

HUMAN RESOURCE MANAGEMENT IN OHS MANAGEMENT

- TEAM TEACHING OF OSH
- JURUSAN TEKNOLOGI INFORMASI
- POLITEKNIK NEGERI MALANG

Definition

Another term for resource human management:

- *Personnel management,*
- *Human Resource Management,*
- *Manpower management.*

Definition (Edwin B. Flippo, 1984)

Personnel management are:

- *Planning, organizing, direction, and control over recruitment, development, compensation, integration, maintenance, and termination of employment with human resources to achieve individual, organizational, and public.*

Definition (Syafaruddin Alwi, 2001)

Human resource management is:

- *How to manage human resources in organizations and environments that influence it to be able contribute optimally for the achievement of organizational goals.*

Definition (Siswanto, 2002)

Labor management are:

- *Arts and sciences in primary function management in relation with the implementation of the function administrative and operational functions to the workforce in order to achieve usability and usability as much as possible.*

Definition (Conclusion)

- *Efforts to increase contributionmproductive workforce company done with stick to the principles and carry out administrative functions as well as operational function.*
- *From the definition, identified main purpose, principle and function workforce management.*

HR Management Objectives

- *Increase contributions or donations productivity for the company.*
- *The contribution in question includes:*
 - *Increase commitment.*
 - *Produce a productive workforce tall.*
 - *Improve competence, namely motivation, confidence, knowledge and skills labor.*
 - *Creating a conducive work climate*

Increase Commitment

- *Namely loyalty and obedience to the company.*
- *Loyalty is the determination and ability to obey, implement, and practice something that is obeyed with full awareness and responsibility.*
- *This determination and ability is shown by the attitude, daily behavior and actions in carrying out tasks as expected by the company.*
- *Obedience indicates an individual's ability to obey the rules, both in writing and not written in accordance with and the ability not to violate.*

Conducive work climate

- *Work climate is the conditions, situations, and circumstances of the environment work in the company.*
- *Work climate together with motivation and competence is a determinant of individual performance of the workforce.*
- *A conducive work climate is a supporting factor or drivers that provide opportunities for each individual workforce to realize all the potential optimally owned.*
- *A conducive work climate is characterized by the creation of high morale and enthusiasm of the workforce.*

HR Management Principle

1. *Labor is managed not as a cost but as an asset or wealth main company.*
2. *The workforce is managed as individuals who have integrity and desire to serve the company and the surrounding community.*
3. *Manpower is managed in order to increase competence and commitment to the job and to the company.*
4. *The workforce is managed with an orientation towards achieving achievable results accounted for.*
5. *The workforce is managed with a focus on increasing cooperation as a work team to achieve common interests.*
6. *Manpower is managed in the context of creation and/or improvement network (network).*
7. *Manpower is managed in order to spur the creation of innovators capable of providing added value for the progress of the company.*

HR Management Administrative Function

- *Is a series of activities in the management workforce that is in line with the administrative system employment in Indonesia.*
- *Covers several things: (Siswanto, 2002)*
 1. *Occupational safety and health management system,*
 2. *Implementation of health care for workers work,*
 3. *Establishment of workers' organizations and industrial relations,*
 4. *Reporting and inspection of accidents, as well as*
 5. *Implementation of social security for workers.*

HR and SMK3

- According to PERMENAKER No.: PER.05/MEN/1996, which referred to as K3 Management System (SMK3):
 - Part of the overall management system which includes organizational structure, planning, responsibilities, implementation, procedures, processes, and resource.
- SMK3 is needed for the development, implementation, achievement of assessment, and maintenance of OHS policy in the context of controlling risks related to work activities to create a safe workplace, efficient and productive.

