

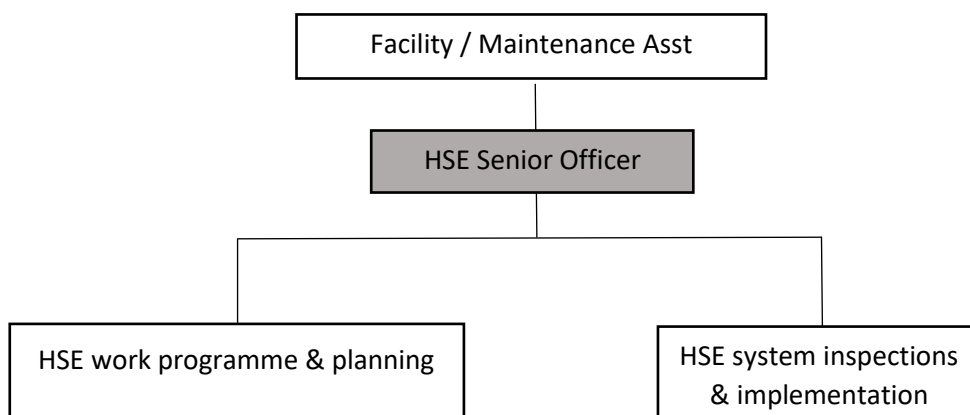
 <small>PT. YOKOHAMA INDUSTRIAL PRODUCTS MANUFACTURING INDONESIA</small>	PT. YOKOHAMA INDUSTRIAL PRODUCTS MANUFACTURING INDONESIA	Form No	HR.Form-056
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HSE SENIOR OFFICER

Section : Facility / Maintenance

Department : Plant

I. STRUCTURE OF WORK



II. RELATED FUNCTION

1. Relation to internal company

NO	Department / Section	Related tasks
1	All manager & Staff	<ul style="list-style-type: none"> HSE system implementation Promoting HSE and safety communication Coordinating with each department about HSE implementation according to applicable law.

2. Relation to external company

No	Company / Institution	Related tasks
1	Disnaker	Applicable Law about HSE
2	Second Party	Consultant
3	Third Party	External training about HSE, Certification Body, Inspection Company

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III. ROLE AND POSITION

General :

As a System Implementer & executor

Generator for supporting the vision, mission, and targets that have been set by the company, including operations and strategy of work plan, human resource management, health, safety and work environment, etc.

Specific / Functional :

Implement the company policy, conduct the action plan, lead the factory to get zero accident.

IV. JOB & RESPONSIBILITIES

Main task

1. Responsible for implementation of HSE inspection system that has been set on procedure.
2. Prepare HSE Manual, Procedure, Work Instruction and other related document, work program and planning implementation.
3. Responsible to coordinate with HSE committee to identify hazard, OH&S and Environmental risk in the company.
4. Giving safety induction to new employees, visitor and contractor.
5. Briefing the visitor/subcontractor regarding to risk determining control of HSE hazard and filing all incoming external communication record including request for Corrective and Preventive Action.
6. Prepare, implement, record the HSE meeting, and distribute the meeting result to all related person (P2K3 Meeting).
7. Identify HSE performance refer to the Hazards identification, risk assessment and determining control form.
8. Evaluate the result of monitoring, measuring and HSE evaluation report & compliance of Hse legal and other requirement.
9. Make sure safety device such as fire extinguisher, personal protection equipment and others necessary device are provided with a complete and overseeing the work activities until the situation is considered to be fully secure.
10. Identifying and evaluating the activities related HSE has been comply with regulation.
11. Creating HSE report and analyze accidents statistical data.

