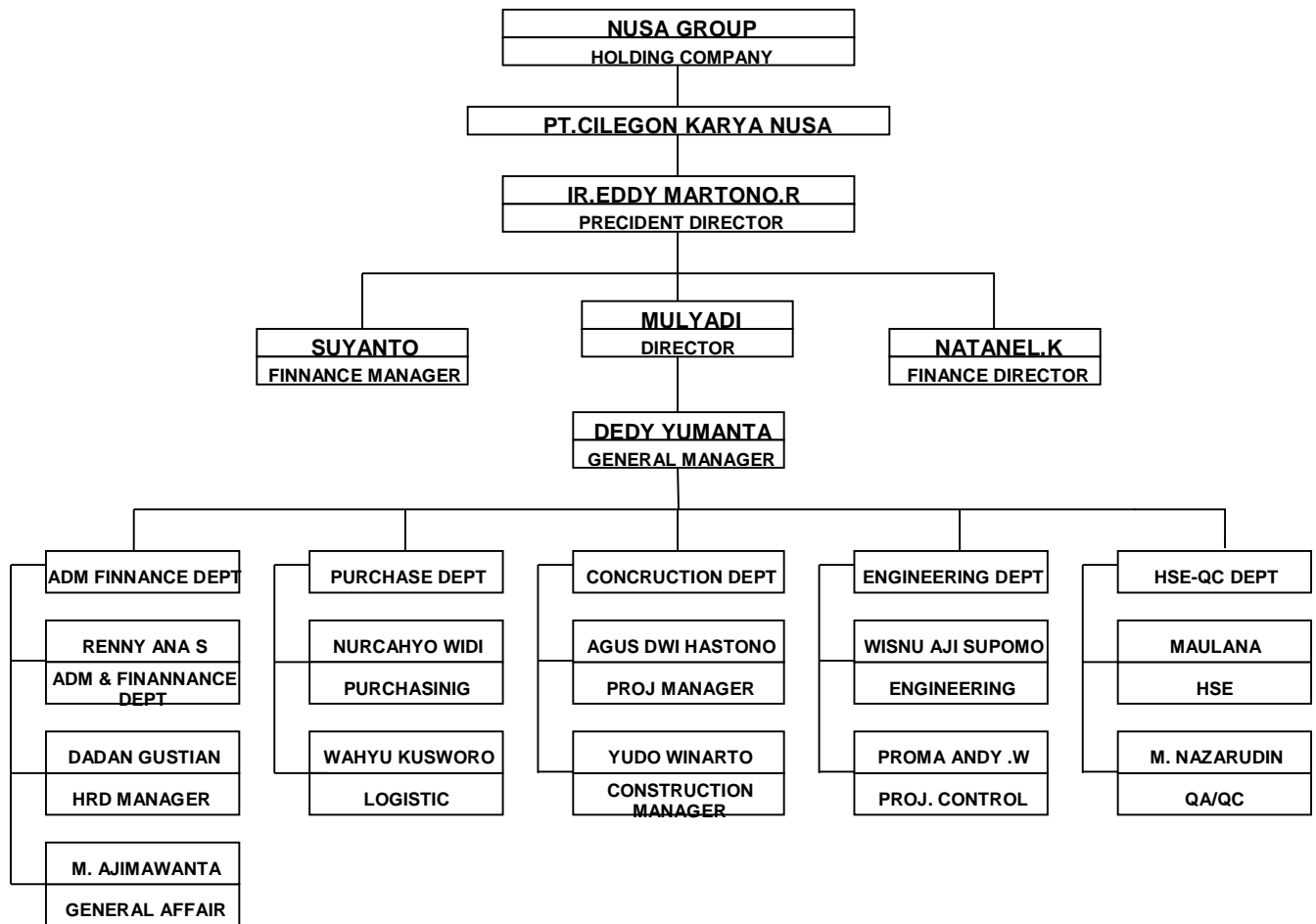
PT. CKN Nusa Group menjadi perusahaan kontruksi dan pengadaan sehingga ada beberapa perusahaan yang ikut serta bergabung dengan perusahaan PT.



CKN Nusa Group diantaranya yaitu PT. Mega Karya Nusa (perusahaan perkebunan kelapa sawit), PT. Cilegon Karya Nusa (perusahaan teknik dan konstruksi), PT. Cakrawala Internusa (perusahaan pengadaan kelapa sawit), PT. Somar Gemilang Sejahtera (perusahaan konsultan perbaikan), PT Trito Rekxa Nusa (perusahaan perdagangan umum), dan PT. Bengawan Adhi Nugraha (perusahaan operasi pemeliharaan PLTU). Beberapa perusahaan tersebut bekerjasama dalam konstruksi dan pengadaan.

2.3 Lingkungan Perusahaan

Ruang lingkup perusahaan sangatlah luas sehingga struktur organisasi perusahaan di PT. CKN Nusa Group sudah dibentuk sebagai berikut.





Gambar 2.2 Struktur Organisasi Jabatan PT. CKN Nusa
Group

PT. CKN Nusa Group sebuah perusahaan induk yang bekerjasama dengan perusahaan PT. Cilegon Karya nusa sehingga terbentuk struktur organisasi perusahaan yang sudah bersertifikat legal di urutan pertama yaitu direktur utama, direktur, manager, direktur keuangan, manager umum.

2.4 Kebijakan Mutu Kesehatan Keselamatan Dan Lingkungan Perusahaan

Untuk menerapkan tujuan tersebut, manajemen dan karyawan PT. CKN Nusa Group, berkomitmen untuk menerapkan Sistem Manajemen Mutu (ISO 9001:2015), Sistem Manajemen Kesehatan & Keselamatan Kerja (ISO:45001:2018) dan Lingkungan dimana selalu senantiasa melakukan perbaikan yang berkelanjutan dengan sistem manajemen tersebut, serta pengembangan sumber daya dengan cara, sebagai berikut :

1. Mencegah adanya Keluhan dari pelanggan, mencegah terjadinya kecelakaan kerja, pencemaran lingkungan dengan melakukan investasi terhadap sumber daya manusia dan teknologi yang terbaik.
2. Memastikan dan mengedepankan kepuasan pelanggan dan terus berupaya melakukan upaya perbaikan pelayanan secara berkesinambungan.
3. Patuh terhadap peraturan perundang-undangan yang berlaku terhadap persyaratan Keselamatan dan Kesehatan Kerja termasuk didalamnya mengatur Keselamatan & kesehatan kerja kontraktor (CSMS), patuh terhadap peraturan perundang-undangan lingkungan hidup dan mematuhi peraturan yang berlaku terhadap pencapaian kualitas terbaik, harga yang kompetitif, jadwal penyelesaian yang tepat waktu yang bertujuan untuk menciptakan kepuasan pelanggan.



4. Pelatihan terencana untuk meningkatkan kompetensi karyawan.
5. Melakukan perbaikan kinerja Mutu, Kesehatan & Keselamatan Kerja dan Lingkungan secara terus menerus.
6. Menjalin kerjasama yang baik dengan pemegang saham, pegawai, masyarakat, pemerintah serta mitra kerja Kebijakan ini disampaikan untuk dipahami dan disosialisasikan oleh manajemen dan seluruh karyawan sesuai program yang direncanakan. Kebijakan ini secara berkala akan dilakukan evaluasi agar senantiasa sesuai dengan misi perusahaan.



2.5 Alamat Dan Data Lengkap Perusahaan

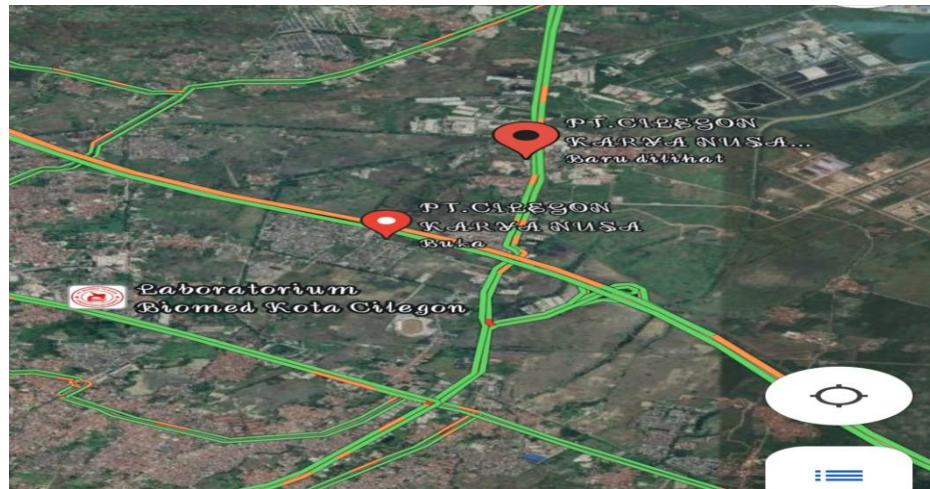
Berikut merupakan lokasi data lengkap perusahaan PT. CKN Nusa Group