SMK3 Goals and Objectives

- *Creating a safety system and work unit in workplace by involving elements of management, workforce, working conditions and environment integrated in order to prevent and reduce accidents and occupational diseases and the creation of safe, efficient and productive workplace.*
- *Any company that employs more than 100 workers and have a potential hazard or can lead to work accidents such as explosion, fire, pollution, and consequent disease work required to carry out SMK3.*

HR Management Considerations

- *Organizational structure*
- *Job Description (Authorities and Responsibilities)*
- *Organizational System Mechanism*
- *Reward and Punishment*
- *Assignment Scheduling*
- *Key Performance Index (Performance Assessment)*

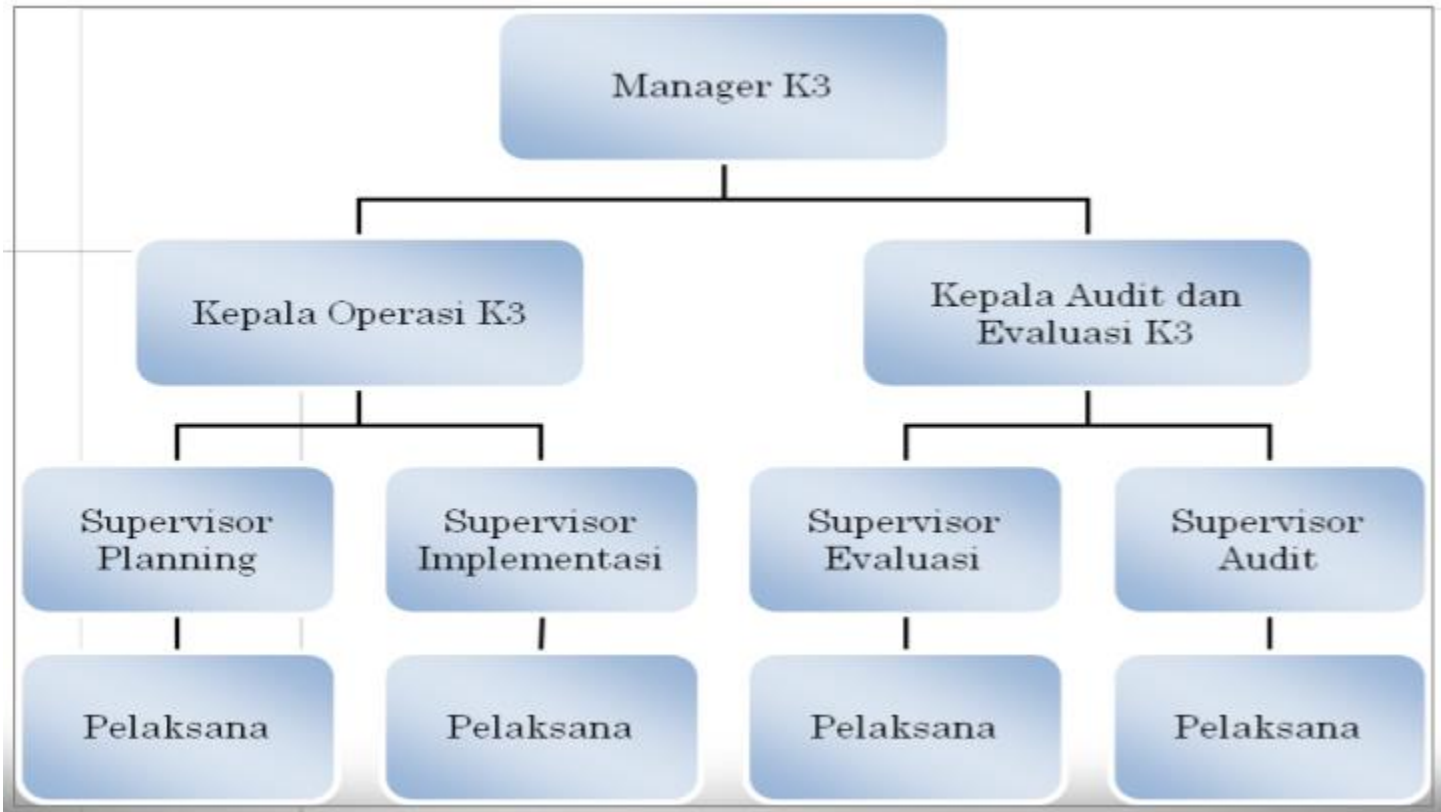
Basic Elements of SMK3 Leadership

- *Covers the process of influencing in determining organizational goals, motivate follower behavior to achieve goals, influence to improve the group and its culture.*
- *Reflection of leadership in the organization, including:*
 - *Communicated clearly, simple / simple, and there is vision sharing.*
 - *A concise, clear plan to achieve the vision.*
 - *Conceivable and actively support program achievement.*
 - *Security can be accounted for at all levels in the organization.*
