

JOB DESCRIPTION

JOB TITLE : Safety officer	REPORT TO : Plant Manager
JOB HOLDER : Rusdy	DATE : 1 Jan 2011

PURPOSE OF JOB:

- To ensure the factory realized, and in accordance with company standards and applicable laws and policies to provide and maintain safety management and reporting systems are effective.
- To provide support, especially in terms of safety to the functional managers & supervisors who have responsibility for achieving the target of physical safety in the operation.

AKUNTABILITAS :

Safety Officer is responsible for :

- Management System and maintenance of related documentation, Development Plan of Salvation and coordination..
- Emergency Response Training - Fire, spill, health, security.
- Exercise & Training - Induction in place, Oil Spill, Work Permit System, Hot Jobs, Log Space Limited, Risk Assessment.
- Tool Box Meeting.
- Working closely with the authorities - Local Emergency Services, Police, Environment, licensing.
- Performance Measurement and Reporting, Counting the hours worked.
- control and measurement of the environment - emissions, solid waste, water, hydrocarbons; statistics measurement and reporting - must report to the government & local authorities.
- Establish contracts with external service providers, health care, inspect facilities extinguishing system.
- Audit performance - Safety Inspections - including emergency equipment & fire protection systems; Coordination of Audit: Audit the implementation of and compliance with the Code and Standards - Working at heights, hazardous substances, dangerous goods, Poison.
- Implementation of policies - Health & Safety, Smoking, Drug & Alcohol, Personal Protective Equipment (PPE), Safety
- Monitoring of exposure for example. The noise.
- Identify Hazards; Safety Analysis (Job Safety Analysis / JSA), report development methods.
- Contractor Safety Management (monitor & manage).
- Security Management (Port Facilities).
- Fire Safety Management (exercise, check the fire system).
- Coordination meeting for Safety - Monthly Meeting Management, Safety Committee meeting, Tool Box Meeting, sharing training .

KNOWLEDGE, SKILLS & EXPERIENCE :

- Minimum Diploma (Production or Engineering).
- Experience in managing factory production lubricant (LOBP).
- Experienced in the supervision and management in the team.