Nama perusahaan : PT.CKN NUSA GROUP

No. Telepon : : +62 254 382 203

E-mail : marketing@cilegonkaryanusa.com

Website : www.cilegonkaryanusa.com



Gambar 2.3 Lokasi PT CKN Nusa Group

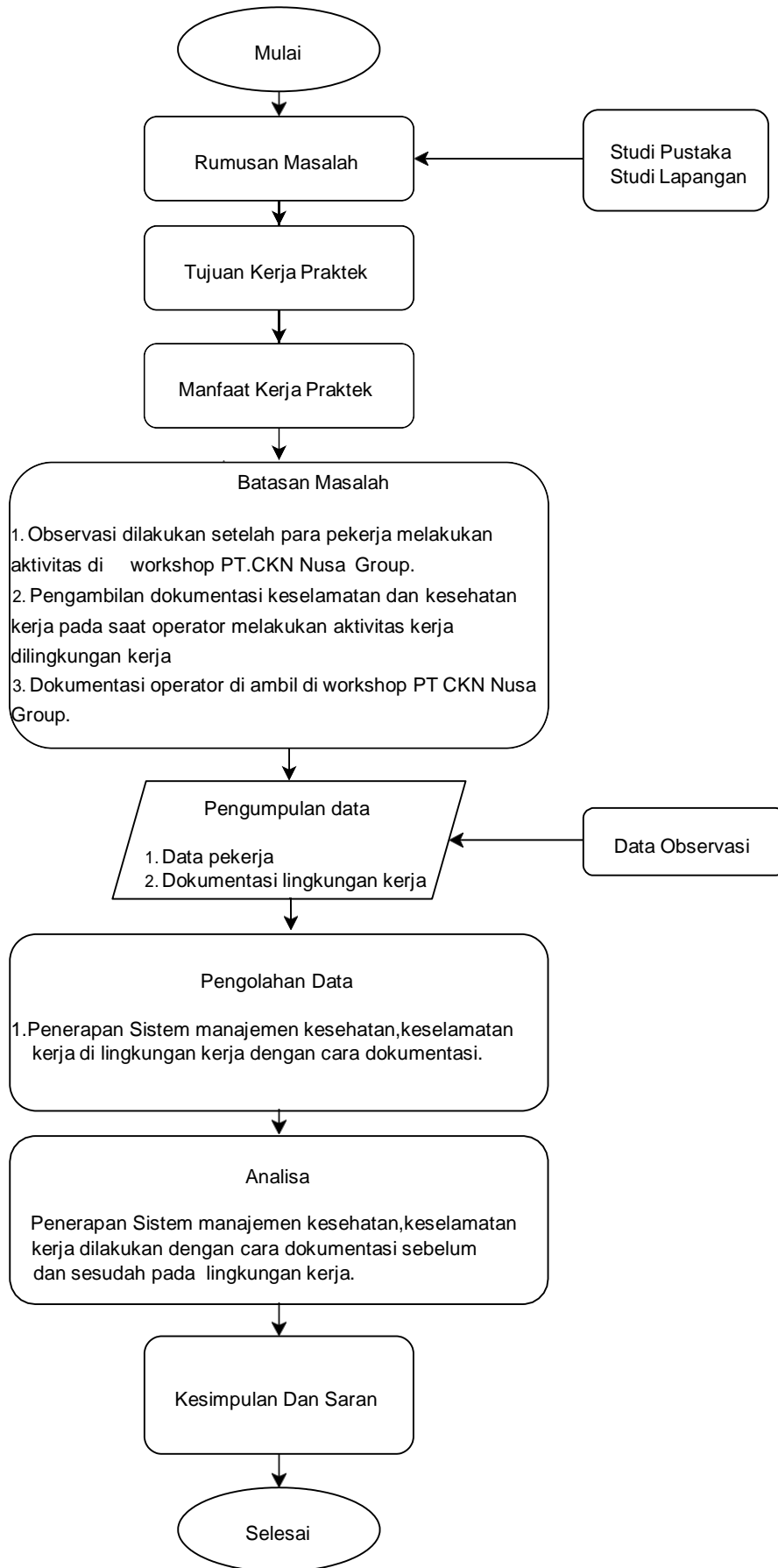


BAB III

TINJAUAN PUSTAKA

3.1 Diagram Alir

Berikut ini adalah diagram alir kerja praktek di PT.CKN
NUSA GROUP





Gambar 3.1 Diagram Alir

1. Mulai

Menyusun proposal kerja praktek sesuai dengan panduan kerja praktek dan mengajukan permohonan untuk melakukan kerja praktek ke PT. CKN Nusa Group

2. Studi Literatur

3.

Mempelajari teori konsep dasar tentang siklus SMK3 di PT. CKN Nusa Group.

4. Pengambilan Data

Pengenalan proses yang terjadi di PT. CKN Nusa Group. kemudian melakukan pengambilan data dilakukan sesuai dengan topik yang diambil.

5. Analisa Data

Menganalisa masalah dalam penerapan sistem manajemen kesehatan dan keselamatan kerja (SMK3) di PT. CKN Nusa Group.

6. Hasil Dan Kesimpulan

Mengumpulkan hasil dari analisa data dan membuat kesimpulan berdasarkan hasil dari penelitian yang di ambil.

7. Selesai

Membuat laporan hasil kerja praktek dan melakukan seminar kerja praktek.



3.2 Metode Penelitian Kerja Praktek

1. Observasi

Dalam metode ini dilakukan untuk mendapatkan data-data yang dibutuhkan dengan cara mengamati langsung ke lapangan dan mencatat fenomena yang terjadi berkaitan dengan masalah yang diteliti.

2. Studi Literatur

Dalam metode ini penulis mendapatkan data dari beberapa referensi, jurnal dan buku manual.

3. Observasi Lapangan

Dalam metode ini penulis mengumpulkan data melalui pengamatan langsung atau peninjauan secara cermat dan langsung di lapangan atau lokasi penelitian.

4. Pengambilan Data

Dalam metode ini penulis mengumpulkan data dari kegiatan mencari data di lapangan yang akan digunakan untuk menjawab permasalahan penelitian.

5. Analisa Data

Dalam metode ini penulis akan menganalisa data Kegiatan mengubah data hasil penelitian menjadi informasi yang dapat digunakan untuk mengambil kesimpulan dalam suatu penelitian.

6. Hasil Dan Kesimpulan

Hasil dan kesimpulan dilakukan untuk mengetahui hasil dari penelitian, kesimpulan juga dapat diambil dari hasil analisa pada bab sebelumnya.

7. Kesimpulan

Dalam metode ini penulis membuat ringkasan akhir dan inti dari seluruh bab. Kesimpulan sendiri juga dapat di artikan dengan uraian pendapat akhir tentang isi dari penjelasan yang ada di bab sebelumnya



BAB IV

PEMBAHASAN

4.1 Pengumpulan Data

Pada penelitian ini data yang dikumpulkan adalah data area workshop penerapan sistem manajemen kesehatan dan keselamatan kerja PT. CKN Nusa Group yang sedang berjalan selama 1 bulan, perbaikan data area workshop sistem manajemen kesehatan dan keselamatan kerja sebelum dan sesudah perbaikan. Berikut merupakan pengumpulan data dari PT. CKN Nusa Group.

4.1.1 Data pekerja

Berikut merupakan data para pekerja PT. CKN Nusa Group area workshop.

Tabel Data Pekerja PT. CKN Nusa Group area workshop

Jumlah	Umur	Jenis Kelamin	Pengalaman Kerja (Tahun)
1	55	Laki-Laki	8
2	41	Laki-Laki	7
3	23	Laki-Laki	2
4	27	Laki-Laki	2
5	23	Laki-Laki	2
6	35	Laki-Laki	4
7	28	Laki-Laki	2
8	30	Laki-Laki	3
9	34	Laki-Laki	3
10	27	Laki-Laki	3
11	30	Laki-Laki	6
12	40	Laki-Laki	8

Tabel 4.1 Daftar para pekerja

4.1.2 Foto Data PT. CKN Nusa Group Area Workshop



Gambar 4.1 Area Depan Workshop

Area workshop adalah sebuah pertemuan dimana sekelompok orang terlibat dalam diskusi intensif dan aktivitas pada subyek atau proyek tertentu. dan di dalam workshop di jadikan gudang terdapat alat-alat dan bahan baku yang digunakan untuk membuat suatu proyek.

4.1.3 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.2 Tabung pemadam kebakaran

APAR (Alat pemadam kebakaran api ringan) atau fire extinguisher adalah alat yang di gunakan untuk memadamkan api atau mengendalikan kebakaran kecil, alat



pemadam api ringan (APAR) pada umumnya berbentuk tabung yang diisi dengan bahan pemadam api yang bertekanan tinggi. Dan dalam hal kesehatan dan keselamatan kerja (K3) APAR merupakan peralatan wajib yang harus di lengkapi oleh setiap perusahaan dalam mencegah terjadinya kebakaran. Kecelakaan yang terjadi karena APAR kadaluarsa bisa dimulai dari media yang menggumpal, terutama untuk APAR dengan media *powder*. Media yang menggumpal tidak akan bisa dikeluarkan dari dalam tabung saat akan digunakan untuk memadamkan api. Hal tersebut akan membuat APAR tidak dapat digunakan saat kebakaran terjadi. Alhasil, api tidak bisa dipadamkan dan kebakaran akan semakin meluas. cara ,cara mengarasinya adalah dengan mengganti APAR pada masa berlakunya atau kadaluarsa.

4.1.4 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.3 Gerbang depan Workshop

Gerbang depan workshop berguna sebagai pintu keluar masuk kendaraan untuk membawa barang dan mesin dan para pekerja yang bekerja di kawasan workshop PT.CKN NUSA GROUP

4.1.5 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.4 Gambar Tabung Las

Tabung gas las yang berguna untuk menyimpan gas untuk pengelasan dan fungsi pengelasan adalah untuk menyambung dua komponen yang berbahan logam, dan fungsi las adalah sebagai alat pemotong. Resiko yang bisa terjadi ialah bisa menyebabkan meledaknya tabung dan mengakibatkan kebakaran jika tidak di tangani dengan baik, penanganannya ialah dengan menyimpan tabung di tempat yang jauh dari percikan api atau panas.

