





# **CORPORATE ENVIRONMENTAL AND SOCIAL MANAGEMENT SYSTEM (ESMS) GUIDELINES**


**PT Sarana Multi Infrastruktur (Persero)  
2015**

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	<b>INTRODUCTION</b>	<b>CHAPTER- I</b>

## 1. Background

PT Sarana Multi Infrastruktur Public Company (Persero), hereinafter called “the Company”, is a State-Owned Enterprise (SOE) which was established to accelerate the national infrastructure financing through partnerships with private sectors and/or multilateral financial institutions.

To achieve the above purpose, the Company is committed to managing its environmentally-and-socially-friendly business activities. Therefore, the Company considers the importance of issuing Corporate Environmental and Social Management System (ESMS) Guidelines, hereinafter referred to as "Corporate ESMS Guidelines" as a reference for the Company to comply with the applicable environmental, occupational health and safety, and social terms and conditions in Indonesia.

More than that, in line with the Company's business, PT SMI has issued Project Environmental and Social Management System (ESMS) Guidelines which serve as a reference for the Company in conducting financing and investment activities, project development as well as and the provision of consulting services for infrastructure projects. These Guidelines are in accordance with the applicable environmental, occupational health and safety, and social terms and conditions in Indonesia.

## 2. Purpose and Objective

The Corporate ESMS Guidelines are intended as a reference for the Company in conducting its corporate activities, with below purposes:

- To ensure that the Company manages and complies with applicable occupational health and safety as well as environmental and social terms and conditions in Indonesia.
- To provide clarity of authority and responsibility, as well as role and function of each related work unit in managing the Corporate ESMS.
- To maintain performance consistency and level in implementing and managing the Corporate ESMS, so as to create an effective and efficient work process.


## 3. Scope

These Corporate ESMS Guidelines contain the guidance for Company in implementing the management and compliance with applicable environmental, occupational health and safety and social requirements in Indonesia, tailored to the Company’s business activities and complexity.

## 4. Legal Basis

Corporate ESMS Guidelines are established by referring to the following provisions:

- The Republic of Indonesia Act Number 1 Year 1970 on Occupational Safety.
- The Republic of Indonesia Act Number 13 Year 2003 on Employment.
- Minister of Health Regulation Number: 1405/MENKES/SK/XI/2002 on Health Requirements for Office and Industry Occupational Environment.

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- d. Minister of Manpower Regulation Number: PER-01/MEN/1998 on the Implementation of Health Care for Workers with Better Benefits from Worker Social Security Basic Health Care Insurance Package.
- e. Minister of Manpower Regulation Number: Per-02/MEN/1980 on Worker Health Checks in Occupational Safety Implementation.
- f. Minister of State-Owned Enterprises Regulation Number: PER-08/MBU/2013 Year 2013 on the Fourth Amendment to . Minister of State-Owned Enterprises Regulation Number: PER-05/MBU/2007 on State-Owned Enterprises Partnership Program with Small Business and Community Development Program.
- g. PT. Sarana Multi Infrastruktur Articles of Association.
- h. Good Corporate Governance.
- i. Code of Conduct.
- j. Risk Management Guidelines.
- k. Company Policy Establishment Guidelines.
- l. Board of Directors Regulation on the Company Divisions' Main Duties and Functions.


## 5. Exception

If any exceptions to these guidelines are required in certain conditions, such exceptions should accordingly be approved by Board of Directors. If necessary, Board of Directors may request a review in advance from Risk Management Division.


The above-mentioned exceptions should be based on the analysis result of transactions or business activities by paying attention to the possible potential risk factors and precise managerial consideration related to the Company interests.

## 6. Definition

- a. Hazardous and Toxic Substances (B3)** : Substances, energy, and/or other components due to its nature, concentration, and/or amount, either directly or indirectly, can pollute and/or damage the environment, and/or endanger the environment, as well as human being and other living creature's health and survival.
- b. Environmental and Social Management System (ESMS)** : A process-and-procedure management system in which an organization analyzes, controls, and reduces the environmental and social impacts resulting from its activities, products and services.
- c. Regulation** : The condition or capability that must be met or possessed by all activities, products and services in line with occupational health and safety as well as environmental and social provisions.

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- d. Risk** : The potential occurrence of an event, whether predictable or unpredictable which may cause negative impacts on the Company's vision, mission, purpose/objective achievement.

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	<b>CORPORATE ESMS POLICY, ETHICS &amp; RISK MANAGEMENT</b>	<b>CHAPTER - II</b>

## 1. Corporate ESMS Policy

The Company is committed to managing the Corporation by:

- a. Ensuring the occupational safety and health of employees and visitors at the Company's office.
- b. Ensuring the environmental impact control of the Company's operations.
- c. Ensuring the social issue control within the Company's operations.
- d. Complying with other applicable regulations and requirements related to the occupational health and safety as well as environmental and social aspects.
- e. Making continuous improvements for the sake of establishing sound occupational health and safety as well as environmental and social aspects in the Company's office.

