

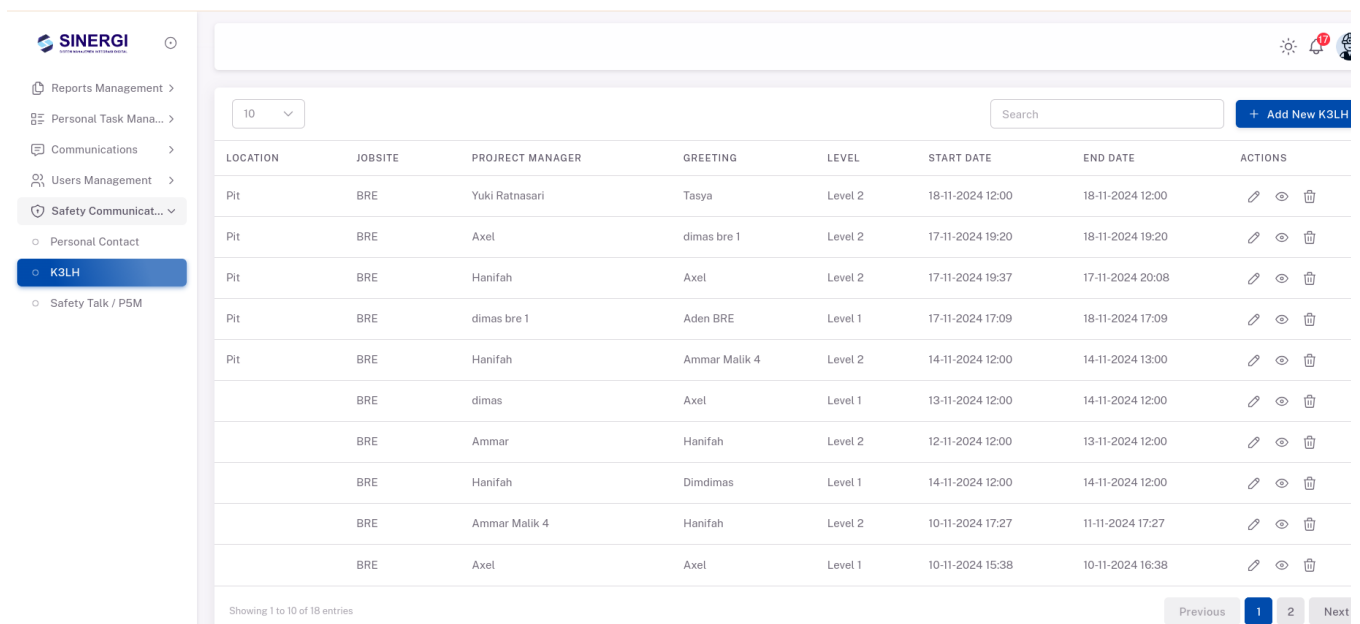
Panduan K3LH - Versi Website

<https://www.youtube.com/embed/m9o2qZdfrpU>































Berikut adalah langkah-langkah singkat untuk menggunakan menu **K3LH** di sistem Sinergi:

1. Membuka Menu K3LH

- Masuk ke menu **Safety Communication**, lalu pilih **K3LH**.
- Setelah tabel muncul, klik tombol **+ Add New Data** untuk menambahkan data baru.




The screenshot displays the SINERGI application interface. On the left is a sidebar menu with options: Reports Management, Personal Task Management, Communications, Users Management, Safety Communication (selected), Personal Contact, K3LH (highlighted), and Safety Talk / P5M. The main area shows a table of K3LH records. At the top of the table area, there is a dropdown menu set to '10', a search bar, and a '+ Add New K3LH' button. The table has columns: LOCATION, JOBSITE, PROJECT MANAGER, GREETING, LEVEL, START DATE, END DATE, and ACTIONS. The table contains 10 rows of data. At the bottom, it says 'Showing 1 to 10 of 18 entries' and has pagination controls for 'Previous', '1' (current page), '2', and 'Next'.