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12. Promoting HSE and safety communication (Safety Signs etc.) to employees.
13. Reviewing SOP, workplace safety, and safety training.
14. Investigate the cause of working accident, evaluate the accident report and conduct working accident preventive action.
15. Create and review Risk & Opportunity (RO) of Facility Maintenance section related to HSE (ISO 14001& ISO 45001), quality (ISO 9001) and API Q1.
16. Prepare budget HSE activity dan propose to Facility Maintenance Manager.
17. Implement and control ISO 9001, ISO14001, ISO 45001, and API Q1.
18. Implement UU No. 1 THn 1970 and associated regulations of K3.
19. Implement and control Risk & Opportunity (RO).
20. Implement awareness about spillage at the working place.
21. Aware and monitor LCP activity (Reuse, Reduce, Recycle) in the workplace include its aspect and impact.
22. Implement and coordinate appropriate usage of fire extinguisher.
23. Implement and control appropriate Ergonomics in the workplace.
24. Implement *HORENISO* in working area.
25. Implement *Muda Dori* in working area.

Additional task

1. Translate Japanese document from YRC related to QHSE document.
2. In charge to promote, implement and control the industrial hygiene program in the company in line with Indonesian Republic regulation related to the Industrial Hygiene task.

V. KEY PERFORMANCE INDIKATOR

1. Risk Control :
 - a. Zero occurrence of occupational & health injury
 - b. Zero occurrence of occupational & health injury (working, traffic, fire)
 - c. Zero pollution to soil and sea

VI. POSITION QUALIFICATIONS

1. Minimum Bachelor degree from reputable university, any major.
2. Have experience min 1 year in the HSE field.
3. Possess "AK3 Umum" Certificate.
4. Competence (Knowledge, Expertise & Skills)

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Technical Capability	Functional Soft Skill
<ul style="list-style-type: none"> • K3 General Certified • Knowledge of ISO 9001, ISO 14001, ISO 45001 and API Q1 • Industrial Hygiene certified 	<ul style="list-style-type: none"> • KYT skill • Strong Analitical skill
Character	Position Soft Skill
<ul style="list-style-type: none"> • High integrity • Fast response • Initiative 	<ul style="list-style-type: none"> • Communication skill • Safety oriented

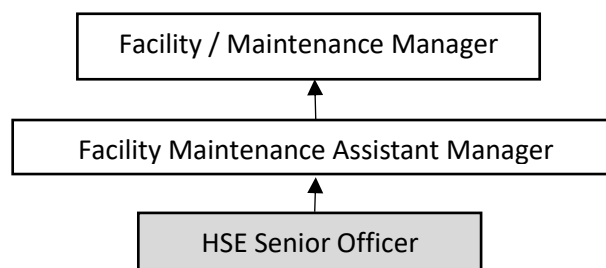
VII. Physical Requirements :

1. Age : more than 28 years old
2. Healthy mentally & physically

VIII. Training :

1. Technical training :
 - General AK3, P2K3, Industry hygiene
 - ISO 9001, ISO 14001, ISO 45001, API Q1
 - Orientation 5S
 - Accident Investigation
 - Waste Management
 - AK3 Umum: Certified
 - AK3 Lingkungan Kerja: Certified
2. Training Managerial :
 - Leadership / supervisory

IX. Career steps :



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Employee Sign	Section Head Sign	Prepared by	Approved by
Name: Rudi Arman S	Name: Lalu Harwin S	Name: Jaenudin	Name: Budiyo Eko Y

* Your signature is the proof that you understood about the contents of this job authorization.

REVISION HISTORY

No.	Revision Content	Rev No.	Revision Issue date
1	Establish new Job description	00	Established Oct 29, 2015
2	Additional Job description item related to HSE & K3	01	Sept 15, 2016
3	Revise form	02	April 09, 2018
4	Change section to QA section	03	November 01, 2018
5	Add job authorization related to HSE	04	February 11, 2019
6.	Remove PPE related tasks and waste disposal	05	October 31, 2019
7	Update main task and add API Q1 standardization to Job responsibilities.	06	November 25, 2020
8	Add additional task regarding to industrial hygiene	07	January 28, 2021
9	Add additional AK 3 Certified	08	03 June 2022
10	<ul style="list-style-type: none"> Revise section Revise Structure of work Job Description Revise Career Steps 	09	18 October 2023
11	Add main task LCP related to OHS	10	30 January 2024