

# Panduan Safety Talk / P5M - Versi Website

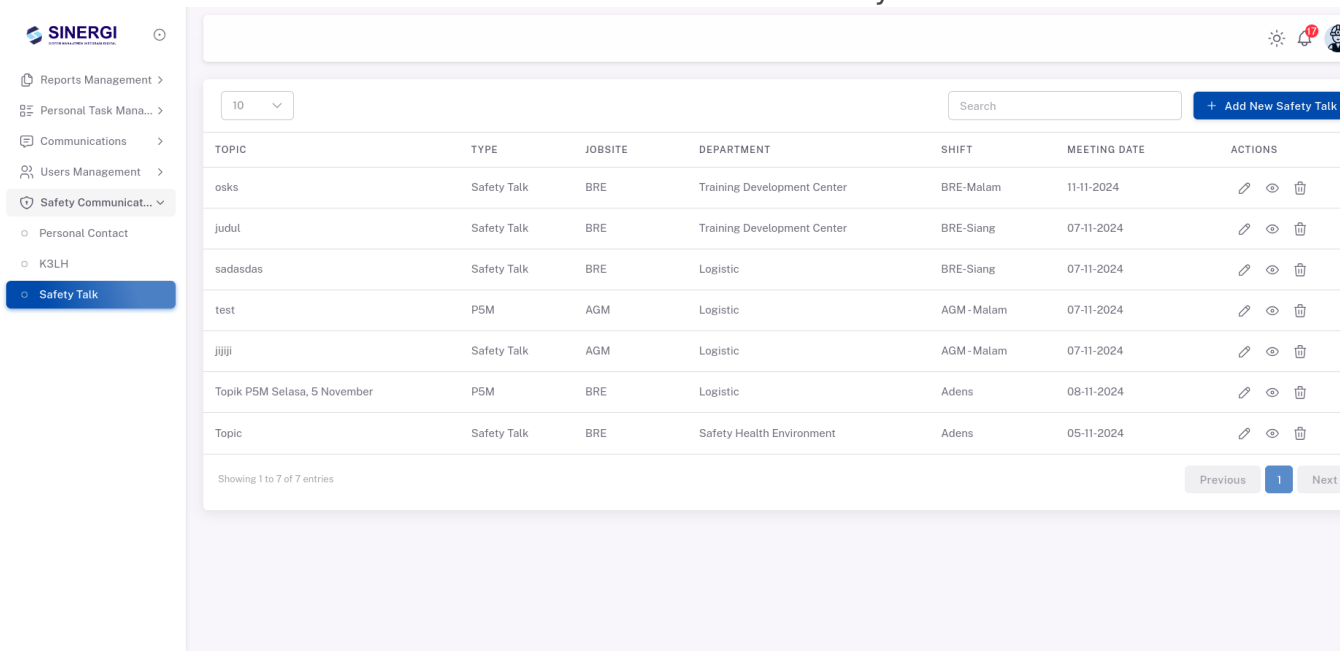
Video Panduan:

[https://drive.google.com/file/d/1L8CIZk1WajFODIIWeB3DzkLrVig7jZd\\_/view?usp=drive\\_link](https://drive.google.com/file/d/1L8CIZk1WajFODIIWeB3DzkLrVig7jZd_/view?usp=drive_link)






















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

## 1. Membuka Menu Safety Talk

- Masuk ke menu **Safety Communication**, lalu pilih **Safety Talk**.
- Klik tombol **+ Add New Talk** untuk menambahkan data Safety Talk baru.



The screenshot displays the SINERGI web application interface. On the left is a sidebar menu with the following items: Reports Management, Personal Task Mana..., Communications, Users Management, Safety Communicat..., Personal Contact, K3LH, and Safety Talk (highlighted in blue). The main content area shows a table of Safety Talks. At the top of the table is a dropdown menu set to '10' and a search bar. A blue button labeled '+ Add New Safety Talk' is in the top right corner. The table has columns for TOPIC, TYPE, JOBSITE, DEPARTMENT, SHIFT, MEETING DATE, and ACTIONS. The table contains 7 entries. At the bottom of the table, it says 'Showing 1 to 7 of 7 entries' and has 'Previous', '1', and 'Next' navigation buttons.