 - *Integration of OHS into core business management functions.*
 - *Commitment to OHS as a priority.*
 - *Focus on continuous improvement of the OHS management system*

Organizational Structure and Job Description

- *Organizational structure is a part that shows the relationship between the functions and tasks of each section in an organization.*
- *OHS organizational structure can be categorized as follows:*
 - *The department stands alone and is direct under the general manager.*
 - *The department is under the supervision of the department production.*
 - *The department is under the supervision of the department maintenance.*
 - *Standing independently, and immediately located under the supervision of the director*

General OHS Organizational Structure



Parts Directly Involved In OSHMS

- *Manager, is the highest level of each division that manages and takes the right decision to improve productivity of the division, especially in terms of handling K3.*
- *Supervisor, as directing, dividing, Supervise and evaluate each job charged to each implementer.*
- *Technician / Implementer, is the last level worker in charge of carrying out activities for run the OHS program in the Company.*

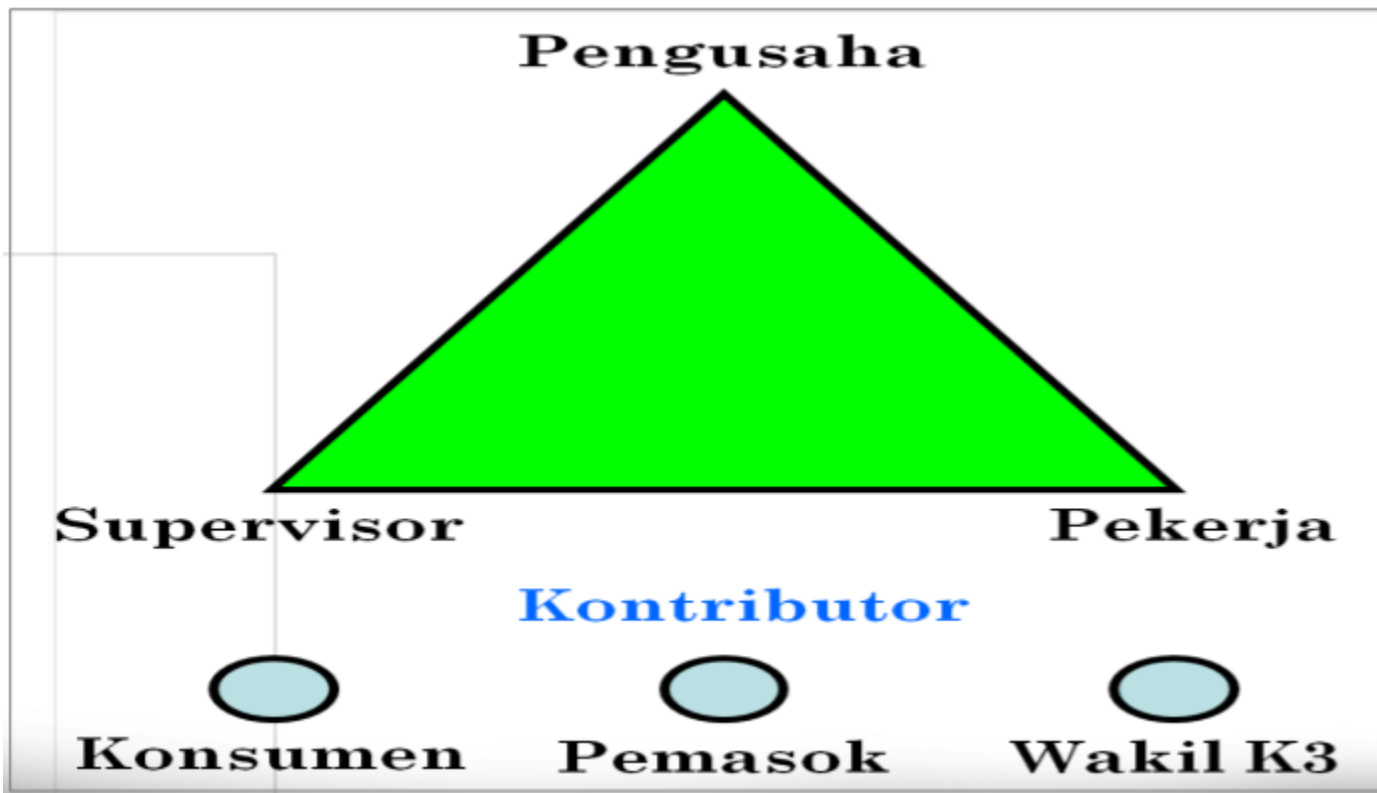
K3 Requirements for Compiling Job Description