4.1.6 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.5 Mobil Forklift

Mobil forklift merupakan angkutan barang yang memiliki dua garpu (fork) yang dipasang pada mast, yang berfungsi untuk mengangkat, memindahkan dan menurunkan suatu benda dari suatu tempat ke tempat lain. Bahaya yang bisa di



timbulkan adalah Forklift ambruk saat mengangkat / mengangkat beban karena kelebihan beban. Beban terjatuh pada saat diangkat / diangkat. Pekerja tertimpa beban yang diangkat.

4.1.7 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.6 Semen Dan Mesin Mixing

Semen adalah zat yang digunakan untuk merekatkan bata tapi semen yang ada di workshop ini di gunakan untuk melapisi cor atau beton yang biasanya digunakan untuk cerobong asap atau pembuangan yang memiliki panas sehingga tidak mudah rusak, dan Mesin mixing digunakan untuk mengaduk bahan yang akan di gunakan dalam pembuatan proyek. bahaya yang Bisa terjadi ialah masuknya debu semen ke hidung dan membuat sesak napas agar terhindar dari hal tersebut yaitu dengan memakai masker.

4.1.8 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.7 Oli (Pelumas)

Minyak pelumas mesin atau yang lebih dikenal **oli mesin** adalah zat yang berfungsi melumasi mesin. Banyak ragam dan macam oli mesin. Bergantung jenis penggunaan mesin itu sendiri yang membutuhkan oli yang tepat untuk menambah atau mengawetkan usia pakai mesin. Bahaya yang bisa terjadi ialah kebocoran oli yang bisa menjadi kecelakaan pada saat kerja karena dapat membahayakan pekerja bisa terpeleset dan terbentur atau bisa menjadi pemicu kebakaran karena terkena percikan api karena oli mudah terbakar.

4.1.9 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.8 Baja

Baja adalah bahan dasar vital untuk industri. Semua segmen kehidupan, mulai dari peralatan rumah, transportasi, generator pembangkit listrik, kerangka gedung,



jembatan hingga peralatan tempur semua menggunakan baja. kecelakaan yang bisa terjadi adalah para pekerja tertimpa baja saat mengambil baja atau terjepit hal yang harus di lakukan adalah dengan cara menggunakan alat bantu seperti crane atau forklip sehingga para pekerja terhidar dari kecelakaan.

4.1.10 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.9 Mobil Crane

Mobile crane adalah sebuah mobile yang umumnya dilengkapi dengan drum tali baja, rantai, dan tali baja yang dipakai untuk mengangkat dan menurunkan beban secara vertikal serta memindahkannya secara horizontal. Bahaya yang bisa di timbulkan ialah mobil rusak atau macet karena kurang perawatan dan bisa menyebabkan kecelakaan kerja pada para pekerja , hal yang harus di lakukan adalah perawatan tiap rutin atau servis dan pengecekan kebdaraan dan alat saat akan melakukan pekerjaan.

4.1.11 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.10 Mesin Trowel

Mesin trowel adalah mesin yang dirancang secara khusus untuk meratakan sekaligus menghaluskan permukaan beton khususnya yang masih berada dalam proses pengerasan. Mesin ini memiliki diameter sekitar 880mm. Pada bagian dasarnya terdapat beberapa daun dari bahan pelat baja yang bisa berputar. Daun atau blade trowel ini dilengkapi pula dengan sangkar atau pelindung disekelilingnya untuk keamanan saat digunakan. Mesin ini juga memiliki pengaturan sudut kemiringan blade trowel sehingga bisa disesuaikan dengan kebutuhan atau area kerja pembangunan konstruksi. Kecelakaan yang bisa terjadi angan, kaki, rambut, jari atau bagian tubuh lainnya bisa saja terjepit, terpotong, tertarik, atau terlilit secara tidak sengaja saat mengoperasikan mesin bergerak atau berputar mayoritas pekerja yang mengalami kecelakaan kerja akibat mesin bergerak atau berputar disebabkan oleh kesalahan manusia (human error) dan tidak terpasangnya pelindung mesin yang memadai.

4.1.12 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.11 Hoist Crane

Hoist crane merupakan rangkaian derek yang digunakan pada pabrik, industri maupun konstruksi, alat untuk mengangkat sesuatu. Crane sebagai mesin yang akan menjadi tempat memasang hoist, disesuaikan dengan kebutuhan fungsi, tempat dan kapasitas angkat, dalam hal ini fungsi crane dan cara kerja crane untuk proses pengangkatan muatan baik beban yang berat maupun ringan. Bahaya yang bisa terjadi adalah mesin crane bisa sewaktu-waktu jatuh dan menimpa pegawai karean kurang perawatan dan melebihi beban, cara meminimalisinya adalah dengan cara perawatan rutin agar mesin sehat dan tidak terlalu membawa beban yang melebihi batas agar aman.

4.1.13 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.12 Mesin PON

Mesin pon / mesin *pond* ini adalah mesin pemotong atau press dengan banyak kelebihan seperti bisa digunakan untuk berbagai macam bahan seperti spon sandal, karet, pvc, mika, kulit, imitasi, flanel, karton, kardus, plat baja dll. memotong bahan sesuai pola atau bentuk pisau *pond* yang digunakan. Bahaya yang bisa terjadi adalah tangan bisa ikut terpress oleh alat sehingga akan menimbulkan cedera atau cacat, cara mengatasinya adalah dengan memakai sarung tangan dan menjaga jarak pada alat agar terhindar dari bahaya.

4.1.14 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.13 Mesin Bor Duduk

Mesin bor duduk merupakan mesin bor yang wujudnya seperti orang yang sedang duduk. Mesin bor duduk ini dipakai untuk membuat lubang benda kerja dengan diameter yang kecil. Prinsip kerja mesin bor duduk ini adalah putaran motor listrik yang diteruskan ke poros mesin hingga poros dapat berputar. Kemudian poros berputar yang sekaligus juga sebagai pemegang mata bor duduk ini mampu digerakkan naik turun bersama bantuan roda gigi lurus dan gigi rack yang akan mengatur tekanan pemakanan ketika pengeboran. Bahaya yang akan terjadi ialah tangan bisa terkena bor saat bekerja dan dapat diantisipasi dengan memakai sarung tangan dan konsen saat bekerja.

4.1.15 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.14 Mesin Gerinda

Mesin gerinda akan menghasilkan gerakan memutar secara cepat saat dihubungkan dengan daya listrik. Gerakan ini kemudian membuat mata gerinda ikut berputar sehingga menghasilkan “pisau” yang tajam. Mata gerinda sendiri terdiri dari berbagai macam bentuk. Bentuk-bentuk mata gerinda tentu memiliki fungsi yang berbeda-beda. Secara umum, mata gerinda bisa digunakan untuk beberapa kebutuhan, misalnya untuk pengikisan, pengasahan, penajaman, pemolesan, dan baja. Resiko yang bisa terjadi saat bekerja tangan bisa terkena sayatan gerinda dan percikan api saat pemotongan, antisipasinya adalah dengan menggunakan sarung tangan dan wearpack agar saat bekerja kulit bisa terhindar dari percikan api.

4.1.16 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.15 Gudang Workshop

Gudang merupakan komponen penting dari rantai pasokan modern. Rantai pasok melibatkan kegiatan dalam berbagai tahap: produksi, distribusi barang, dari penanganan bahan baku, sparepart, dan barang dalam proses hingga produk jadi. Gudang (warehouse) adalah tempat penerimaan, penyimpanan sementara dan persediaan part, material dan barang yang akan dipakai untuk kebutuhan produksi atau support produksi.

4.1.17 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.16 Rak Barang



Rak Gudang Besi menjadi salah satu barang industri yang banyak dibutuhkan baik untuk kegiatan industri kecil ataupun besar. Rak ini digunakan untuk menyimpan barang keperluan industri. Lemari penyimpanan ini memiliki berbagai jenis dengan spesifikasi berbeda yang perlu Anda ketahui sebelum membelinya untuk mendukung usaha ataupun kegiatan industri. Rak gudang besi merupakan salah satu rak tempat penyimpanan. Sesuai dengan namanya, lemari penyimpanan ini terbuat dari bahan material besi dengan beberapa tambahan material pelapis seperti aluminium, dan stainless steel. Bahaya yang bisa terjadi adalah bisa terjadi kebakaran karena konsleting listrik karena Gudang ini menyimpan barang atau komponen yang sangat penting, untuk meminimalisirnya jauhkan dari hal yang mudah terbakar dan listrik yang konslet.

4.1.18 Foto Data PT.CKN Nusa Group Area Workshop



Gambar 4.17 Kantor Workshop

sebuah bangunan kantor yang digunakan untuk kegiatan pabrik dan administrasi atau operasional secara bersamaan dan juga sebagai tempat untuk mengumpulkan dan mendistribusikan informasi.

4.2 Hasil Analisis Data

SOLUSI MASALAH FOTO SMK3 LOKASI PT CKN	
SEBELUM	SESUDAH
	
<p>Ket: Belum adanya poster atau peringatan untuk pekerja di area depan workshop.</p>	<p>Ket: Sudah tertera poster keselamatan dan kesehatan kerja (K3) agar para pekerja lebih teliti dalam keselamatan bekerja.</p>

SOLUSI MASALAH FOTO SMK3 LOKASI PT CKN	
SEBELUM	SESUDAH
	
<p>Ket: Belum adanya info atau penggunaan APD sebelum masuk area Kawasan workshop untuk mengingatkan para pekerja.</p>	<p>Ket: Sudah terpampang poster APD untuk para pekerja sehingga para pekerja lebih teliti dalam penggunaan APD dalam bekerja.</p>



SOLUSI MASALAH FOTO SMK3 LOKASI PT CKN

SEBELUM



Ket: Belum terpasang nama tempat sebagai identitas workshop PT.CKN di depan pintu gerbang masuk.

