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|  corporate human resource | Prosedur K3L OHSE Procedure | Sistem Pembuangan Limbah Waste Disposal System |
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| Pemilik <i>Owner</i> | PT Indo Human Resource |
| Lingkup <i>Scope</i> | PT Indo Human Resource |
| Pembuat <i>Originator</i> | QHSE Team PT Indo Human Resource |

**SEJARAH PERUBAHAN
CHANGE HISTORY**


| Revisi <i>Revision</i> | Tanggal <i>Date</i> | Dikerjakan oleh <i>Handled by</i> | Keterangan <i>Comments</i> |
|---------------------------|------------------------|--------------------------------------|-------------------------------|
| 0.1 | 11 Apr 2017 | Didiet Priatmadji | Innitial draft |
| 0.1 | 13 Apr 2017 | Andreas Lie | Review |
| | | | |

**PERSETUJUAN
APPROVAL**


| Revisi <i>Revision</i> | Tanggal <i>Date</i> | Nomor Dokumen <i>Document Number</i> | Persetujuan <i>Approval</i> |
|---------------------------|------------------------|-----------------------------------------|--------------------------------|
| 1.0 | 17 Apr 2017 | OHSE-PR-13 | Arsyih Hanifah |
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| <p>1. Tujuan</p> <p>Prosedur ini mencakup persyaratan yang berhubungan dengan pembuangan limbah yang dihasilkan oleh operasi perusahaan, termasuk penanganan limbah, transportasi limbah, untuk memastikan bahwa pembuangan limbah itu sedemikian rupa sehingga mengurangi dampak terhadap lingkungan dan keselamatan dan kesehatan personil dan yang lain yang dapat terpapar limbah berbahaya.</p> <p>Bila diperlukan prosedur ini dapat diperluas dan dikembangkan dengan instruksi, pedoman atau peraturan tambahan oleh setiap departemen.</p> <p>2. Definisi</p> <p>Tidak ada.</p> <p>3. Tanggung Jawab</p> <p>Setiap personil dibawah ini bertanggung jawab sesuai dengan kompetensinya pada setiap aktivitas yang ada pada prosedur ini:</p> <ul style="list-style-type: none"> • Manajemen PT Indo Human Resource • Semua Manajer Lini • Regional & Zone Manager • Perwakilan Keselamatan dan Kesehatan Kerja • Penanggungjawab Umum • Seluruh karyawan terkait <p>4. Referensi</p> <ul style="list-style-type: none"> • UU No.1 Tahun 1970 tentang Keselamatan Kerja • UU No. 13 Tahun 2003 tentang Ketenagakerjaan • PP No. 50 Tahun 2012 tentang Sistem Manajemen Keselamatan dan Kesehatan Kerja • Pedoman Keselamatan dan Kesehatan Kerja (K3L) PT Indo Human Resource <p>5. Prosedur Pembuangan Limbah</p> <p>5.1 Penanganan Limbah</p> <p>Limbah perkantoran dipilah-pilah dalam 3 kategori yaitu :</p> <ul style="list-style-type: none"> - Limbah organik (sisa makanan dan minuman, dsb) - Limbah non-organik, yang memungkinkan untuk didaur ulang (plastik, kertas, kaca, dsb) - Limbah berbahaya, beracun, dapat meledak, dsb (batu baterai, tinta mesin fotocopy, tinta printer, dsb). | <p>1. Purpose</p> <p><i>This procedure includes requirements relating to the disposal of waste produced by company operations, including waste management, waste transportation, to ensure that the waste disposal is such that it reduces the impact on the environment and the safety and health of personnel and others who can be exposed to hazardous waste.</i></p> <p><i>If necessary this procedure can be expanded and developed with additional instructions, guidelines or regulations by each department..</i></p> <p>2. Definitions</p> <p>NIL.</p> <p>3. Responsibilities</p> <p><i>Each of the following personnel is responsible in accordance with its competence in any activity that is in this procedure :</i></p> <ul style="list-style-type: none"> • PT Indo Human Resource Management • All Line Managers • Regional & Zone Managers • Occupational Health and Safety Representatives • General Affairs • All employees related <p>4. Reference</p> <ul style="list-style-type: none"> • Act Nr. 1 Year 1970 on Occupational Safety • Act Nr. 13 year 2003 on Labor • Govt. Regulation Nr. 50 Year 2012 on Occupational Health and Safety Management System • PT Indo Human Resource Occupational Health and Safety (OHSE) Manual <p>5. Waste Disposal Procedure</p> <p>5.1 Handling of Waste</p> <p><i>Office waste is sorted into 3 categories:</i></p> <ul style="list-style-type: none"> - Organic waste (leftovers and drinks, etc.) - Non-organic waste, which allows it to be recycled (plastic, paper, glass, etc.) - Hazardous, toxic, explosive waste, etc. (battery, ink, photocopy machine, printer ink, etc.). |
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| <p>Ketiga macam limbah tersebut dipisahkan ke dalam kotak sampah yang berbeda dan masing-masing diberi tanda.</p> <p>5.2 Transportasi Limbah</p> <p>Transpotasi pembuangan limbah dilakukan oleh pihak ketiga/mitra. Kontraktor yang digunakan untuk pengangkutan dan pembuangan limbah harus berkualifikasi dan bila perlu memiliki lisensi. Untuk meyakinkan limbah yang diambil kontraktor dibuang dengan benar, dan untuk menghindari kemampuan merusak yang berbahaya bagi lingkungan, persiapan harus dilakukan dengan membuat perjanjian tertulis dengan kontraktor meliputi :</p> <ul style="list-style-type: none">• Instruksi spesifik bahwa limbah harus diangkut, diperlakukan dan dibuang dengan cara yang memenuhi peraturan yang berlaku dan tidak membahayakan lingkungan.• Pemindahan kepemilikan limbah dari perusahaan ke kontraktor.• Pembuktian oleh kontraktor bahwa memiliki semua lisensi/ijin yang diperlukan dan personil yang melakukan pekerjaan tersebut berkualifikasi dan berpengalaman. <p>6. Lampiran</p> <p>Tidak ada.</p> | <p><i>The three types of waste are separated into different waste boxes and each is marked.</i></p> <p>5.2 Transport of Waste</p> <p><i>The transportation of waste disposal is carried out by third parties / partners. The contractor used for the transportation and disposal of waste must be qualified and if necessary have a license.</i></p> <p><i>To ensure the waste taken by the contractor is disposed of properly, and to avoid damaging capabilities that are harmful to the environment, preparations must be made by making a written agreement with the contractor including:</i></p> <ul style="list-style-type: none">• <i>Specific instructions that waste must be transported, treated and disposed of in a manner that meets applicable regulations and does not endanger the environment.</i>• <i>Transfer of waste ownership from the company to contractor.</i>• <i>Proof by the contractor that he has all necessary licenses / permits and the personnel who carry out the work are qualified and experienced.</i> <p>6. Annexes</p> <p><i>NIL.</i></p> | |