- *Organizational structure.*
- *Results of identification of potential hazards, risk assessment and control.*
- *OHS targets.*
- *Regulatory and statutory requirements.*
- *Description of existing positions.*
- *Personnel qualification records.*

General Standards for Position OSHMS

- *Top management.*
- *Management levels at all levels of the organization.*
- *Operator.*
- *Partner manager.*
- *HR Department.*
- *Person in charge of equipment.*
- *Employees related to OSH.*
- *Employees appointed as K3 representatives in corporate associations.*

OHS Duties and Responsibilities



Human Resources Competence

- *Competence is individual ability to do the job right.*
- *In addition, competence is a set of guiding behavior structured for identification, evaluation and development of behavior in individuals employee.*

Considerations for Compiling SMK3 Competencies

1. *Definition of responsibility and authority each personnel.*
2. *Job description.*
3. *Personnel performance appraisal.*
4. *Results of potential hazard identification, assessment and risk control.*
5. *Procedures and work instructions.*
6. *OHS policies and targets.*
7. *OSH Program.*

Competency Fulfillment Action

- *On-the-job training (internship).*
- *Classroom training (training).*
- *Independent learning.*
- *Education.*
- *Counseling (guidance).*
- *Seminars/attending conferences.*
- *As an observer (observer) in a job.*
- *Role models (act as actors in the work).*

HR Engagement

- *To ensure the implementation of SMK3 in organization, one of which is to involve employee.*
- *Regarding SMK3 documentation, employee involvement possible in the consultation process, including:*
 - *Policy development and review.*
 - *Goal development and review.*
 - *Decisions on implementing processes & procedures risk management.*
 - *Hazard identification.*
 - *Review of the risk assessment and control that related to his job.*

Change Consultation

- *For consultations covering changes that affect the workplace OHS, as:*
 - *New/modified equipment.*
 - *Material changes.*
 - *Technology changes.*
 - *Changes in work procedures/instructions*

Accidents Due to HR Factors

- *Use of unauthorized equipment.*
- *Using equipment that is not in accordance with the terms.*
- *Remove/remove safety equipment.*
- *Leaving unprotected safety equipment operate.*
- *Using equipment and tools that are cause negative effects.*
- *Not complying with work safety rules and work procedures.*

Performance assessment

- Calculations to find out how many employees are absent from work (be absent from work), which is stated in percentage.

$$\% \text{Mangkir} = \left(\frac{\text{Jumlah Karyawan Mangkir}}{\text{Total Karyawan} \times \text{Jumlah Hari Kerja}} \right) \times 100\%$$

- Calculation to find out how many employees leave/leave the company (such as: quit/resign, resignation, retirement, dismissal, etc.), which is stated in percentage.

$$\% \text{Turnover} = \left(\frac{\text{Jumlah Karyawan Keluar}}{\text{Total Karyawan}} \right) \times 100\%$$

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- Thank You