SESUDAH



Ket: Sudah terpasang poster PT.CKN sebagai identitas, sehingga para pekerja dan tamu yang datang bisa mengetahui.

BAB V

KESIMPULAN DAN SARAN

5.1 Kesimpulan

Berdasarkan data dan penelitian yang telah dilakukan, maka dapat di simpulkan sebagai berikut:

- a) Apakah Perusahaan sudah menerapkan sistem manajemen keselamatan dan kesehatan kerja
- b) Penerapan sistem manajemen K3 belum tertata dengan detail.
- c) Langkah yang dilakukan dalam penerapan sistem manajemen keselamatan dan kesehatan kerja dilakukan dengan pengambilan data dan gambar yang diterapkan secara langsung pada perusahaan dalam bentuk perbaikan.

5.2 Saran

Berikut merupakan saran untuk penelitian selanjutnya:

1. Menerapkan sistem manajemen keselamatan dan kesehatan kerja dalam bentuk baner ataupun poster. Prosedur Komunikasi, Partisipasi dan Konsultasi (Berdasarkan klausul 4.4.3)
2. Penggunaan alat pelindung diri (APD) perlu diterapkan untuk pekerja agar terhindar dari kecelakaan kerja. Prosedur Pengendalian Operasional (Berdasarkan Klausul 4.4.6)
3. Lingkungan kerja kurang penerapan sistem manajemen k3, Prosedur Pengukuran Kinerja dan Pemantauan (Berdasarkan Klausul 4.5.1)
4. Melindungi pekerja Tujuan utama penerapan SMK3 adalah melindungi pekerja dari segala macam bahaya kerja dan juga yang bisa mengganggu kesehatan saat kerja. Dengan melindungi pekerja dengan SMK3 maka perusahaan otomatis akan untung karena meningkatkan produktivitas pekerja, Prosedur Pengendalian Operasional (Berdasarkan Klausul 4.4.6)

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Occupational Health and Safety Management Systems

Requirements

INTRODUCTION

Organizations of all kinds are increasingly concerned with achieving and demonstrating sound occupational health and safety (OH&S) performance by controlling their OH&S risks, consistent with their OH&S policy and objectives. They do so in the context of increasingly stringent legislation, the development of economic policies and other measures that foster good OH&S practices, and increased concern expressed by interested parties about OH&S issues.

Many organizations have undertaken OH&S “reviews” or “audits” to assess their OH&S performance. On their own, however, these “reviews” and “audits” may not be sufficient to provide an organization with the assurance that its performance not only meets, but will continue meet, its legal and policy requirements. To be effective, they need to be conducted within a structured management system that is integrated within the organization.

The OHSAS Standards covering OH&S management are intended to provide organizations with the elements of an effective OH&S management system that can be integrated with other management requirements and help organizations achieve OH&S and economic objectives. These standards, like other International Standards, are not intended to be used to create non-tariff trade barriers or to increase or change organization’s legal obligations.

This OHSAS Standards specifies requirements for an OH&S management system to enable an organization to develop and implement a policy and objectives which take into account legal requirements and information about OH&S risks. It is intended to apply to all types and sizes of organizations and to accommodate diverse geographical, cultural and social conditions. The basis of the approach is shown in Figure 1. The success of the system

Note: This document is to be used for training only.

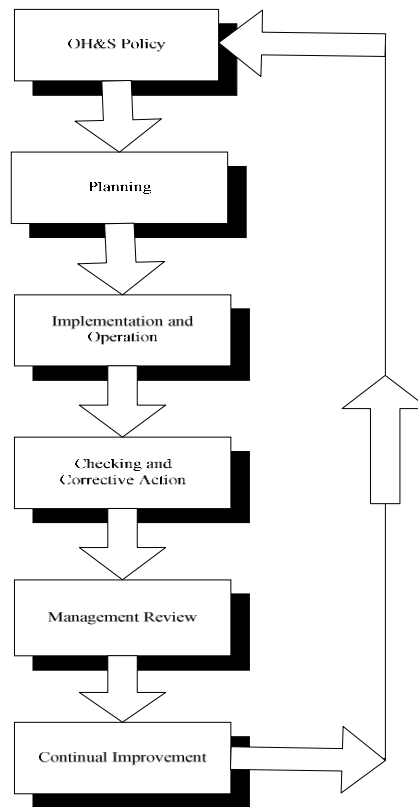
depends on commitment from all levels and functions of the organization, and especially from top management. A system of this kind enables an organization to develop an OH&S policy, establish objectives and processes to achieve the policy commitments, take action as needed to improve its performance and demonstrate the conformity of the system to the requirements of this OHSAS Standard. The overall aim of this OHSAS Standard is to support and promote good OH&S practices, in balance with socio-economic needs. It should be noted that many of the requirements can be addressed concurrently or revisited at any time.

The second edition of this OHSAS Standard is focused on clarification of the first edition, and has taken due consideration of the provisions of ISO 9001, ISO 14001, ILO-OSH, and other management system standards or publications to enhance the compatibility of these standards for the benefit of the user community.

There is an important distinction between this OHAS Standard, which describes the requirements for an organization's OH&S management system and can be used for certification / registration and / or selfdeclaration of an organization's OH&S management system, and a non-certifiable guideline intended to provide generic assistance to an organization for establishing, implementing or improving an OH&S management system. OH&S management encompasses a full range of issues, including those with strategic and competitive implications. Demonstration of successful implementation of this OHSAS Standard can be used by an organization to assure interested parties that an appropriate OH&S management system is in place.

Those organizations requiring more general guidance on a broad range of OH&S management system issues are referred to OHSAS 18002. Any reference to other International Standards is for information only.

Figure 1 – OH&S Management System Model for OHSAS Standard



Note:

This OHSAS Standard is based on the methodology known as Plan-Do-Check-Act (PDCA). PDCA can be briefly described as follows:

- a) Plan: establish the objectives and processes necessary to deliver results in accordance with organization's OH&S policy;*
- b) Do: implement the processes;*
- c) Check: monitor and measure processes against OH&S policy, objectives, legal and other requirements, and report the results;*
- d) Act: take actions to continually improve OH&S performance.*

Many organizations manage their operations via the application of a system of processes and their interactions, which can be referred to as the "process approach". ISO 9001 promotes the use of the process approach. Since PDCA can be applied to all processes, the two methodologies are considered to be compatible.

This OHSAS Standard contains requirements that can be objectively audited; however it does not establish absolute requirements for OH&S performance beyond the commitments, in the OH&S policy, to comply with applicable legal requirements and with other requirements to which the organization subscribes, to the prevention of injury and ill health and the continual improvement. Thus, two organizations carrying out similar operations but having different

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OH&S performance can both conform to its requirements.

This OH&S Standard does not include requirements specific to other management systems, such as those for quality, environmental, security, or financial management, though its elements can be aligned or integrated with those of other management systems. It is possible for an organization to adapt its existing management system(s) in order to establish an OH&S management system that conforms to the requirements of this OHSAS Standard. It is pointed out, however, that the application of various elements of the management system might differ depending on the intended purpose and the interested parties involved.

The level of detail and complexity of the OH&S management system, the extent of documentation and the resources devoted to it depend on a number of factors, such as the scope of the system, the size of an organization and the nature of its activities, products and services, and the organizational culture. The may be the case in particular for small and medium-sized enterprises.

1. SCOPE

This Occupational Health and Safety Assessment Series (OHSAS) Standard specifies requirements for an occupational health and safety (OH&S) management system, to

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enable an organization to control its OH&S risks and improve its OH&S performance. It does not state specific OH&S performance criteria, nor does it give detailed specifications for the design of a management system.

This OHSAS Standard is applicable to any organization that wishes to:

- a) Establish an OH&S management system to eliminate or minimize risks to personnel and other interested parties who could be exposed to OH&S hazards associated with activities;
- b) Implement, maintain and continually improve an OH&S management system;
- c) Assure itself of its conformity with its stated OH&S policy;
- d) Demonstrate conformity with this OHSAS Standard by:
 - making a self-determination and self-declaration, or
 - seeking confirmation of its conformance by parties having an interest in the organization, such as customers, or
 - seeking confirmation of its self-declaration by a party external to the organization, or
 - seeking certification / registration of its OH&S management system by an external organization.

All requirements in this OHSAS Standard are intended to be incorporated into any OH&S management system. The extent of the application will depend on such factors as the OH&S policy of the organization, the nature of its activities and the risks and complexity of its operations.

This OHSAS Standard is intended to address occupational health and safety, and is not intended to address other health and safety areas such as employee wellbeing / wellness programmes, product safety, property damage or environmental impacts.

2. REFERENCE PUBLICATIONS

Other publications that provide information or guidance are listed in the bibliography. It is advisable that latest editions of such publications be consulted. Specifically, reference should be made to:

OHSAS 18002 – Occupational Health and Safety Management Systems – Guidelines for the Implementation of OHSAS 18001

International Labour Organization: 2001 – Guidelines on Occupational Health and Safety Management Systems (OSH-MS)

3. TERMS AND DEFINITIONS

For the purpose of this document, the following terms and definitions apply:

3.1 Acceptable Risk

Risk that has been reduced to a level that can be tolerated by the organization having regard to its legal obligations and its own OH&S policy (3.16).