To achieve this commitment, the Company will:

- a. Provide adequate occupational health and safety as well as environmental and social facilities and infrastructure.
- b. Provide training and guidance on occupational health and safety to employees to improve their knowledge and awareness on the occupational health and safety as well as environmental and social aspects.
- c. Take an active role to comply with all other regulations and requirements relating to the occupational health and safety as well as environmental and social aspects.

## 2. Corporate ESMS Management Ethics

The executors and parties involved in the Corporate ESMS management should obey business ethics and corporate governance (code of conduct) as set forth in these Guidelines.


## 3. Corporate ESMS Management Risk

In carrying out the Corporate ESMS management, the Company should pay attention to and take into account the potential risks that may occur as well as make any efforts to mitigate these risks:

### a. Compliance Risk

The non-compliance risk occurs when the Company fails in carrying out applicable legalisation and other provisions related to the occupational health and safety as well as environmental and social aspects. This failure could potentially impose fines or sanctions for the Company.

Compliance risk mitigation is conducted by ensuring that the Corporate ESMS management complies with applicable provisions, such as Acts, Government Regulations, Ministerial Regulations, and other provisions governing occupational health and safety as well as environmental and social aspects.

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b. Operational Risk

A risk due to the insufficiency and/or failure of internal process, human error, system failure, or external problems affecting the Company's business activities, such as the procedural errors in carrying out the Corporate ESMS management.


Operational risk mitigation is performed by ensuring guideline, procedure and manual/technical instruction sufficiency which govern the Corporate ESMS management, dual-control culture availability and a clear segregation of duties.

c. Reputation Risk

A risk that is partly due to the negative publicity associated with the Company's business activity or the negative perception on the Company related to the inappropriateness of the Corporate ESMS management carried out by the Company.

This reputation risk mitigation, among others is by performing internally and externally sound communication management with stakeholders through activities that can create positive corporate images, including with the media.



	<b>CORPORATE ESMS GUIDELINES</b>	Stipulated Date:
	<b>CORPORATE ESMS ORGANIZATION &amp; RESPONSIBILITY</b>	<b>CHAPTER - III</b>

### 1. Board of Directors


- a. Establishing policies and risk appetite for ESMS implementation in the Company's activities.
- b. Establishing the organizational structure including clear authority and responsibility related to the Corporate ESMS implementation in the Company's activities.
- c. Monitoring compliance with ESMS management implementation and providing guidance on ESMS management improvement in the Company's activities.

### 2. Risk Management Division

- a. Risk Management Division Head bears below responsibilities:
  - i. Ensuring that the Corporate's activities are in compliance with the provisions as set forth in the regulations.
  - ii. Approving the Corporate ESMS compliance evaluation result prepared by ESMS Officer.
- b. ESMS Officer bears the responsibilities of:
  - i. Evaluating the Corporate activities to find out whether it is already compliance with the provisions stipulated in the regulations.
  - ii. Evaluating the Corporate ESMS compliance and preparing the Corporate ESMS Report including recommending Corrective Action Plan (CAP).
  - iii. Keeping and maintaining hardcopies or softcopies of Corporate ESMS documents.

### 3. Work Support Division


- a. Ensuring that the Corporate activities comply with the provisions related to the occupational health and safety as well as environmental and employment issues as stipulated in the regulations.
- b. Ensuring resource sufficiency related to the Corporate ESMS implementation and Occupational Health and Safety Team (OSH Team) establishment.
- c. Ensuring adequate facilities and infrastructure which enable the Corporation to comply with occupational health and safety as well as environmental and employment requirements as stipulated in the regulations.
- d. Ensuring the availability of training and guidance on occupational health and safety as well as environmental and employment management to the employees.
- e. Establishing Corporate activity program in compliance with occupational health and safety as well as environmental and employment provisions.
- f. Preparing facilities and infrastructure so that the Company can meet the occupational health and safety as well as environmental and employment provisions.

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- g. Creating training and guidance programs on occupational health and safety as well as environmental and employment management to the employees.
- h. Implementing the Corporate emergency countermeasures.
- i. Keeping and maintaining hardcopies or softcopies of original Corporate ESMS documents.

#### **4. Corporate Secretariat Division**

- a. Ensuring that the Corporate activities comply with social management provisions as stipulated in the regulations.
- b. Monitoring the social management fulfillment in the Corporate activities.
- c. Keeping and maintaining hardcopies or softcopies of original Corporate ESMS documents related to the social management.

