

**ATTENDANCE LIST AND
REPORT OF MEETING FORM**
DAFTAR HADIR DAN LAPORAN HASIL RAPAT

Document
Number

FOM OHS 04S

Revised

1

SECTION A: APPLICATION / APLIKASI

AGENDA

- Incidents / Insiden
- Hazard Reporting / Pelaporan bahaya
- Occupational Health and Safety Topic / Topik keselamatan dan Kesehatan Kerja
- Operational / Technical / Operasi / Teknis

SECTION B: MEETING DETAILS / RINCIAN RAPAT

| | | | | |
|---|--|---|---|--|
| Shift Meeting <i>Rapat shift</i> <input type="checkbox"/> | Weekly Meeting <i>Rapat mingguan</i> <input checked="" type="checkbox"/> | Departmental Meeting <i>Rapat Departemen</i> <input type="checkbox"/> | Safety Committee <i>Komite Keselamatan</i> <input type="checkbox"/> | Management Review <i>Tinjauan Manajemen</i> <input type="checkbox"/> |
| Date <i>Tanggal</i> | 26/02/16 | Time <i>Waktu</i> | 14.00 | Dept <i>Dept.</i> |
| Location <i>Lokasi</i> | | Tech Operational | | |

SECTION C: NOTES / CATATAN

Safe use of wire sling / Penggunaan wire sling

SECTION D: PARTICIPANTS / PESERTA

| No. | NAME / NAMA | POSITION / POSISI | SIGNATURE / TANDA TANGAN | B/N | |
|-----|-------------|-------------------|--------------------------|-------|-------|
| 1 | X Marduch | Port Capt | | 20411 | |
| 2 | Mulyadi | Foreman | | 4377 | |
| 3 | Yulianto | Crane Opt | | 2015 | |
| 4 | SAEFUDIN | } | | 2013 | |
| 5 | MAHMUD | | | 2010 | |
| 6 | MISTA . K | | | 2079 | |
| 7 | HASAN | | | 2088 | |
| 8 | DENDI | | | 14916 | |
| 9 | ZUBER | | | 14264 | |
| 10 | FRALIK | | | 2007 | |
| 11 | Taufik . H | | Electrician | | 3743 |
| 12 | Fahoz D | | Fitter | | 31144 |



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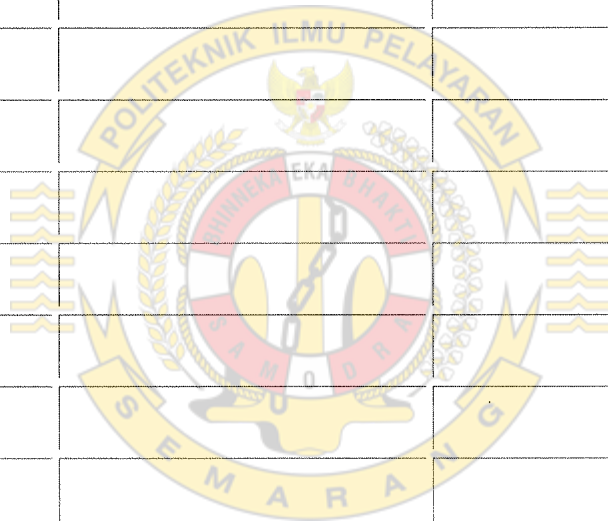
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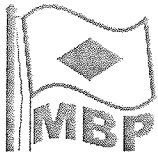
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|----|------------|-------------|--|-------|
| 13 | Ahmad Why. | Fitter | | 20662 |
| 14 | Zuli K | Electrician | | 20669 |
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SECTION E: CARRIED ACTIONS / SEKSI E: TINDAKAN YANG DIHASILKAN

| DESCRIPTION GAMBARAN | PIC PENAGGUN G JAWAB | DEADLINE BATAS AKHIR | STATUS STATUS |
|--|----------------------------|----------------------------|------------------|
| Accident can be prevented if lifting equipments are used in a manner for which they are designed. Some useful hints on the safe usage of wire sling are given below: | | | Some |
| 1. Select a wire sling with sufficient length to avoid wide angle. | | | |
| 2. Never use wire sling for an angle more than 90 degrees. | | | |
| 3. Never use a wire sling to lift a load more than its allowable Safe Working Load (SWL). | | | |
| 4. Only approved, tested wire slings are to be used for lifting. Staging wire should not be used for lifting. | | | |
| 5. Do not use slings which are found rusty, have excessive broken wire, etc. | | | |
| 6. Use proper capping or protective padding between the load and the wire sling to avoid damage to the wire sling. | | | |
| 7. Do not try to shorten the sling by tying knots, it will weaken the sling. | | | |
| 8. Do not allow the load to be caught at the ferrule. | | | |
| 9. Do not hammer ferrule splice. | | | |
| 10. Do not pull the wire sling when it is pressed on by load. | | | |
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| DESCRIPTION GAMBARAN | PIC PENAGGUN G JAWAB | DEADLINE BATAS AKHIR | STATUS STATUS |
|---|----------------------------|----------------------------|------------------|
| Kecelakaan dapat dihindari jika peralatan angkat digunakan untuk hal-hal di mana alat angkat tersebut dirancang untuk digunakan. Hal-hal di bawah ini merupakan penggunaan wire sling yang aman dilakukan, seperti: | | | |
| 1. Pilih wire sling yang cukup panjang untuk menghindari sudut yang terlalu lebar. | | | |
| 2. Jangan menggunakan wire sling dengan sudut lebih dari 90 derajat. | | | |
| 3. Jangan menggunakan wire sling untuk mengangkat beban yang melebihi "Safe Working Load"-nya. | | | |
| 4. Gunakan wire sling yang telah diuji dan disetujui, jangan menggunakan staging wire untuk mengangkat beban. | | | |
| 5. Jangan menggunakan sling yang sudah berkarat, atau yang sebagian sudah rusak. | | | |
| 6. Gunakan bantalan atau pelindung di antara beban dan wire sling untuk menghindari rusaknya wire sling. | | | |
| 7. Jangan mencoba mempendek sling dengan menjadikan ikatan, hal itu akan mengakibatkan kurang kuatnya sling. | | | |
| 8. Jangan membiarkan beban ada di ferrule. | | | |
| 9. Jangan memukul ferrule-spliec. | | | |
| 10. Jangan menarik wire sling saat wire sling masih terjepit di bawah beban. | | | |
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