3.2 Audit

Systematic, independent and documented process for obtaining “audit evidence” and evaluating it objectively to determine the extent to which “audit criteria” are fulfilled. [ISO 9000:2005, Item 3.9.1]

Note 1:

Independent does not necessarily mean external to the organization. In many cases, particularly in smaller organizations, independence can be demonstrated by the freedom from responsibility for the activity being audited.

Note 2:

For further guidance on “audit evidence” and “audit criteria”, see ISO 19011.

3.3 Continual Improvement

Recurring process of enhancing the OH&S management system (3.13) in order to achieve improvements in overall OH&S performance (3.15) consistent with organization’s (3.17) OH&S policy (3.16).

Note 1:

The process need not take place in all areas of activity simultaneously.

Note 2:

Adapted from ISO 14001:2004, Item 3.2.

3.4 Corrective Action

Action to eliminate the cause of a detected nonconformity (3.11) or other undesirable situation. [ISO 9000:2005, Item 3.6.5]

Note 1:

There can be more than one cause for a nonconformity.

Note 2:

Corrective action is taken to prevent recurrence whereas preventive action (3.18) is taken to prevent occurrence.

3.5 Document

Information and its supporting medium.

[ISO 14001:2004, Item 3.4]

Note:

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The medium can be paper, magnetic, electronic or optical computer disk, photograph or master sample, or a combination thereof.

3.6 Hazard

Source, situation, or act with a potential for harm in terms of human injury or ill health (3.8), or a combination of these.

3.7 Hazard Identification

Process of recognizing that a hazard (3.6) exists and defining its characteristics

3.8 Ill Health

Identifiable, adverse physical or mental condition arising from and / or made worse by a work activity and / or work-related situation.

3.9 Incident

Work-related event(s) in which an injury or ill health (3.8) (regardless of severity) or fatality occurred, or could have occurred.

Note 1:

An accident is an incident which has given rise to injury, ill health or fatality.

Note 2:

An incident where no injury, ill health, or fatality occurs may also be referred to as a "near-miss", "near-hit", "close call" or "dangerous occurrence".

Note 3:

An emergency situation (see 4.4.7) is a particular type of incident.

3.10 Interested Party

Person or group, inside or outside the workplace (3.23), concerned with or affected by the OH&S performance (3.15) of an organization (3.17).

3.11 Nonconformity

Non-fulfillment of a requirement.

[ISO 9000:2005, Item 3.6.2; ISO 14001, Item 3.15]

Note:

A nonconformity can be any deviation from:

- *Relevant work standards, practices, procedures, legal requirements, etc.*
- *OH&S management system (3.13) requirements.*

3.12 Occupational Health and Safety (OH&S)

Conditions and factors that affect, or could affect the health and safety of employees or other workers (including temporary workers and contractor personnel), visitors, or any other person in the workplace (3.23).

Note:

Organizations can be subject to legal requirements for the health and safety of persons beyond the immediate workplace, or who are exposed to the workplace activities.

3.13 OH&S Management System

Part of an organization's (3.17) management system used to develop and

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implement its OH&S policy (3.16) and manage its OH&S risks (3.21).

Note 1:

A management system is a set of interrelated elements used to establish policy and objectives and to achieve those objectives.

Note 2:

A management system includes organizational structure, planning activities (including, for example, risk assessment and the setting of objectives), responsibilities, practices, procedures (3.19), processes and resources.

Note 3:

Adapted from ISO 14001:2004, Item 3.8.

3.14 OH&S Objective

OH&S goal, in term of OH&S performance (3.15), that an organization's (3.17) sets itself to achieve.

Note 1:

Objectives should be qualified wherever practicable.

Note 2:

The item 4.3.3 requires that OH&S objectives are consistent with the OH&S policy (3.16).

3.15 OH&S Performance

Measurable results of an organization's (3.17) management of its OH&S risks (3.21).

Note 1:

OH&S performance measurement includes measuring the effectiveness of the organization's controls.

Note 2:

In the context of OH&S management systems (3.13) OH&S policy (3.16), OH&S objectives (3.14), and OH&S performance requirements.

3.16 OH&S Policy

Overall intentions and direction of an organization's (3.17) related to its OH&S performance (3.15) as formally expressed by top management.

Note 1:

The OH&S policy provides a framework for action and for the setting of OH&S objectives. (3.14).

Note 2:

Adapted from ISO 14001:2004, Item 3.11.

3.17 Organization

Company, corporation, firm, enterprise, authority or institution, or part or combination thereof, whether incorporated or not, public or private, that has its own functions and administration.

[ISO 14001:2004, Item 3.16]

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Note:

For organizations with more than one operating unit, a single operating unit may be defined as an organization.

3.18 Preventive Action

Action to eliminate the cause of a potential nonconformity (3.11) or other undesirable potential situation. [ISO 9000:2005, Item 3.6.4]

Note 1:

There can be more than one cause for a potential nonconformity.

Note 2:

Preventive action is taken to prevent occurrence whereas corrective action (3.4) is taken to prevent recurrence.

3.19 Procedure

Specified way to carry out an activity or a process.

[ISO 9000:2005, Item

3.4.5] *Note:*

Procedure can be documented or not.

3.20 Record

Document (3.5) stating results achieved or providing evidence of activities performed. [ISO 14001:2004, Item 3.20]

3.21 Risk

Combination of the likelihood of an occurrence of a hazardous event or exposure(s) and the severity of injury or ill health (3.18) that can be caused by the event or exposure(s).

3.22 Risk Assessment

Process of evaluating the risk(s) (3.21) arises from a hazard(s), taking into account the adequacy of any existing controls, and deciding whether or not the risk(s) is acceptable.

3.23 Workplace

Any physical location in which work related activities are performed under the control of the organization.

Note:

When giving consideration to what constitutes a workplace, the organization (3.17) should take into account the OH&S effects on personnel who are, for example, traveling or in transit (e.g.: driving, flying, on boats or trains), working at the premises of a client or customer, or working at home.

4. OH&S MANAGEMENT SYSTEM REQUIREMENTS

4.1 General Requirements

The organization shall establish, document, implement, maintain and continually improve an OH&S management system in accordance with the requirements of this

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OHSAS Standard and determine how it will fulfill these requirements.

The organization shall define and document the scope of its OH&S management system.

4.2 OH&S Policy

Top management shall define and authorize the organization's OH&S policy and ensure that within the defined scope of its OH&S management system it:

- a) Is appropriate to the nature and scale of the organization's OH&S risks;
- b) Includes a commitment to prevention of injury and ill health and continual improvement in OH&S management and OH&S performance;
- c) Includes a commitment to at least comply with applicable legal requirements and with other requirements to which the organization subscribes that relate to its OH&S hazards;
- d) Provides the framework for setting and reviewing OH&S objectives;
- e) Is documented, implemented and maintained;
- f) Is communicated to all persons working under the control of the organization with the intent that they are made of their individual OH&S obligations;
- g) Is available to interested parties; and
- h) Is reviewed periodically to ensure that it remains relevant and appropriate to the organization.

4.3 Planning

4.3.1 Hazard Identification, Risk Assessment and Determining Controls

The organization shall establish, implement and maintain a procedure(s) for the ongoing hazard identification, risk assessment, and determination of necessary controls.

The procedure(s) for hazard identification and risk assessment shall take into account:

- a) routine and non-routine activities;
- b) activities of all persons having access to workplace (including contractors and visitors) ;
- c) human behavior, capabilities and other human factors;
- d) identified hazards originating outside the workplace capable of adversely affecting the health and safety of persons under the control of the organization within the workplace;
- e) hazards created in the vicinity of the workplace by work-related activities under the control of the organization;

Note:

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It may be more appropriate for such hazards to be assessed as an environmental aspect.

- f) infrastructure, equipment and materials at the workplace, whether provided by the organization or others;
- g) changes or proposed changes in the organization, its activities, or materials;
- h) modifications to the OH&S management system, including temporary changes, and their impacts on operations, processes, and activities;
- i) any applicable legal obligations relating to risk assessment and implementation of necessary controls;
- j) the design of work area processes. Installations, machinery / equipment, operating procedures and work organization, including their adaptation to human capabilities.

The organization's methodology for hazard identification and risk assessment shall:

- a) be defined with respect to its scope, nature and timing to ensure it is proactive rather than reactive; and
- b) provide for the identification, prioritization and documentation of risks, and the application of controls, as appropriate.

For the management of change, the organization shall identify the OH&S hazards and OH&S risks associated with changes in the organization, the OH&S management system, or its activities, prior to the introduction of such changes.

The organization shall ensure that results of these assessments are considered when determining controls.

When determining controls, or considering changes to existing controls, consideration shall be given to reducing the risks according to the following hierarchy:

- a) elimination;
- b) substitution;
- c) engineering controls;
- d) signage / warnings and / or administrative controls;
- e) personal protective equipment.

The organization shall document and keep the results of identification of hazards, risk assessment and determined control up-to-date.

The organization shall ensure that OH&S risks and determined controls are taken into account when establishing, implementing and maintaining its OH&S management system.

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4.3.2 Legal and Other Requirements

The organization shall establish, implement and maintain a procedure(s) for identifying and accessing the legal and other OH&S requirements that are applicable to it.

The organization shall ensure that these applicable legal requirements and other requirements to which the organization subscribes are taken into account in establishing, implementing and maintaining its OH&S management system.

The organization shall keep this information up-to-date.

The organization shall communicate relevant information on legal and other requirements to persons working under the control of the organization, and other relevant interested parties.

4.3.3 Objectives and Programme(s)

The organization shall establish, implement and maintain documented OH&S objectives, at relevant functions and level within the organization.

The objectives shall be measurable, where practicable, and consistent with the OH&S policy, including the commitments to the prevention of injury and ill health, to compliance with applicable legal requirements and with other requirements to which the organization subscribes and to continual improvement.