	<b>CORPORATE ESMS GUIDELINES</b>	Stipulated Date:
	<b>CORPORATE ESMS REGULATION AND EVALUATION</b>	<b>CHAPTER - IV</b>

## 1. Corporate ESMS Regulation

The Company ensures the Corporate's operational compliance with the Republic of Indonesia Regulations on occupational health and safety as well as environmental and social aspects as mentioned in Chapter I Section 4. Legal Basis.

## 2. Corporate ESMS Compliance Evaluation

### a. Evaluator

The evaluator is ESMS Officer along with Work Support Division (DDK) and the Corporate Secretariat Division (DSP).

### b. Evaluation Component

The Company sets out the occupational health and safety as well as environmental and social components evaluated in the Corporate ESMS evaluation, as follows:


**Table 1. Corporate ESMS Evaluation Components**

No	Component	Sub -component
1	ESMS Policy	ESMS Policy
2	Environment	Domestic Solid Waste Management
		Hazardous and Toxic Substances (B3) Waste Management
3	Occupational Safety	Emergency Response Plan
		Occupational accident
		Safety during Official Trip
4	Occupational Health	Air Room (temperature and humidity, dust, air exchange, polluting gas, microbiology)
		Lighting
		Noise
		Employee Health Monitoring
5	Social Issue	Corporate Social Responsibility
6	Employment	Employment Regulation


### c. Corporate ESMS Compliance Evaluation Report

#### i. This Report contains:

- 1) The Corporate ESMS compliance evaluation components as set forth in Table 1 above.
- 2) The Corporate occupational health and safety as well as environmental and social conditions plus Corrective Action Plan in order to comply with the regulations.

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- ii. The relevant provisions of the Corporate ESMS Compliance Evaluation Report are as follows:
- 1) Corporate ESMS Compliance Evaluation Report is prepared and proposed by ESMS Officer for approval by Risk Management Division (DMR) Head.
  - 2) DMR submits the Corporate ESMS Compliance Evaluation Report to DDK and DSP and copies to Board of Directors for follow-up.
  - 3) To ensure compliance with occupational health and safety as well as environmental and social provisions, the Corporate ESMS Compliance evaluation is undertaken once a year or at any time required by the Company.

	<b>CORPORATE ESMS GUIDELINES</b>	Stipulated Date:
	<b>CORPORATE ESMS TECHNICAL REQUIREMENTS</b>	<b>CHAPTER - V</b>

## 1. Environmental Management Requirements

### a. Domestic Solid Waste Management

- i. Equipped with dustbins made from strong, light-enough, rustproof and waterproof material with smooth inner surface and covers.
- ii. Dry waste and wet garbage are collected in separate trash cans.
- iii. Ensuring that the building manager provides temporary garbage collection points.

### b. Hazardous and Toxic Substances (B3) Waste Management

- i. B3 waste generated from the Corporate activities shall be stored at B3 waste processing site in accordance with applicable legislation. Below is the list of B3 waste from Corporate activities is as follows:
  - 1) Fluorescent lamp,
  - 2) Used printer ink,
  - 3) Used battery stones,
  - 4) Used computers/laptops,
  - 5) Expired medicines
- ii. B3 waste and domestic waste collection points must be separated. B3 waste is collected and managed separately by the building manager.


## 2. Occupational Safety Management Requirements

### a. OSH Team

OSH team ensures that the Company's activities comply with occupational health and safety as well as environmental provisions, including the Company's emergency response implementation in accordance with the function of each member.

Here are the roles, authorities and responsibilities of OSH Team:

- i. OSH Team Leader
  - Developing an OSH implementation program in the Company.
  - Applying for fund budget related to OSH facilities and infrastructure.
  - Inviting all employee participation in carrying out training and guidance on the Company's OSH management.
  - Scheduling routine and non-routine OSH Team meetings.
  - Preparing the Company's emergency recovery plan.
- ii. Firefighter and Security

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	<b>CORPORATE ESMS TECHNICAL REQUIREMENTS</b>	<b>CHAPTER - V</b>

- In case of fire, carrying out fire fighting by using all fire extinguishers within the Company in safe and effective ways.
- Checking the fire extinguishers and facilities and reporting any deficiencies/damages to OSH Team Leader.
- Implementing internal and external security measures

iii. Evacuation and First Aid in Accidents (P3K)

- Leading evacuation procedures safely and quickly.
- Reporting any evacuation and P3K facility and infrastructure deficiencies/damages within the Company to OHS Team Leader.
- Reporting any left-behind, trapped, or injured casualties to First-Aid Team or First-Aid Team Leader.
- Implementing first aid measures.
- Reporting to OSH Team Leader whenever there are victims who require further third-party medical treatment outside the Company.

iv. Communication

- Ensuring that the communication flow among OSH teams can be done well and smoothly.
- Monitoring all internal information and accommodating information/news for outsiders.
- Contacting relevant external parties for emergency response need (building managers/police).

b. Emergency Response Plan

i. Emergency Types


The Company identifies below emergency potential in the Corporate environment:

- 1) Fire.
- 2) Earthquakes.
- 3) Terrorism (bomb threat).
- 4) Demonstration /riot/rally in the building environment.

ii. Emergency Facility/Infrastructure

The Company provides emergency facility/infrastructure in the office environment with below requirements:

- 1) Providing evacuation routes inside the office free from obstructions and clearly marked.