| TOPIC                        | TYPE        | JOBSITE | DEPARTMENT                  | SHIFT       | MEETING DATE | ACTIONS   |
|------------------------------|-------------|---------|-----------------------------|-------------|--------------|---|
| osks                         | Safety Talk | BRE     | Training Development Center | BRE-Malam   | 11-11-2024   |    |
| judul                        | Safety Talk | BRE     | Training Development Center | BRE-Siang   | 07-11-2024   |    |
| sadasdas                     | Safety Talk | BRE     | Logistic                    | BRE-Siang   | 07-11-2024   |    |
| test                         | P5M         | AGM     | Logistic                    | AGM - Malam | 07-11-2024   |    |
| jjiji                        | Safety Talk | AGM     | Logistic                    | AGM - Malam | 07-11-2024   |    |
| Topik P5M Selasa, 5 November | P5M         | BRE     | Logistic                    | Adens       | 08-11-2024   |    |
| Topic                        | Safety Talk | BRE     | Safety Health Environment   | Adens       | 05-11-2024   |    |

## 2. Mengisi Form Safety Talk

- Isi informasi yang diminta pada form, seperti:
  - Topik pembahasan Safety Talk.
  - Tanggal dan waktu pelaksanaan.
  - Peserta yang hadir.
  - Task list atau agenda yang dibahas.

### Safety Talk / P5M Form

|                    |  |                          |   |
|--------------------|--|--------------------------|---|
| <b>Jobsite *</b>   | AGM  | <b>Department *</b>      | Logistic  |
| <b>Shift *</b>     | AGM- Pagi  | <b>Waktu Pertemuan *</b> | 2024-11-18 12:00  |
| <b>Seksi *</b>     | MIFTAKHUL MUNIR  | <b>Diberikan oleh *</b>  | FACHRIZAL BAYU SETIAWAN   |
| <b>Periode *</b>   | <input type="radio"/> Harian<br><input checked="" type="radio"/> Mingguan<br><input type="radio"/> Bulanan | <b>Jenis *</b>           | <input checked="" type="radio"/> Safety Talk<br><input type="radio"/> P5M |
| <b>Title *</b>     | Title  |                          |   |
| <b>Task List *</b> | Task   |                          |   |
| <b>Peserta *</b>   | NAUFAL ARDIANSYAH BINTANG YUDHANTO   |                          |   |

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## 3. Menyimpan Data

























- Klik **Submit** untuk menyimpan data Safety Talk yang telah diisi.

**SINERGI**

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Search

+ Add New Safety Talk

| TOPIC                        | TYPE        | JOBSITE | DEPARTMENT                  | SHIFT       | MEETING DATE | ACTIONS   |
|------------------------------|-------------|---------|-----------------------------|-------------|--------------|---|
| Title                        | Safety Talk | AGM     | Logistic                    | AGM- Pagi   | 18-11-2024   |    |
| osks                         | Safety Talk | BRE     | Training Development Center | BRE-Malam   | 11-11-2024   |    |
| judul                        | Safety Talk | BRE     | Training Development Center | BRE-Siang   | 07-11-2024   |    |
| sadasdas                     | Safety Talk | BRE     | Logistic                    | BRE-Siang   | 07-11-2024   |    |
| test                         | P5M         | AGM     | Logistic                    | AGM - Malam | 07-11-2024   |    |
| jjiji                        | Safety Talk | AGM     | Logistic                    | AGM - Malam | 07-11-2024   |    |
| Topik P5M Selasa, 5 November | P5M         | BRE     | Logistic                    | Adens       | 08-11-2024   |    |
| Topic                        | Safety Talk | BRE     | Safety Health Environment   | Adens       | 05-11-2024   |    |

Showing 1 to 8 of 8 entries

Previous 1 Next

## 4. Melihat Detail Safety Talk

- Setelah data tersimpan, klik tombol **Detail** untuk melihat informasi yang telah diinputkan.

DETAIL SAFETY TALK

|         |               |                 |                             |
|---------|---------------|-----------------|-----------------------------|
| JOBSITE | BRE           | DEPARTEMEN      | Training Development Center |
| SHIFT   | BRE-Malam     | WAKTU PERTEMUAN | 2024-11-11 20:21            |
| SEKSI   | Ammar Malik 4 | DIBERIKAN OLEH  | Hanifah                     |
| PERIODE | Mingguan      | JENIS           | Safety Talk                 |

|        |      |         |
|--------|------|---------|
| OSKS   |      | PESERTA |
| Task 1 | djld | 1. Ajen |
| Task 2 | kkl  |         |

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Revision #2

Created 17 November 2024 17:11:53 by Admin

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