LOCATION	JOBSITE	PROJECT MANAGER	GREETING	LEVEL	START DATE	END DATE	ACTIONS
Pit	BRE	Yuki Ratnasari	Tasya	Level 2	18-11-2024 12:00	18-11-2024 12:00	  
Pit	BRE	Axel	dimas bre 1	Level 2	17-11-2024 19:20	18-11-2024 19:20	  
Pit	BRE	Hanifah	Axel	Level 2	17-11-2024 19:37	17-11-2024 20:08	  
Pit	BRE	dimas bre 1	Aden BRE	Level 1	17-11-2024 17:09	18-11-2024 17:09	  
Pit	BRE	Hanifah	Ammar Malik 4	Level 2	14-11-2024 12:00	14-11-2024 13:00	  
	BRE	dimas	Axel	Level 1	13-11-2024 12:00	14-11-2024 12:00	  
	BRE	Ammar	Hanifah	Level 2	12-11-2024 12:00	13-11-2024 12:00	  
	BRE	Hanifah	Dimdimas	Level 1	14-11-2024 12:00	14-11-2024 12:00	  
	BRE	Ammar Malik 4	Hanifah	Level 2	10-11-2024 17:27	11-11-2024 17:27	  
	BRE	Axel	Axel	Level 1	10-11-2024 15:38	10-11-2024 16:38	  

2. Mengisi Form K3LH

- Isi informasi yang diminta pada form, termasuk detail kejadian atau tindakan yang relevan.

- Assign **PIC (Person in Charge)** untuk melaksanakan tugas yang terkait dengan data K3LH tersebut.
- Tentukan **Due Date** sebagai batas waktu penyelesaian tugas.



- Reports Management >
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

K3LH Form

Waktu Mulai Pertemuan *
2024-11-19 12:00

Waktu Selesai Pertemuan *
2024-11-19 12:00

Jobsite *
AGM

Lokasi Pertemuan *
Pit

Project Manager *
MUHAMMAD IHSANUL AMIN

Level Meeting *
☒ Level 1
☐ Level 2

Peserta


Peserta *
MUHAMMAD ARIF RAHMAN

Jam Kehadiran *
12:00

Keterangan

Keterangan

+ Tambah Peserta



- Reports Management >
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

Isi Sambutan *

Isi

Agenda

Nama Agenda *
Agenda

Deskripsi *
Deskripsi

Tindakan Perbaikan *
Perbaikan

PIC *
TAUFIQ RAHMAN SIREGAR

Due Date *
2024-11-18 12:00

Status *
Open

Back

+ Tambah Agenda

Submit

3. Integrasi dengan PICA

- Data yang diinputkan secara otomatis akan masuk ke dalam menu **Report PICA**.
- PIC yang ditugaskan akan menerima notifikasi untuk menyelesaikan tindakan perbaikan sesuai dengan data yang diinput.

4. Proses Verifikasi PICA

- PIC melaksanakan tugas dan mengirimkan hasilnya untuk diverifikasi.
- Verifikasi dilakukan hingga status PICA berubah menjadi **Closed**.

SINERGI

Reports Management >

Personal Task Mana... >

Communications >

Users Management >

Safety Communicati... >

DETAIL K3LH

JOBSITE	AGM
LOKASI	Pit
PROJECT MANAGER	MUHAMMAD IHSANUL AMIN
LEVEL	Level 1
WAKTU MULAI	2024-11-19 12:00
WAKTU SELESAI	2024-11-19 12:00

Sambutan

Sambutan oleh: MIFTAKHUL MUNIR

Isi Sambutan:

Isi

Agenda

Agenda #1	Agenda
PIC	TAUPIQ RAHMAN SIREGAR
Deskripsi	Deskripsi
Tindakan Perbaikan	Perbaikan

