

Pedoman Sistem Manajemen Keselamatan Kerja Kontraktor (Contractor Safety Management System)

Contractor Safety Management System Guidelines

Pernyataan

Pedoman Sistem Manajemen Keselamatan Kerja Kontraktor ini disusun oleh PT Perusahaan Gas Negara Tbk sesuai dengan proses bisnis perusahaan dan mengacu pada regulasi serta standar yang relevan terkait penjaminan keselamatan kerja kontraktor. Pedoman ini merupakan bukti dari komitmen PT Perusahaan Gas Negara Tbk untuk menjaga keselamatan pekerja dalam seluruh lini bisnis Perusahaan. Kontraktor yang bekerja bersama PGN diwajibkan memenuhi persyaratan minimum aspek Health, Safety, Security, and Environment (HSSE) berdasarkan tingkat risiko pekerjaan sebagai syarat mengikuti proses lelang. Kontraktor harus melalui tahapan prakualifikasi guna menguji performa keamanan dan risiko agar dapat diklasifikasikan ke dalam tiga klasifikasi tingkat risiko pekerjaan: (i) pekerjaan berisiko tinggi; (ii) pekerjaan berisiko menengah; dan (iii) pekerjaan berisiko rendah. Hanya kontraktor yang memenuhi persyaratan *Contractor Safety Management System* (CSMS) diizinkan bekerja di lokasi perusahaan.

Statement

The *Contractor Safety Management System Guidelines* are prepared by PT Perusahaan Gas Negara Tbk in accordance with the company's business processes and by referring to regulations and relevant standards related to contractor occupational safety. These guidelines serve as evidence of PT Perusahaan Gas Negara Tbk's commitment to ensuring worker safety across all lines of the Company's business. Contractors working with PGN are required to meet the minimum requirements of Health, Safety, Security, and Environment (HSSE) aspects based on the level of job risk as a condition for participating in the tender process. Contractors must undergo a prequalification/prescreening stage to assess safety and risk performance in order to be classified into three levels of job risk: (i) high-risk work; (ii) medium-risk work; and (iii) low-risk work. Only contractors who meet the *Contractor Safety Management System* (CSMS) requirements are permitted to work at company sites.

Pendahuluan

PT Perusahaan Gas Negara Tbk, yang selanjutnya disebut sebagai "PGN", telah menyatakan komitmennya untuk mewujudkan proses bisnis berkelanjutan yang bertanggung jawab kepada lingkungan dan masyarakat. Guna melaksanakan visi tersebut, PGN menyusun Pedoman Sistem Manajemen Keselamatan Kerja Kontraktor. Dokumen ini berfungsi sebagai pedoman

Introduction

PT Perusahaan Gas Negara Tbk, hereinafter referred to as "PGN", has declared its commitment to realizing sustainable business processes that are responsible to the environment and society. To implement this vision, PGN has developed the *Contractor Safety Management System Guidelines*. This document functions as a guideline for the selection and management of HSSE

seleksi dan pengelolaan kinerja HSSE bagi Penyedia Barang/Jasa dan Instalatur Gas PGN. Tujuannya adalah meningkatkan kesadaran HSSE, mencegah insiden, serta memastikan konsistensi penerapan standar keselamatan. CSMS ini menjadi bagian integral dari dokumen pengadaan dan pedoman instalasi PGN.

performance for PGN's Goods/Services Providers and Gas Installers. Its objective is to enhance HSSE awareness, prevent incidents, and ensure consistency in applying safety standards. This CSMS becomes an integral part of PGN's procurement documents and installation guidelines.

Tahapan Contractor Safety Management System

Implementasi CSMS dilakukan dengan tahapan dan siklus yang mencakup:

1. Melakukan penilaian risiko terhadap pekerjaan yang akan dikontrakkan;
2. Melaksanakan proses prakualifikasi terhadap calon kontraktor;
 - a. Tahap ini menggunakan formulir berbasis delapan aspek SUPREME (*Sustainability Pertamina Expectations For HSSE Management Excellence*), yaitu:
 - i. Kepemimpinan dan akuntabilitas manajemen HSSE;
 - ii. Kebijakan dan sasaran HSSE;
 - iii. Struktur organisasi, tanggung jawab, sumber daya, dan dokumentasi;
 - iv. Manajemen risiko termasuk pengendalian dan penyediaan alat pelindung diri;
 - v. Perencanaan dan prosedur kerja termasuk tanggap darurat;
 - vi. Implementasi dan pengendalian operasional seperti izin kerja dan pengelolaan peralatan;