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- 2) Providing at least two evacuation routes to the assembly point. Assembly points must be in accordance with the location specified by the building manager.

*Appendix 1 - PT. SMI Evacuation Routes.*

- 3) In the event of an emergency, the entire exit doors are not locked and must be open to the outside.
- 4) Installing below facilities for identifying and responding to emergencies, particularly those related to fire:
  - Smoke/Fire Detector.
  - Sprinkler System.
  - Light Fire Extinguishers (APAR).
  - Hydrant.
  - First Aid Kit.
  - Stretcher.
- 5) Emergency lighting should be installed and operating properly.

#### iii. Emergency Response Training


- 1) Orientation/information on emergencies including evacuation routes should be provided to employees and visiting guests.
- 2) Emergency handling and evacuation exercises should be undertaken once a year to evaluate emergency preparedness. These activities are conducted jointly with the building manager.

Emergency procedures follow the procedures prepared by the building manager.

#### c. Occupational Accident

Requirements related to the occupational accident are as follows:

- i. Each employee should report the following things happening at his or her workplace to the supervisor or OSH Team Leader:
  - 1) Unsafe condition,
  - 2) Unsafe behavior,
  - 3) Potential accident,
  - 4) Occupational accident.
- ii. OSH team should conduct an investigation of occupational accidents to prevent recurrence of similar incidents in the future and to identify opportunities for increasing safety in the workplace.

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- iii. The accident investigation is carried out by an approach method to investigate the root cause of an accident.
- iv. All investigation results (images, photos, videos, and other media related to the accident occurrences) should be documented and maintained by OHS Team.
- v. The results of incident investigations are communicated to all employees including corrective actions and necessary (required) precautions at work to create a safer workplace for all employees.

d. Safety during Official Trip

Requirements related to safety in making an official trip are as follows:


- i. The assignor must ensure that employees who travel on duty have good health conditions before being assigned to the trip.
- ii. To ensure health and safety conditions during an official trip, employees are required to report their conditions to the Assignor/Direct Supervisor. The reporting frequency is agreed with the Assignor/Direct Supervisor.
- iii. If health and safety issues occur during an official trip, especially in an employee hazard situation, the employee should immediately report it to the Assignor/Direct Supervisor and seek guidance for further action in response to such condition.
- iv. When an official trip involves site visit to the project site, the employees must have safety awareness and ensure the following at the project site:
  - 1) Use of appropriate Personal Protective Equipment (PPE) for the project site. The employees should coordinate with potential clients or clients related to PPE types required at the project site.
  - 2) If the visits to project sites require special training, such as visits to offshore facilities that require Basic Offshore Safety Induction and Emergency Training (BOSIET), employees should coordinate with potential clients or clients about the required training types.
- v. If the business trip requires a driving activity, it is recommended to take a 10-15 minute break every 3 (three) hours of driving.

### 3. Occupational Health Requirements

a. Workroom Health Requirements

- i. Air room with following requirements:
  - 1) Temperature and Humidity:
    - Temperature : 18<sup>0</sup>–28<sup>0</sup>C
    - Humidity : 40%–60%
  - 2) Dust



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The maximum dust content in the room air in the average 8-hour measurement is as follows:

No	Dust Type	Maximum Concentration
1	Dust	0,15 mg/m <sup>3</sup>
2	Asbestos	5 fiber/ml air with a fiber length of 5 microns

3) Air Exchange

- Air exchange: 0,283m<sup>3</sup>/minute/person.
- Ventilation rate: 0,15 – 0,25 m/second.

4) Pollutant Gas

The pollutant gas contents in the workspace, in the average 8-hour measure are as follows:

No	Dust Type	Maximum Concentration	
		mg/m <sup>3</sup>	ppm
1	Sulfide Acid (H <sub>2</sub> S)	1	-
2	Ammonia (NH <sub>3</sub> )	17	25
3	Carbon Monoxide (CO)	29	25
4	Nitrogen Dioxide (NO <sub>2</sub> )	5.6	3.0
5	Sulfur Dioxide (SO <sub>2</sub> )	5.2	2.0

5) Microbiology

- Germs <700 colonies/m<sup>3</sup> of air.
- Free of pathogen germs.

ii. Lighting

The light intensity in the workplace is at least 100 lux.

iii. Noise


Noise level in workplace is up to 85 dBA.