Peserta

#	Nama Karyawan	Jam Kehadiran	Keterangan
1	MUHAMMAD ARIF RAHMAN	12:00	Keterangan

Back

SINERGI

Reports Management >

Report - Inspection

Report - Hazard

Report - Incident

Summary Report

Report - PICA

Export

Report - Observation

Personal Task Mana... >

Communications >

Users Management >

Safety Communicati... >

10

k3

SOURCE	NO PICA	KODE BAHAYA	PROBLEM	DEPARTEMENT PIC	DUE DATE	VERIFIKATOR	PIC	PJA	STAT
LH20241118_07	PICAK3LH000033	IV - Rendah	Agenda - Deskripsi	Plant	18-11-2024 12:00:00	Rara	TAUPIQ RAHMAN SIREGAR	TAUPIQ RAHMAN SIREGAR	OPI

Showing 0 to 0 of 0 entries

PreviousNext

- Reports Management >
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

DETAIL REPORT PICA

NO SOURCE:	K3LH20241118_07
NO PICA	PICAK3LH000033
Kode Bahaya	IV - Rendah
PIC	TAUPIQ RAHMAN SIREGAR
Departemen	Plant
Verifikator	Rara
Masalah	Agenda - Deskripsi
Status	OPEN

TINDAKAN PERBAIKAN *

PERBAIKAN

DUE DATE

2024-11-18 12:00

Evidence Perbaikan

Add Evidence

batu-bara.png

AKAR MASALAH *

AKAR MASALAH

Back

Submit

Detail

- Reports Management >
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

DETAIL REPORT PICA

NO SOURCE:	K3LH20241118_07
NO PICA	PICAK3LH000033
Kode Bahaya	IV - Rendah
PIC	TAUPIQ RAHMAN SIREGAR
Departemen	Plant
Verifikator	Rara
Masalah	Agenda - Deskripsi
Status	VERIFY

AKAR MASALAH

AKAR MASALAH

TINDAKAN PERBAIKAN

PERBAIKAN

Back

Decline

Approve

Detail

- Reports Management >
 - Report - Inspection
 - Report - Hazard
 - Report - Incident
 - Summary Report
 - Report - PICA
 - Export
 - Report - Observation
- Personal Task Mana... >
- Communications >
- Users Management >
- Safety Communicati... >

10

Search

PICA	KODE BAHAYA	PROBLEM	DEPARTEMENT PIC	DUE DATE	VERIFIKATOR	PIC	PIA	STATUS	ACTIC
CAK3LH000033	IV - Rendah	Agenda - Deskripsi	Plant	18-11-2024 12:00:00	Rara	TAUPIQ RAHMAN SIREGAR	TAUPIQ RAHMAN SIREGAR	CLOSE	
CAINSD000030	IV - Rendah	keterangan	Logistic	20-11-2024 00:00:00	Rara	Rara	Rara	OPEN	
CAJSO000029	II - Tinggi	Evakuasi Unit Amblas...	Logistic	18-11-2024 11:59:00	Rara	Rara	Rara	CLOSE	
CAJSO000028	III - Sedang	Evakuasi Unit Amblas...	Logistic	18-11-2024 23:47:45	Rara	Rara	Rara	CLOSE	
CAINSP000027	II - Tinggi	HYGIENE PRIBADI : TL...	Logistic	18-11-2024 11:38:00	Rara	Rara	Rara	CLOSE	
CAINSP000025	II - Tinggi	Kondisi air : Tidak ...	Logistic	18-11-2024 10:35:28	Aan	Rara	Rara	CLOSE	
CAHZD000024	II - Tinggi	KTA - Alat/Peralatan...	Logistic	18-11-2024 09:45:00	Aan	Rara	Rara	CLOSE	
CAHZD000023	II - Tinggi	KTA - Alat/Peralatan...	Logistic	18-11-2024 09:21:52	Aan	Rara	Rara	CLOSE	
CAINSD000007	IV - Rendah	nans d	Safety Health Enviro...	24-11-2024 00:00:00	Aan	Saya PJA	Saya PJA	OPEN	
CAINSD000006	IV - Rendah	knkij	Operation	20-11-2024 00:00:00	Aan	Sahid Anwar	Sahid Anwar	OPEN	

Showing 1 to 10 of 10 entries

Previous 1 Next