Stages of the Contractor Safety Management System

The implementation of CSMS carried out through stages and cycles that include:

1. Conducting a risk assessment of the work to be contracted;
2. Carrying out the prequalification/prescreening process for prospective contractors;
 - a. This stage uses forms based on eight SUPREME aspects (*Sustainability Pertamina Expectations For HSSE Management Excellence*), namely:
 - i. HSSE management leadership and accountability;
 - ii. HSSE policies and objectives;
 - iii. Organizational structure, responsibilities, resources, and documentation;
 - iv. Risk management including control and provision of personal protective equipment;
 - v. Work planning and procedures including emergency response;
 - vi. Implementation and operational control such as work permits and equipment management;

- vii. Pemantauan, pengukuran, dan audit kinerja HSSE; serta
- viii. Tinjauan manajemen secara berkala.

Semua aspek ini bertujuan memastikan penyedia jasa memiliki sistem keselamatan kerja yang memadai dan sesuai standar PGN. Hanya Penyedia Barang dan Jasa yang lulus standar prakualifikasi CSMS dapat mengerjakan pekerjaan berisiko.

- 3. Menyusun dan melaksanakan proses seleksi kontraktor;
- 4. Melakukan kegiatan prapekerjaan (*pre-job activity*), termasuk induksi keselamatan dan peninjauan rencana kerja;
- 5. Melaksanakan pengawasan keselamatan kerja selama pekerjaan berlangsung;
- 6. Melakukan evaluasi akhir terhadap kinerja keselamatan kontraktor;

Penilaian atas kinerja kontraktor selama pelaksanaan pekerjaan dikelola dan menjadi *database* perusahaan, serta menjadi pertimbangan dalam pekerjaan kontrak berikutnya.

- vii. HSSE performance monitoring, measurement, and audits; and
- viii. Periodic management reviews.

All these aspects aim to ensure that service providers have an adequate occupational safety system that meets PGN's standards. Only Goods and Services Providers who pass the CSMS prequalification/prescreening standards may undertake risky work.

- 3. Preparing and implementing the contractor selection process;
- 4. Conducting pre-job activities, including safety induction and work plan reviews;
- 5. Carrying out safety supervision during the course of the work;
- 6. Conducting final evaluations of contractor safety performance;

The evaluation of contractor performance during the execution of work is managed and becomes part of the company's database, and serves as a consideration for future contract work.

Monitoring dan Audit

Kontraktor harus menyusun program Audit Internal Health, Safety, Security and Environment (HSSE) dan melaksanakan program tersebut selama pelaksanaan pekerjaan kontrak untuk memastikan bahwa HSSE Plan yang telah disepakati antara Pengguna Barang dan Jasa & Peserta Pemilihan telah dilaksanakan secara menyeluruh dan konsisten. Kontraktor juga perlu melaksanakan inspeksi (monitoring)

Monitoring and Audit

Contractors must prepare an Internal Health, Safety, Security and Environment (HSSE) Audit program and implement the program during the execution of contract work to ensure that the HSSE Plan agreed upon between the Goods and Services User & the Selection Participant has been thoroughly and consistently implemented. Contractors are also required to carry out HSSE inspections (monitoring), covering

HSSE, mencakup implementasi mulai dari tahapan Pra mobilisasi, mobilisasi (Penyedia mengirimkan peralatan/ mesin, material, dan pekerja ke lokasi), pelaksanaan pekerjaan di lapangan hingga demobilisasi. Kontraktor wajib melakukan pelaporan untuk dokumentasi, mengidentifikasi potensi perbaikan selama pelaksanaan pekerjaan kontrak, dan lesson learned kepada seluruh pekerja.

Kesimpulan

Pedoman Sistem Manajemen Keselamatan Kerja Kontraktor yang disusun merupakan wujud komitmen PGN dalam menjaga keselamatan kerja para kontraktor di seluruh lini bisnis. Pedoman ini bertujuan mendukung proses bisnis berkelanjutan yang bertanggung jawab terhadap lingkungan dan masyarakat, dengan fokus pada pengurangan risiko kerja bagi Penyedia Barang/Jasa. Implementasinya mencakup tahapan sistematis mulai dari penilaian risiko, prakualifikasi dan seleksi kontraktor, kegiatan prapekerjaan, pengawasan keselamatan selama pelaksanaan, hingga evaluasi akhir dan pemanfaatan data kinerja untuk kontrak selanjutnya, guna memastikan pekerjaan dilakukan secara aman, efisien, dan tepat waktu.