When establishing and reviewing its objectives, an organization shall take into account the legal requirements and other requirements to which the organization subscribes, and its OH&S risks. It shall also consider its technological options, its financial, operational and business requirements, and the views of relevant interested parties.

The organization shall establish, implement and maintain a programme(s) for achieving its objectives. Programme(s) shall include as a minimum:

- a) designation of responsibility and authority for achieving objectives at relevant functions and levels of the organization; and
- b) the means and time-frame by which the objectives are to be achieved.

The programme(s) shall be reviewed at regular and planned intervals, and adjusted as necessary, to ensure that the objectives are achieved.

4.4 Implementation and Operation

4.4.1 Resources, Roles, Responsibility, Accountability and Authority

Top management shall take ultimate responsibility for OH&S and the OH&S management system.

Top management shall demonstrate its commitment by:

- a) ensuring the availability of resources essential to establish, implement, maintain and improve the OH&S management system;

Note:

Resources include human resources and specialized skills, organizational infrastructure, technology and financial resources.

- b) defining roles, allocating responsibilities and accountabilities, and delegating authorities, to facilitate effective OH&S management; roles, responsibilities, accountabilities, and authorities shall be documented and communicated.

The organization shall appoint a member(s) of top management with specific responsibility for OH&S, irrespective of other responsibilities, and with defined roles and authority for:

- a) ensuring that the OH&S management system is established, implemented and maintained in accordance with this OHSAS Standard;
- b) ensuring that reports on the performance of the OH&S management system are presented to top management for review and used as a basis for improvement of the OH&S management system.

Note:

The top management appointee (e.g.: in a large organization, a Board or executive committee member) may delegate some of their duties to a subordinate management representative(s) while still retaining accountability.

The identity of the top management appointee shall be made available to all persons working under the control of the organization.

All those with management responsibility shall demonstrate their commitment to the continual improvement of OH&S performance.

The organization shall ensure that persons in the workplace take responsibility for aspects of

OH&S, over which they have control, including adherence to the organization's applicable OH&S requirements.

4.4.2 Competence, Training and Awareness

The organization shall ensure that any person(s) under its control performing tasks that can impact on OH&S is (are) competent on the basis of appropriate education, training or experience, and shall retain associated records.

The organization shall identify training needs associated with its OH&S risks and its OH&S management system. It shall provide training or take other action to meet these needs, evaluate the effectiveness of the training or action taken, and retain associated records.

The organization shall establish, implement and maintain a procedure(s) to make persons working under its control aware of:

- a) the OH&S consequences, actual or potential, of their work activities, their behavior, and the OH&S benefits of improved personal performance;
- b) their roles and responsibilities and importance in achieving conformity to the OH&S policy and procedures and to requirements of the OH&S

management system, including emergency preparedness and response requirements;

- c) the potential consequences of departure from specified procedures.

Training procedures shall take into account differing levels of:

- a) responsibility, ability, language skills and literacy; and
- b) risk.

4.4.3 Communication, Participation and Consultation

4.4.3.1 Communication

With regard to its OH&S hazards and OH&S management system, the organization shall establish, implement and maintain a procedure(s) for:

- a) internal communication among the various levels and functions of the organization;
- b) communication with contractors and other visitors to the workplace;
- c) receiving, documenting and responding to relevant communications from external interested parties.

4.4.3.2 Participation and Consultation

The organization shall establish, implement and maintain a procedure(s) for:

- a) The participation of workers by their:
 - appropriate involvement in hazard identification, risk assessments and determination of controls;
 - appropriate involvement in incident investigation;
 - involvement in the development and review of OH&S policies and objectives;
 - consultation where there are any changes that affect their OH&S;
 - representation on OH&S matters.
- b) Consultation with contractors where there are changes that affect their OH&S.

The organization shall ensure that, when appropriate, relevant external interested parties are consulted about pertinent OH&S matters.

4.4.4 Documentation

The OH&S management system documentation shall include:

- a) the OH&S policy and objectives;
- b) description of the scope of the OH&S management system;

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- c) description of the main elements of the OH&S management system and their interaction, and reference to related documents;
- d) documents, including records, required by this OHSAS Standard; and
- e) documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of processes that relate to the management of its OH&S risks.

Note:

It is important that documentation is proportional to the level of complexity, hazards and risks concerned and is kept to the minimum required for effectiveness and efficiency.

4.4.5 Control of Documents

Documents required by the OH&S management system and by this OHSAS Standard shall be controlled. Records are a special type of documents and shall be controlled in accordance with the requirements given in item 4.5.4.

The organization shall establish, implement and maintain a procedure(s) to:

- a) approve documents to adequacy prior to issue;
- b) review and update as necessary and re-approve documents;
- c) ensure that changes and the current revision status of documents are identified;
- d) ensure that relevant versions of applicable documents are available at points of use;
- e) ensure that documents remain legible and readily identifiable;
- f) ensure that documents of external origin determined by the organization to be necessary for the planning and operation of the OH&S management system are identified and their distribution controlled; and
- g) prevent the unintended use of obsolete documents and apply suitable identification to them if they are retained for any purpose.

4.4.6 Operational Control

The organization shall determine those operations and activities that are associated with the identified hazard(s) where the implementation of controls is necessary to manage the OH&S risk(s). This shall include the management of change.

For those operations and activities, the organization shall implement and maintain:

- a) operational controls, as applicable to the organization and its activities; the organization shall integrate those operational controls into its overall OH&S management system;

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- b) controls related to purchased goods, equipment and services;
- c) controls related to contractors and other visitors to the workplace;
- d) documented procedures, to cover situations where their absence could lead to deviations from the OH&S policy and the objectives;
- e) stipulated operating criteria where their absence could lead to deviations from the OH&S policy and objectives.

4.4.7 Emergency Preparedness and Response

The organization shall establish, implement and maintain a procedure(s) to:

- a) identify the potential for emergency situation;
- b) respond to such emergency situation.

The organization shall respond to actual emergency situations and prevent or mitigate associated adverse OH&S consequences.

In planning its emergency response the organization shall take account of the needs of relevant interested parties, e.g. emergency services and neighbours.

The organization shall also periodically test its procedure(s) to respond to emergency situations, where practicable, involving relevant interested parties as appropriate.

The organization shall periodically review and, where necessary, revise its emergency preparedness and response procedure(s), in particular, after periodical testing and after the occurrence of emergency situations.

4.5 Checking

4.5.1 Performance Measurement and Monitoring

The organization shall establish, implement and maintain a procedure(s) to monitor and measure OH&S performance on a regular basis. This procedure(s) shall provide for:

- a) both quantitative and qualitative measures, appropriate to the needs of the organization;
- b) monitoring of the extent to which the organization's OH&S objectives are met;
- c) monitoring the effectiveness of controls (for health as well as for safety);
- d) proactive measures of performance that monitor conformance with the OH&S programme(s), controls and operational criteria;
- e) reactive measures of performance that monitor ill health, incidents (including accidents, near-misses, etc.), and other historical evidence of deficient OH&S performance;

- f) recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective action and preventive action analysis.

If equipment is required to monitor or measure performance, the organization shall establish and maintain procedures for the calibration and maintenance of such equipment, as appropriate. Records of calibration and maintenance activities and results shall be retained.

4.5.2 Evaluation of Compliance

- 4.5.2.1 Consistent with its commitment to compliance the organization shall establish, implement and maintain a procedure(s) for periodically evaluating compliance with applicable legal requirements.

The organization shall keep records of the results of the periodic evaluations.

Note:

The frequency of periodic evaluation may vary for differing legal requirements.

- 4.5.2.2 The organization shall evaluate compliance with other requirements to which it subscribes. The organization may wish to combine this evaluation with the evaluation of legal compliance referred to item 4.5.2.1 or to establish a separate procedure(s).

The organization shall keep records of the results of the periodic evaluations.

Note:

The frequency of periodic evaluation may vary for differing other requirements to which the organization subscribes.

4.5.3 Incident Investigation, Nonconformity, Corrective Action and Preventive Action

4.5.3.1 Incident Investigation

The organization shall establish, implement and maintain a procedure(s) to record, investigate and analyse incidents in order to:

- a) determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents;
- b) identify the need for corrective action;
- c) identify opportunities for preventive action;
- d) identify opportunities for continual improvement;
- e) communicate the results of such investigations.

The investigations shall be performed in a timely manner.

Any identified need for corrective action or opportunities for preventive

action shall be dealt with the relevant parts of 4.5.3.2.

The results of incident investigations shall be documented and maintained.

4.5.3.2 Nonconformity, Corrective Action and Preventive Action

The organization shall establish, implement and maintain a procedure(s) for dealing with actual and potential nonconformity(ies) and for taking corrective action and preventive action. The procedure(s) shall define requirements for:

- a) identifying and correcting nonconformity(ies) and taking action(s) to mitigate their OH&S consequences;
- b) investigating nonconformity(ies), determining their cause(s) and taking actions in order to avoid their recurrence;
- c) evaluating the need for action(s) to prevent nonconformity(ies) and implementing appropriate actions designed to avoid their occurrence;
- d) recording and communicating the results of corrective action(s) and preventive action(s) taken; and,
- e) reviewing the effectiveness of corrective action(s) and preventive action(s) taken.

Where the corrective action and preventive action identifies new or changed hazards or the need for new or changed controls, the procedure shall require that the proposed actions shall be taken through a risk assessment prior to implementation.

Any corrective action or preventive action taken to eliminate the causes of actual and potential nonconformity(ies) shall be appropriate to the magnitude of problems and commensurate with the OH&S risk(s) encountered.