Measurements and monitoring of workplace health requirements are coordinated by OHS Team. In accordance with applicable requirements, the measurement and monitoring shall be performed by **an accredited laboratory with a frequency of once a year** to ensure a healthy occupational environment for employees. In case the workplace measurement and monitoring results do not meet the established quality standard, OHS Team must conduct investigation and make improvements in order to meet the established quality standards.

b. Employee Health Monitoring

Here are the requirements for employee health check:

- The Company must conduct health checks on prospective employees before employment.

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The purpose of health checks on prospective employees prior to the employment is to ensure that the accepted employees are in the highest state of health, do not have any infectious diseases that will affect other workers, and are suitable for the jobs to be performed. In this way, the safety and health of concerned workforce and other workers can be guaranteed.

ii. The Company should carry out periodic health checks

Periodic health checks for workers at least 1 (once) a year or in accordance with applicable the Company regulations.

Periodic health checks are intended to maintain the workforce health after employment, and to assess any potential job impacts that need to be controlled by preventive measures as early as possible.

iii. The Company should carry out special health checks

Special health checks are intended to assess any particular job impacts on particular workforce or work groups.

Special health checks are also conducted on:

- Workers who have experienced accidents or illnesses and required more than 2 (two) weeks' treatment.
- Workers aged over 40 (forty) years or female workforce and disabled workforce, as well as young workforce performing certain jobs.
- Workers having certain allegations concerning their health-related disorders need special checks according to their need.


Further provisions on the employee health checks are set forth in separate guidelines/procedures.

#### 4. Social Requirements

Social management requirements are in line with the Company's social management provisions.

#### 5. Employment Requirements

Requirements related to employment management are already set forth in the applicable Company Regulations.

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	<b>CORPORATE ESMS DOCUMENT ADMINISTRATION &amp; MONITORING</b>	<b>CHAPTER - VI</b>


## 1. Document Administration

The Corporate Documents related to occupational health and safety as well as environmental and social management are as follows:

- a. Office environment safety and health monitoring result.
- b. Employee health monitoring results.
- c. Program and documentation of occupational health and safety as well as environmental and social management development.
- d. Corporate Social Responsibility program and report.

## 2. Monitoring

- a. DDK monitors the occupational health and safety as well as environmental and employment management fulfillment, including meeting the Corrective Action Plan.
- b. DSP monitors the social management fulfillment in the Corporate activities.

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	<b>CLOSING</b>	<b>CHAPTER - VII</b>

These guidances will be effective from the established date of Board of Directors Regulations. The issues that have not been regulated in these guidances will be further described in the implementation Procedures/Manuals/Technical Instructions.


At the time of these guidelines apply, the provisions that are contrary to the ones contained in these guidelines are declared to be no longer valid.

