



# PT. Inspektindo Sinergi Persada

## EMPLOYEE REQUISITION

**ER.2309.004**

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

HSE Officer Project

Date	: 18/09/2023	Amount of People	: 1
Department	: QHSE	Requestor	: GRATCIA NATANAEL
Project Reference:	ISPLTP-LFTG-210001		SIMANJUNTAK
No		Job Title	: DIRECTOR
Customer	: SCHLUMBERGER GEOPHYSICS NUSANTARA, PT.		

**Budget**

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

Budgeted Replacement  
From : Agung Bayu Utomo

To cover HSE implementation on SLB site CIB and other ISP dan RP project in Jakarta area.  
To replace current HSE officer which does not perform as per management expectation.

**KEY JOB DUTIES & RESPONSIBILITIES**

*REQUIREMENT & QUALIFICATION (Skill, Experience and Educational Background )*

Lead daily toolbox talk to all employees on site  
Perform daily inspection  
Perform HSE weekly talk to all employees on site  
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 head office  
Liaise with client's HSE representative to comply with client's requirements  
Perform other HSE aspect activities as commanded/instructed by head office for other site/project in Jabodetabek area

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 OHSAS 18001, ISO 45001, or ISO 14001  
Good knowledge in CHSEMS/CSMS implementation  
Lead auditor OHSAS/ISO is a benefit  
Able to use laptop/computer including Office software

### SIGNATURE APPROVAL

Department Manager : \_\_\_\_\_  
Date : \_\_\_\_\_

Human Resources : \_\_\_\_\_  
Date : \_\_\_\_\_

Director : \_\_\_\_\_  
Date : \_\_\_\_\_

Commissioner : **JANNES SIBUEA**  
Date : 02/10/2023 11:05:44