The organization shall ensure that any necessary changes arising from corrective action and preventive action are made to the OH&S management system documentation.

4.5.4 Control of Records

The organization shall establish and maintain records as necessary to demonstrate conformity to the requirements of its OH&S management system and of this OHSAS Standard, and the results achieved.

The organization shall establish, implement and maintain a procedure(s) for the identification, storage, protection, retrieval, retention and disposal of records.

Records shall be and remain legible, identifiable and traceable.

4.5.5 Internal Audit

The organization shall ensure that internal audits of OH&S management system are conducted at planned intervals to:

- a) determine whether the OH&S management system:

- conforms to planned arrangements for OH&S management, including the requirements of this OHSAS Standard; and
- has been properly implemented and is maintained; and
- is effective in meeting the organization's policy and objectives.

b) provide information on the results of audits to management.

Audit programme(s) shall be planned, established, implemented and maintained by the organization, based on the results of risk assessments of the organization's activities, and the results of previous audits.

Audit procedure(s) shall be established, implemented and maintained that address:

- a) the responsibilities, competencies, and requirements for planning and conducting audits, reporting results and retaining associated records; and
- b) the determination of audit criteria, scope, frequency and methods.

Selection of auditors and conduct of audits shall ensure objectivity and the impartiality of the audit process.

4.6 Management Review

Top management shall review the organization's OH&S management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. Reviews shall include assessing opportunities for improvement and the need for changes to the OH&S management system, including the OH&S policy and OH&S objectives. Records of the management reviews shall be retained.

Input to management reviews shall include:

- a) results of internal audits and evaluations of compliance with applicable legal requirements and with other requirements to which the organization subscribes;
- b) the results of participation and consultation;
- c) relevant communication(s) from external interested parties, including complaints;
- d) the OH&S performance of the organization;
- e) the extent to which objectives have been met;
- f) status of incident investigations, correctives actions and preventive actions;
- g) follow-up actions from previous management reviews;
- h) changing circumstances, including developments in legal and other requirements related to OH&S; and
- i) recommendations for improvement.

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The outputs from management reviews shall be consistent with the organization's commitment to continual improvement and shall include decisions and actions related to possible changes to:

- a) OH&S performance;
- b) OH&S policy and objectives;
- c) resources; and
- d) other elements of the OH&S management system.

Relevant outputs from management review shall be made available for communication and consultation.

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

OHSAS 18001:2007		ISO 14001:2004		ISO 9001:2000	
-	Introduction	-	Introduction	0 0.1 0.2 0.3 0.4	Introduction General Process Approach Relationship with ISO 9004 Compatibility with Other Management Systems
1	Scope	1	Scope	1 1.1 1.2	Scope General Application
2	Normative References	2	Normative References	2	Normative References
3	Terms and Definitions	3	Terms and Definitions	3	Terms and Definitions
4	OH&S Management System Elements	4	Environmental Management System Requirements	4	Quality Management System
4.1	General Requirements	4.1	General Requirements	4.1 5.5 5.5.1	General Requirements Responsibility, Authority and communication Responsibility and Authority
4.2	OH&S Policy	4.2	Environmental Policy	5.1 5.3 8.5.1	Management Commitment Quality Policy Continual Improvement
4.3	Planning	4.3	Planning	5.4	Planning

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

4.3.1	Hazard Identification, Risk Assessment and Determining Controls	4.3.1	Environmental Aspects	5.2 7.2.1 7.2.2	Customer Focus Determination of Requirements Related to the product Review of Requirements Related to the Product
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OHSAS 18001:2007		ISO 14001:2004		ISO 9001:2000	
4.3.2	Legal and Other Requirements	4.3.2	Legal and Other Requirements	5.2 7.2.1	Customer Focus Determination of Requirements Related to the Products
4.3.3	Objectives and Programme(s)	4.3.3	Objectives, Targets and Programme(s)	5.4.1 5.4.2 8.5.1	Quality Objectives Quality Management System Planning Continual Improvement
4.4.1	Resources, Roles, Responsibility, Accountability and Authority	4.4.1	Resources, Roles, Responsibility and Authority	5.1 5.5.1 5.5.2 6.1 6.3	Management Commitment Responsibility and Authority Management Representative Provision of Resources Infrastructure
4.4.2	Competence, Training and Awareness	4.4.2	Competence, Training and Awareness	6.2.1 6.2.2	Human Resources _ General Competence, Training and Awareness
4.4.3	Communication, Participation and Consultation	4.4.3	Communication	5.5.3 7.2.3	Internal Communication Customer Communication

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

4.4.4	Documentation	4.4.4	Documentation	4.2.1	Documentation Requirements _ General
4.4.5	Control of Documents	4.4.5	Control of Documents	4.2.3	Control of Documents

OHSAS 18001:2007	ISO 14001:2004	ISO 9001:2000
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ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

4.4.6	Operational Control	4.4.6	Operational Control		Planning of Product Realization
				7.1	Customer-Related Processes
				7.2	Determination of Requirements
				7.2.1	Related to the Product
				7.2.2	Review of Requirements Related to the Product
				7.3.1	Design and Development Planning
				7.3.2	Design and Development Inputs
				7.3.3	Design and Development Outputs
				7.3.4	Design and Development Review
				7.3.5	Design and Development Verification
				7.3.6	Design and Development Validation
				7.3.7	Control of Design and Development Changes
				7.4.1	Purchasing Process
				7.4.2	Purchasing Information
				7.4.3	Verification of Purchased Product
				7.5	Production and Service Provision
				7.5.1	Control of Production and Service Provision
				7.5.2	Validation of Processes for Production and Service Production
				7.5.5	

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

					Preservation of Product
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OHSAS 18001:2007	ISO 14001:2004	ISO 9001:2000
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ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000*(continued)*

4.4.7	Emergency Preparedness and Response	4.4.7	Emergency Preparedness and Response	8.3	Control of Nonconforming Product
4.5	Checking	4.5	Checking	8	Measurement, Analysis and Improvement
4.5.1	Performance Measurement and Monitoring	4.5.1	Monitoring and Measurement	7.6 8.1 8.2.3 8.2.4 8.4	Control of Monitoring and Measuring Devices General Monitoring and Measurement of Processes Monitoring and Measurement of Product Analysis of Data
4.5.2	Evaluation of Compliance	4.5.2	Evaluation of Compliance	8.2.3 8.2.4	Monitoring and Measurement of Processes Monitoring and Measurement of Product
4.5.3	Incident Investigation, Nonconformity, Corrective Action and Preventive Action	-	-	-	-
4.5.3.1	Incident Investigation	-	-	-	-
4.5.3.2	Nonconformity, Corrective and Preventive Action	4.5.3	Nonconformity, Corrective and Preventive Action	8.3 8.4 8.5.2 8.5.3	Control of Nonconformity Product Analysis of Data Corrective Action Preventive Action
OHSAS 18001:2007		ISO 14001:2004		ISO 9001:2000	
4.5.4	Control of Records	4.5.4	Control of Records	4.2.4	Control of Records

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

4.6	Management Review	4.6	Management Review	5.1 5.6 5.6.1 5.6.2 5.6.3 8.5.1	Management Commitment Management Review General Review Input Review Output Continual Improvement
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ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

ANNEX B CORRESPONDENCE BETWEEN OHSAS 18001, OHSAS 18002, and the ILO-OSH: 2001 GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEMS

1. INTRODUCTION

This annex identifies the key differences between the International Labour Organization's ILO-OSH Guidelines and the OHSAS documents, and provides a comparative assessment of their differing requirements.

It should be noted that no areas of significant difference have been identified.

Consequently, those organizations that have implemented an OH&S management system that is compliant with OHSAS 18001 may be reassured that their OH&S management system will also be compatible with the recommendations of the ILO-OSH Guidelines.

A correspondence table between the individual clauses of the OHSAS documents and those of the ILO-OSH Guidelines is given in Annex C.

2. OVERVIEW

The two prime objectives of the ILO-OSH Guidelines are:

- a) to assist countries in the establishment of a national framework for occupational health and safety management systems; and
- b) to provide guidance to individual organizations regarding the integration of OH&S elements into their overall policy and management arrangements.

OHSAS 18001 specifies requirements for OH&S management systems, to enable organizations to control risks and to improve their OH&S performance.

OHSAS 18002 gives guidance on the implementation of OHSAS 18001.

The OHSAS documents are therefore comparable with Section 3 of the ILO-OSH Guidelines "*The occupational safety and health management system in the organization*".

3. DETAILED ANALYSIS OF SECTION 3 OF THE ILO-OSH GUIDELINES AGAINST THE OHSAS DOCUMENTS a) Scope

The focus of the ILO-OSH Guidelines is on workers. The focus of the OHSAS Standards, towards persons under the control of the organization and other interested parties, is broader.

b) OH&S Management System Models

The model picturing the main elements of an OH&S management system is directly equivalent between the ILO-OSH Guidelines and the OHSAS documents.

Note: This document is to be used for training only.

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

c) ILO-OSH Section 3.2

(Worker Participation)

In the ILO-OSH Guidelines, subsection 3.2.4 recommends that:

“The employer should ensure as appropriate, the establishment and efficient functioning of a health and safety committee and the recognition of workers health and safety representatives in accordance with national laws and practice”.

OHSAS 18001, 4.4.3, requires the organization to establish a procedure for communication, participation and consultation, and to involve a wider spectrum of interested parties (due to the broader scope of application of the document).

d) ILO-OSH Section 3.3

(Responsibility and Accountability)

The ILO-OSH Guidelines recommend in 3.3.1 (h) the establishment of prevention and health promotion programmes. There is no requirement in the OHSAS Standards for this.

e) ILO-OSH Section 3.4

(Competence and Training)

The recommendation of the ILO-OSH Guidelines subsection 3.4.4:

“Training should be provided to all participants at no cost and should take place during working hours if possible”.