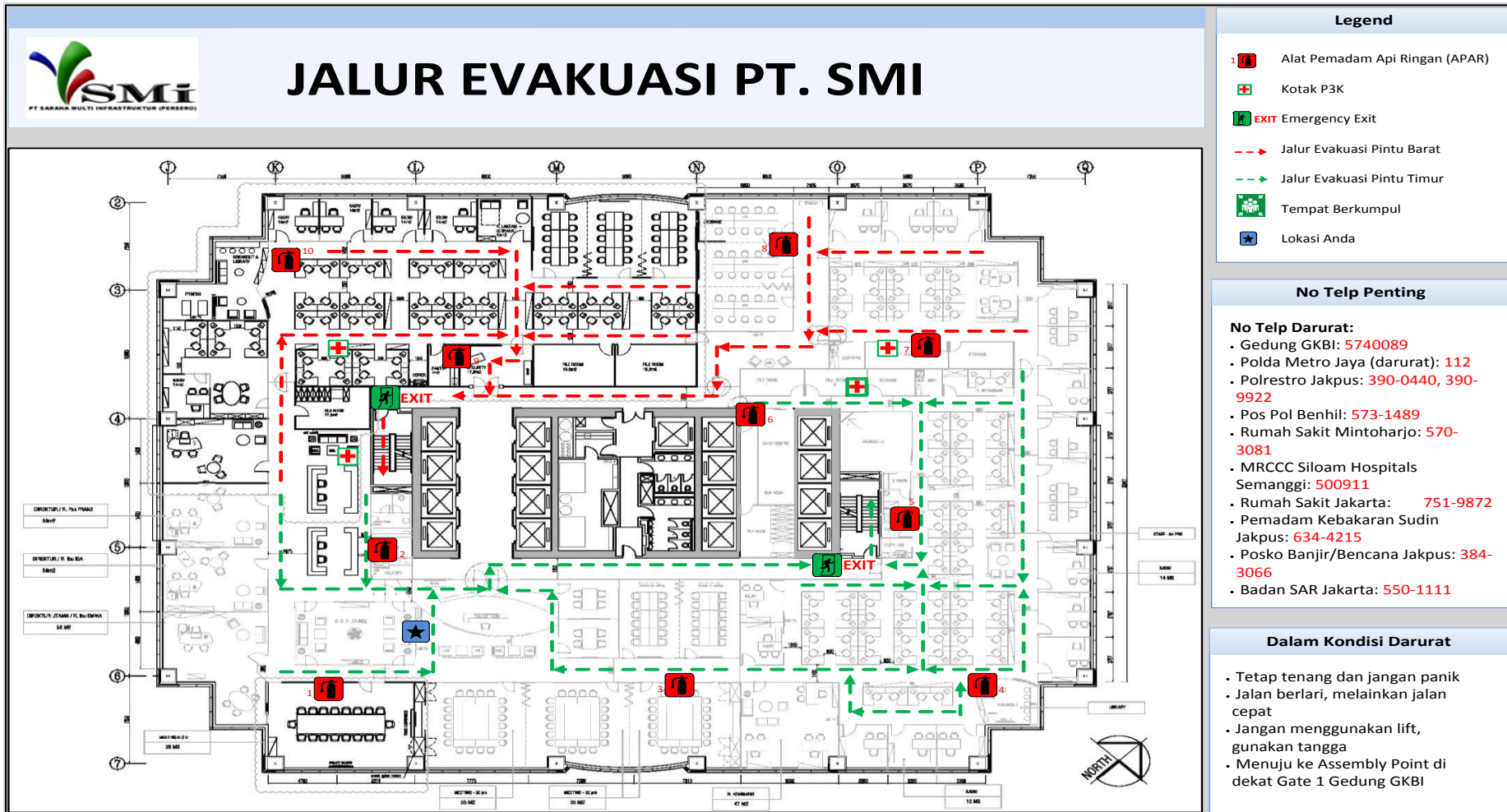
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Approved by,

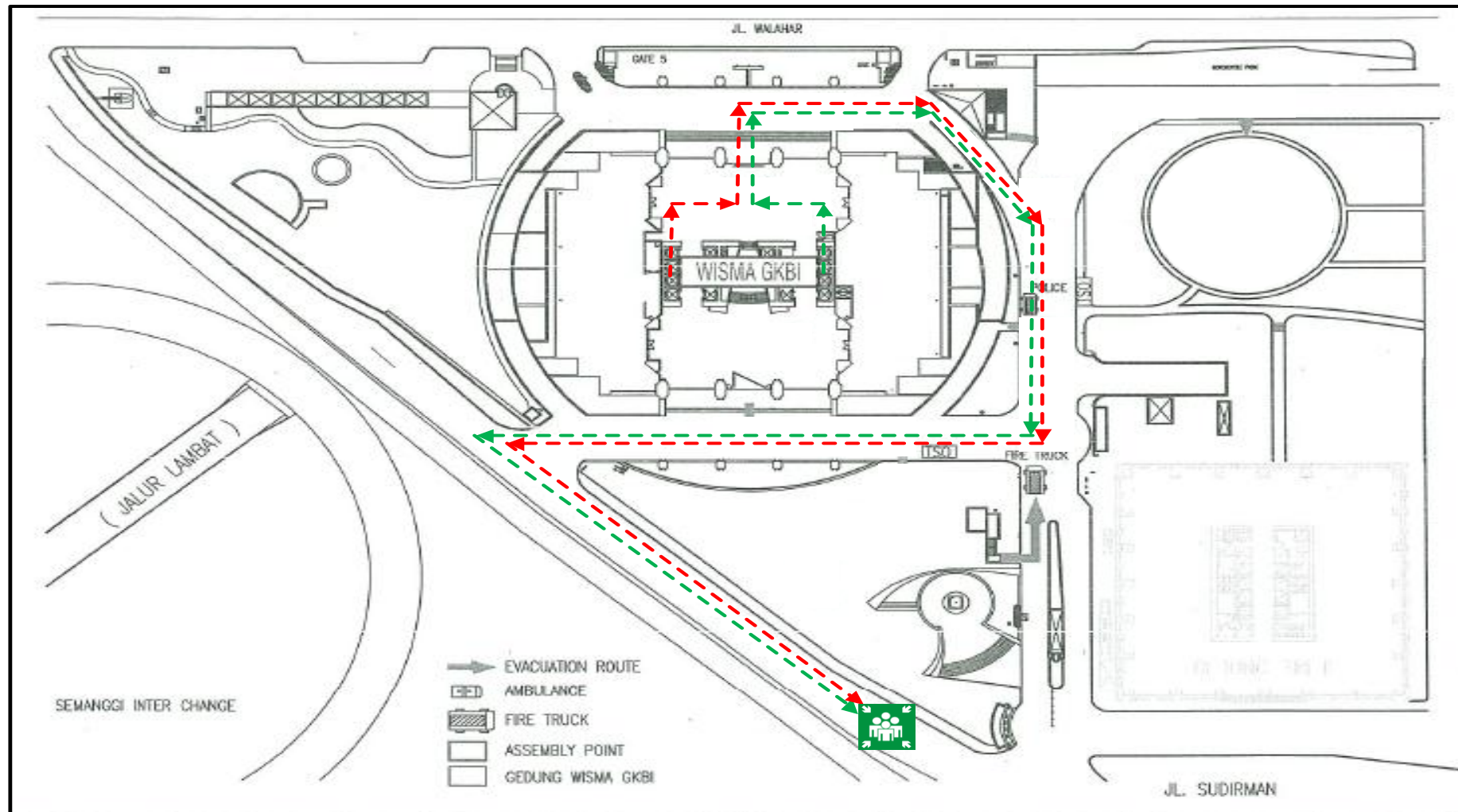
**Endi Trimawan B.**  
Risk Management Staff