Referensi

Referensi yang digunakan dalam penyusunan pedoman ini antara lain:

1. Undang-Undang No. 1 tahun 1970 tentang Keselamatan Kerja;
2. Undang-Undang No. 11 tahun 1979 tentang Keselamatan Kerja pada Pemurnian dan Pengelolaan Minyak dan Gas Bumi;
3. Peraturan Pemerintah No. 50 tahun 2012 tentang Penerapan Sistem

implementation from the Pre-mobilization stage, mobilization (Provider sends equipment/machinery, materials, and workers to the site), work execution in the field, up to demobilization. Contractors must prepare reporting for documentation, identify potential improvements during the execution of contract work, and communicate lessons learned to all workers.

Conclusion

The Contractor Safety Management System Guidelines that have been prepared are a manifestation of PGN's commitment to ensuring contractor occupational safety across all lines of business. These guidelines aim to support sustainable business processes that are responsible to the environment and society, focusing on reducing work risks for Goods/Services Providers. Its implementation includes systematic stages, starting from risk assessment, prequalification/prescreening and contractor selection, pre-job activities, safety supervision during execution, to final evaluation and the use of performance data for subsequent contracts, to ensure that work is carried out safely, efficiently, and on time.

References

References used in the preparation of these guidelines include:

1. Law No. 1 of 1970 concerning Occupational Safety;
2. Law No. 11 of 1979 concerning Occupational Safety in Oil and Gas Refining and Processing;
3. Government Regulation No. 50 of 2012 concerning the Implementation of Occupational Safety and Health

- Manajemen Keselamatan dan Kesehatan Kerja;
4. Peraturan Pemerintah No. 19 Tahun 1973 tentang Pengaturan dan Pengawasan Keselamatan Kerja di Bidang Pertambangan;
 5. ISO 45001 tentang Standar Sistem Manajemen Keselamatan dan Kesehatan Kerja;
 6. Pertamina Standard No. ID : PS-Sy-0001-15-2019 tentang SUPREME (Sustainability Pertamina Expectations For HSSE Management Excellence);
 7. Pedoman Sistem Manajemen Keselamatan, Kesehatan Kerja dan Pengamanan dan Pengelolaan Lingkungan Serta Energi, PT Perusahaan Gas Negara Tbk. No. P-001/O.51;
 8. Pedoman Pengadaan Barang dan Jasa, PT Perusahaan Gas Negara Tbk No. P-001/A033;
 9. Pedoman Manajemen Risiko, PT Perusahaan Gas Negara Tbk No. P-005/O.20;
 10. Pedoman Contractor Safety Management System (CSMS) PT Pertamina (Persero) No. A7-001/S00000/2029-S0;
 11. Prosedur Operasi Perencanaan Pengadaan Barang dan Jasa, PT Perusahaan Gas Negara Tbk. No. O-001/A033;
 12. Prosedur Operasi Pemilihan Penyedia Barang dan Jasa, PT Perusahaan Gas Negara Tbk. No. O-002/A033.
- Management Systems;
4. Government Regulation No. 19 of 1973 concerning the Regulation and Supervision of Occupational Safety in Mining;
 5. ISO 45001 concerning Occupational Safety and Health Management System Standards;
 6. Pertamina Standard No. ID: PS-Sy-0001-15-2019 concerning SUPREME (Sustainability Pertamina Expectations For HSSE Management Excellence);
 7. Occupational Safety, Health, Security, and Environmental and Energy Management System Guidelines, PT Perusahaan Gas Negara Tbk. No. P-001/O.51;
 8. Goods and Services Procurement Guidelines, PT Perusahaan Gas Negara Tbk No. P-001/A033;
 9. Risk Management Guidelines, PT Perusahaan Gas Negara Tbk No. P-005/O.20;
 10. Contractor Safety Management System (CSMS) Guidelines of PT Pertamina (Persero) No. A7-001/S00000/2029-S0;
 11. Operational Procedure for Planning Goods and Services Procurement, PT Perusahaan Gas Negara Tbk. No. O-001/A033;
Operational Procedure for the Selection of Goods and Services Providers, PT Perusahaan Gas Negara Tbk. No. O-002/A033.