



PT. Inspektindo Sinergi Persada

EMPLOYEE REQUISITION

ER.2301.001

JOB TITLE (Title of employee will use on the job)

HSE Officer Rigspek Perkasa Batam

Date	: 11/01/2023	Amount of People	: 1
Department	: QHSE	Requestor	: GRATCIA NATANAEL
Project	:		SIMANJUNTAK
Reference No	:	Job Title	: ASSISTANT MANAGER PROJECT
Customer	:		

Budget

JUSTIFICATION (Optional-State Any Additional Facts in Support of Requisition)

Budgeted Additional

To cover QHSE implementation on Rigspek Perkasa Batam

KEY JOB DUTIES & RESPONSIBILITIES

REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background)

Lead daily toolbox talk to all employees
 Perform daily inspection
 Perform HSE weekly talk to all employees
 Perform internal training on site related with HSE
 Conduct supervision on work activities to ensure compliance with procedure and standard
 Perform regular audit to comply with regulation or standard requirements
 Report daily activities and monthly HSE Performance to QHSE Manager
 Liaise with client's HSE representative to comply with client's requirements
 Perform other HSE aspect activities as commanded/instructed by Management in Batam

Minimum D4/S1 in Health and Safety (technical background is preferred)
 Minimum experience 2 years on the same field in oil and gas industry
 Certified AK3 Umum (minimum), or AK3 Migas (preferred)
 Strong leadership in HSE aspects
 Strong knowledge in risk assessment, accident and incident prevention
 Good knowledge in ISO 45001, and ISO 14001
 Good knowledge in CHSEMS/CSMS implementation
 Lead auditor ISO 45001/14001 is a benefit
 Able to use laptop/computer including Office software

SIGNATURE APPROVAL


Department Manager : _____
 Date : _____



Human Resources : SRI UTAMI NINGSIH
 Date : 12/01/2023 13:42:22



Director : ESRA M SIAHAAN
 Date : 16/01/2023 12:03:23



Commissioner : JANNES SIBUEA
 Date : 08/02/2023 14:54:44