**Wismanto Bimam Kusumaedi**  
Risk Management Division Head

	<p align="center"><b>CORPORATE ESMS GUIDELINES</b></p>	<p>Stipulated Date:</p>
	<p align="center"><b>APPENDIX I: PT SMI (PERSERO) EVACUATION ROUTE</b></p>	<p align="center"><b>CHAPTER - VIII</b></p>



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	<b>APPENDIX II : CORPORATE ESMS EXECUTION LIST</b>	<b>CHAPTER - VIII</b>

	<b>CORPORATE ESMS EXECUTION LIST</b>
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No	Description	Yes	No	N/A	Information
<b>1</b>	<b>Environmental Management</b>				
<b>1.1</b>	<b>Domestic Solid Waste</b>				
<b>1.1.1</b>	Are dustbins made from strong, light-enough, rustproof and waterproof material with cover available?				
<b>1.1.2</b>	Do the dry and wet garbages collected in separate dustbins?				
<b>1.1.3</b>	Does the building manager provide a temporary garbage collection site?				
<b>1.2</b>	<b>Hazardous and Toxic Substances (B3) Waste Management</b>				
<b>1.2.1</b>	Is B3 waste collected at B3 waste treatment plant?				
<b>1.2.2</b>	Are B3 waste and domestic waste storages separated?				
<b>2</b>	<b>Occupational Safety Management</b>				
<b>2.1</b>	<b>Occupational Safety and Health Team (OSH Team)</b>				
<b>2.1.1</b>	Does the Corporation have Occupational Safety and Health Team?				
<b>2.1.2</b>	Does the Corporation have OSH implementation program?				
<b>2.1.3</b>	Does the Corporation have budgetary funds for OSH facilities and infrastructure?				
<b>2.1.4</b>	Are there any OSH Team routine or non-routine meetings?				
<b>2.1.5</b>	Does the Corporation provide OSH awareness training to all employees?				
<b>2.2</b>	<b>Emergency Response Plan</b>				
<b>2.2.1</b>	Has the Corporation identified any potential emergencies in its environment?				
<b>2.2.2</b>	Has the Corporation coordinated with the building manager regarding emergency handling procedures?				
<b>2.2.3</b>	Is there any evacuation path inside the office free of obstacles and clearly marked?				
<b>2.2.4</b>	Are there at least two evacuation routes available leading to the assembly point?				
<b>2.2.5</b>	Are there any facilities to be used to identify and				



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	<b>APPENDIX II : CORPORATE ESMS EXECUTION LIST</b>	<b>CHAPTER - VIII</b>