It is not a requirement of the OHSAS documents.

f) ILO-OSH Section 3.10.4

(Procurement)

The ILO-OSH Guidelines emphasize that safety and health requirements of the organization should be incorporated into purchasing and leasing specifications.

The OHSAS Standards address procurement by their requirements for risk assessment, identification of legal requirements and the establishment of operational controls.

g) ILO-OSH Section 3.10.5

(Contracting)

The ILO-OSH Guidelines define the steps to be taken to ensure that organization’s safety and health requirements are applied to contractors (that also provide a summary of the actions needed to ensure that they are). This is implicit in OHSAS.

h) ILO-OSH Section 3.12

Note: This document is to be used for training only.

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

(Investigation of Work Related Injuries, Ill Health, Diseases and Incidents, and Their Impact on Safety and Health Performance)

The ILO-OSH Guidelines do not require corrective actions or preventive actions to be reviewed through the risk assessment process prior to implementation, as they are in OHSAS 18001, 4.5.3.2.

i) ILO-OSH Section 3.13

(Audit)

The ILO-OSH Guidelines recommend consultation on the selection of auditors. In contrast, the OHSAS documents require audit personnel to be impartial and objective.

j) ILO-OSH Section 3.16

(Continual Improvement)

This is a separate subclause in the ILO-OSH Guidelines. It details arrangements that should be taken into account for the achievement of continual improvement. Similar arrangements are detailed throughout the OHSAS documents, which consequently do not have a corresponding clause.

ANNEX C CORRESPONDENCE BETWEEN THE CLAUSES OF THE OHSAS DOCUMENTS AND THE CLAUSES OF THE ILO-OSH GUIDELINES

Clause	OHSAS	Clause	ILO-OSH Guidelines
-	Introduction	- 3.0	Introduction The Occupational Safety and Health Management System in the Organization
	Foreword	-	The International Labour Organization
1	Scope	1.0	Objectives
2	Reference Publications	-	Bibliography
3	Terms and Definitions	-	Glossary
4	OH&S Management System Elements	-	-
4.1	General Requirements	3.0	The Occupational Safety and Health Management System in the Organization
4.2	OH&S Policy	3.1 3.16	Occupational Safety and Health Policy Continual Improvement
4.3	Planning	-	Planning and Implementation

Note: This document is to be used for training only.

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

4.3.1	Hazard Identification, Risk Assessment and Determining Controls	3.7 3.8 3.10 3.10.1 3.10.2 3.10.5	Initial Review System Planning, Development and Implementation Hazard Prevention Prevention and Control Measures Management of Change Contracting
4.3.2	Legal and Other Requirements	3.7.2 3.10.1.2	Initial Review Prevention and Control Measures
4.3.3	Objectives and Programme(s)	3.8 3.9 3.16	System Planning, Development and Implementation Occupational Safety and Health Objectives Continual Improvement
4.4	Implementation and Operation	-	-
4.4.1	Resources, Roles, Responsibility, Accountability and Authority	3.3 3.8 3.16	Responsibility and Accountability System Planning, Development and Implementation Continual Improvement

ANNEX C

CORRESPONDENCE BETWEEN THE CLAUSES OF THE OHSAS DOCUMENTS AND

THE CLAUSES OF THE ILO-OSH GUIDELINES

(continued)

Clause	OHSAS	Clause	ILO-OSH Guidelines
4.4.2	Competence, Training and Awareness	3.4	Competence and Training
4.4.3	Communication, Participation and Consultation	3.2 3.6	Worker Participation Communication
4.4.4	Documentation	3.5	Occupational Safety and Health Management System Documentation

Note: This document is to be used for training only.

ANNEX A

CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004 and ISO 9001:2000

(continued)

4.4.5	Control of Documents	3.5	Occupational Safety and Health Management System Documentation
4.4.6	Operational Control	3.10.2 3.10.4 3.10.5	Management of Change Procurement Contracting
4.4.7	Emergency Preparedness and Response	3.10.3	Emergency Prevention, Preparedness and Response
4.5	Checking	-	Evaluation
4.5.1	Performance Measurement and Monitoring	3.11	Performance Monitoring and Measurement
4.5.2	Evaluation of Compliance	-	-
4.5.3	Incident Investigation, Nonconformity, Corrective Action and Preventive Action	-	-
4.5.3.1	Incident Investigation	3.12 3.16	Investigation of Work Related Injuries, Ill Health, Diseases and Incidents and Their Impact on Safety and Health Performance Continual Improvement
4.5.3.2	Nonconformity, Corrective and Preventive Action	3.15	Preventive and Corrective Action
4.5.4	Control of Records	3.5	Occupational Safety and Health Management System Documentation
4.5.5	Internal Audit	3.13	Audit
4.6	Management Review	3.14 3.16	Management Review Continual Improvement

Note: This document is to be used for training only.

ANNEX A

**CORRESPONDENCE BETWEEN OHSAS 18000:2007, ISO 14001:2004
and ISO 9001:2000**

(continued)

1. ISO 9000:2005, Quality Management Systems – Fundamentals and Vocabulary
2. ISO 9001:2000, Quality Management Systems – Requirements
3. ISO 14001:2004, Environmental Management Systems – Requirements with Guidance for Use
4. ISO 19011:2002, Guidelines for Quality and / or Environmental Management Systems Auditing



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,
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DAFTAR HADIR KERJA PRATEK

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JUDUL : Penerapan Sistem Manajemen Keselamatan Dan Kesehatan Kerja

NAMA TEMPAT KERJA PRAKTEK : PT.CKN Nusa Group

WAKTU KERJA PRAKTEK : 1 Januari s.d 29 Januari 2021

HARI KE-	HARI/TANGGAL	URAIAN KEGIATAN	PARAF PEMBIMBING LAPANGAN
1	01/01/2021	Pengenalan Lingkungan Dan Karyawan	<i>Ferdian</i>
2	04/01/2021	Mengenal Lingkungan Dan Workshop	<i>Ferdian</i>
3	06/01/2021	Mengikuti Kegiatan Workshop	<i>Ferdian</i>
4	08/01/2021	Keliling Lingkungan Kerja Memantau Pekerja Melakukan Pekerjaan	<i>Ferdian</i>
5	11/01/2021	Mengidentifikasi Tempat-Tempat Yang Rawan Akan Terjadinya Kecelakaan Di Tempat Kerja	<i>Ferdian</i>
6	13/01/2021	Perencanaan Dan Pembuatan ketentuan untuk Memberikan informasi Mengenai K3 Pada Lingkungan Kerja	<i>Ferdian</i>
7	15/01/2021	Memberikan Arahan Pada Operator Mengenai K3	<i>Ferdian</i>
8	18/01/2021	Memberikan Gambaran Safety K3	<i>Ferdian</i>



KEMENTERIAN PENDIDIKAN, KEBUDAYAAN,





Membuat Baliho Tentang K3 Pada Lingkungan

kerja

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HARI KE-	HARI/TANGGAL	URAIAN KEGIATAN	PARAF PEMBIMBING LAPANGAN
10	22/01/2021	Memasangkan Baliho K3 Pada Area Workshop	
11	25/01/2021	Foto Lingkungan Kerja Untuk Perbaikan	
12	27/01/2021	Mengidentifikasi Kembali Potensi Bahaya Di Lingkungan Kerja	
13	29/01/2021	Membuat Laporan Perbaikan Untuk Perusahaan Dan Selesai	

Mengetahui,
Koordinator Kerja Praktek



Shofiatul Ula, S.Pd.I., M.Eng
NIP. 198403132019032009

Cilegon, 29 Januari 2021

Pembimbing Lapangan



Dedi Yumanta
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BIMBINGAN KERJA PRAKTEK

(Dosen Pembimbing)

Nama : Ferdian Firmansyah
NPM : 3331170009
Judul : Penerapan Sistem Manajemen Keselamatan dan Kesehatan Kerja
Tempat Kerja Praktek : PT.CKN
Periode Waktu Kerja Praktek : 01 Januari s.d 29 Januari

NO	HARI/TANGGAL	URAIAN	PARAF DOSEN PEMBIMBING KP
1	28/09/2022	Perbaikan kalimat yang rancu dan sistematika penulisan	
2	26/10/2022	Perbaikan bab 1-3	
3	16/11/2022	Perbaikan pada bab 4	
5	21/11/2022	Laporan telah di cc oleh dosen pembimbing	

Mengetahui,
Koordinator Kerja Praktek

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Cilegon, 21 november 2022

Dosen Pembimbing Kerja Praktek

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Tempat Kerja Praktek : 01 Januari s.d 29 Januari
Periode Waktu Kerja Praktek : PT.CKN Nusa Group

NO	HARI/TANGGAL	URAIAN	PARAF PEMBIMBING LAPANGAN
1	11/01/2021	Mengidentifikasi tempat-tempat yang rawan akan kecelakaan kerja.	
2	13/01/2021	Perencanaan Dan Pembuatan ketentuan untuk Memberikan informasi Mengenai K3 Pada Lingkungan Kerja	
3	18/01/2021	Memberikan Gambaran Safety K3	
4	27/01/2021	Mengidentifikasi Kembali Potensi Bahaya Di Lingkungan Kerja	
5	29/01/2021	Membuat Laporan Perbaikan Untuk Perusahaan Dan Selesai	

Mengetahui,
Koordinator Kerja Praktek

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