No	Description	Yes	No	N/A	Information
	respond to emergencies, especially with regard to fires? <ul style="list-style-type: none"> <li>• Smoke/Fire Detector.</li> <li>• Sprinkler System.</li> <li>• Light Fire Extinguishers (APAR).</li> <li>• Hydrant.</li> <li>• First Aid Kit.</li> <li>• Stretcher.</li> </ul>				
2.2.6	Are emergency lighting/light installed and operating properly?				
2.2.7	Are employees and visitors get orientation/information on emergencies including evacuation routes?				
2.2.8	Is the emergency handling and evacuation training carried out at least once a year?				
<b>2.3</b>	<b>Occupational Accident</b>				
2.3.1	Do the employees report any of the following occurring at their workplace to their OSH Team Leader? <ul style="list-style-type: none"> <li>• Unsafe condition.</li> <li>• Potential accident.</li> <li>• Occupational accident.</li> <li>• Unsafe behavior.</li> </ul>				
2.3.2	Is there any investigation of the occupational accident?				
2.3.3	Are accident investigation carried out by a method approach to investigate the root cause of an accident?				
2.3.4	Are the investigation results (images, photos, videos, and other media) documented and maintained by OSH Team?				
2.3.5	Are the incident investigation outcomes communicated to all employees including corrective actions and necessary precautions?				
<b>2.4</b>	<b>Safety during Official Trip</b>				
2.4.1	Does the Assignor ensure that employees who travel on duty have good health conditions?				
2.4.2	Do the employees report their health and safety condition to the Assignor/Direct Supervisor?				
2.4.3	Are there any health and safety issues when traveling on business, especially conditions that may endanger the employees?				
2.4.4	Have the employees reported it to the Assignor/Direct Supervisor and asked for				




	<b>CORPORATE ESMS GUIDELINES</b>	Stipulated Date:
	<b>APPENDIX II : CORPORATE ESMS EXECUTION LIST</b>	<b>CHAPTER - VIII</b>

No	Description	Yes	No	N/A	Information
	guidances on what next action to be taken in response to the trip condition?				
<b>2.4.5</b>	If the official trip involves site visit to the project site, whether: <ul style="list-style-type: none"> <li>The employees use appropriate Personal Protective Equipment (PPE) for the project site?</li> <li>The employees receive the required special training (eg visits to offshore facilities which require Basic Offshore Safety Induction and Emergency Training (BOSIET)?</li> </ul>				
<b>2.4.6</b>	If the official trip requires driving activity, are the employee and the driver take a 10-15 minute break every 3 (three) hours of trip?				
<b>3</b>	<b>Occupational Health Management</b>				
<b>3.1</b>	<b>Workroom Health</b>				
<b>3.1.1</b>	Are the workroom air parameters in accordance with the applicable requirements <sup>1</sup> ?				
<b>3.1.2</b>	Is the light intensity in the workroom > 100 lux?				
<b>3.1.3</b>	Is the noise level in workroom <85 dBA?				
<b>3.1.4</b>	Does the Company perform workspace health measurements through an Accredited Laboratory?				
<b>3.1.5</b>	Does the Company conduct workspace health measurements every year?				
<b>3.2</b>	<b>Employee Health</b>				
<b>3.2.1</b>	Does the Company conduct health checks on prospective employees before employment?				
<b>3.2.2</b>	Does the Company conduct periodic health checks on the employees?				
<b>3.2.3</b>	Does the Company perform special health checks <sup>2</sup> ?				

**Note:**

- Referring to Chapter V point 3.a
- Referring to Chapter V point 3.b.iii


 <small>PT SARANA MULTI INFRASTRUKTUR (PERSERO)</small>	<b>CORPORATE ESMS GUIDELINES</b>	Established Date:
	<b>APPENDIX III : OCCUPATIONAL ACCIDENT INVESTIGATION FORM</b>	<b>CHAPTER - VIII</b>

 <small>PT SARANA MULTI INFRASTRUKTUR (PERSERO)</small>	<b>OCCUPATIONAL ACCIDENT REPORT FORM</b>
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**Has Occured:**      ☐ Unsafe Condition      ☐ Occupational Accident  
☐ Potential Accident      ☐ Unsafe Behavior

No	Subject	Description
1	Day/Date/Month/Year	:
2	Time	:
3	Incident Location	:
4	a. Occupational Accident	
	1. On behalf of	:
	2. Identity Card Number	:
	3. Accident causes (initial)	:
	4. Other information	:
	b. Unsafe condition/unsafe behavior/potential accident	
	1. Employees who see/know	: 1. 2. 3. 4.
	Incident/event (if necessary, please describe)	:
	2. Incident impacts	:
	3. Carried-out improvement steps	:

Reported by,	Aproved by,
(.....)	(.....)

	<b>CORPORATE ESMS GUIDELINES</b>	Established Date:
	<b>APPENDIX III : OCCUPATIONAL ACCIDENT INVESTIGATION FORM</b>	<b>CHAPTER - VIII</b>

	<b>OCCUPATIONAL ACCIDENT INVESTIGATION FORM</b>
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Victim Biodata	
Victim Name :	Sex :
Identity Card Number :	Birth Place/Date :
Directorate/Division :	Address :

Accident Investigation	
Accident Date :	Accident Source :
Accident Time :	First Examination :
Accident Location :	Injured Body Part :
Accident Description :	
Consequences :	
Asset Loss :	
Accident Documentation (pictures) :	
Treatment Date : until	
Treatment Result :	
Analysis and Conclusion :	
Improvement Steps :	

Prepared by,	Approved by,
(.....)	(.....)