

Alfrincestin Pailaha

From: Edo Irnanda
Sent: Tuesday, March 27, 2018 9:37 PM
To: Muhammad Soffiudin
Cc: Muhammad Siri; Alfrincestin Pailaha
Subject: Re: Balikpapan - Samarinda Visit: Dokter Perusahaan

Dear Dokter,
Secara prinsip saya support jika Neng Kristin bisa ikut membantu event ini.

Setelah saya diskusi dengan Neng Kristin, karena juga ada kebutuhan report ISR di awal bulan maka Neng Kristin akan ikut 4 hari saja (2-5 April 2018). Kemudian kalau saya melihat agenda di hari ke-5 lebih meeting update Manajemen N.Kalimantan.

Terkait cost center saya ikut aja mana yang mau cover.

Semoga acara minggu depan lancar & terimakasih.

Salam,
Edo

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: Muhammad Soffiudin <muhammad.soffiudin@trakindo.co.id>
Date: 3/27/18 16:44 (GMT+07:00)
To: Edo Irnanda <edo.irnanda@trakindo.co.id>
Cc: Muhammad Siri <muhammad.siri@trakindo.co.id>, Alfrincestin Pailaha <alfrincestin.pailaha@trakindo.co.id>
Subject: FW: Balikpapan - Samarinda Visit: Dokter Perusahaan

Dear mas Edo,
FYI, dalam rangka mensupport kegiatan operational di North Kal, rencana kami akan melakukan kunjungan ke North Kal dengan itinerary dibawah;

No	Date & Time	Plan	PIC
1	Senin, 2 April 2018		
	10:00 – 10:30	Travel to RS Pertamina Balikpapan	NKR, IST, TFN
	10:30 – 12:00	Meeting with RSPB Team and Hospital review	
	12:00 – 13:00	Lunch	
	13:00 – 13:15	Travel to RS Restu Ibu	NKR, IST, TFN
	13:15 – 14:00	Hospital review at RS Restu Ibu	NKR, IST, TFN

	14:00 – 14:10	Travel to Prodia	NKR, IST, TFN
	14:10 – 15:30	Hospital review at Prodia	NKR, IST, TFN
	15:30 – 16:00	Sholat Ashar	NKR, IST, TFN
	16:00 – 16:10	Travel to RS Hermina <i>(tentative jika waktu cukup)</i>	NKR, IST, TFN
	16:10 – 17:00	Hospital review at RS Hermina	NKR, IST, TFN
	18.00 – 19.00	Rest & Dinner	
3	Selasa, 3 April 2018		
	08:10 – 08:20	Travel to Puskesmas Karang Joang	NKR, IST, TFN
	08:20 – 09:00	Hospital review at Puskesmas Karang Joang	
	09:00 – 12:00	Interview with 2 employees who suspect LBP	Dr.MS, IST, NKR,WBJ
	12:00 – 13:00	Lunch	
	13:00 – 16:00	Meeting with Management ST 31 and Area	AM, ADR, DS
	16:00 – 18:00	Travel to SMD	
4	Rabu 4 April 2018		WEP
	08:00 – 08:30	Visit to Branch Samarinda, Induction	IKW,SHE,HR
	08:30 – 10:00	Workshop & Field Tour, Activity Technician	SHE,HR
	10:00 – 11:00	Interview with 1 employee who suspect LBP	SHE,HR
	11:00 – 12:00	Visit to Facility Trauma Center	
	12:00 – 13:30	Isoma	SHE,HR
	13:30 – 14:30	Travel to RSUD AW Sjahranie	SHE,HR
	14:30 – 16:00	Hospital review at RSUD AW Sjahranie	SHE,HR
	16:00 – 17:30	Rest and Visit to Lab Prodia	
	17:30 – 19:30	Rest & Dinner	
5	Kamis 5 April 2018		

	08:00 – 09:30	Interview with 1 employee who suspect LBP	SHE,HR
	09:30 – 11:30	Travel to Separi	SHE,HR
	11:30 – 13:00	Lunch	SHE,HR
	13:00 – 15:00	Workshop Tour, Activity Technician	IS,HR,SHE
	15:00 – 17:00	Interview with 1 employee who suspect LBP	SHE,HR
	17:00 – 18:00	Travel to Samarinda	SHE,HR
	18:00 – 19:30	Rest & Dinner	
6	Jumat 6 April 2018		
	08:00 – 10:00	Meeting with Management Branch Samarinda, Separi and Area	MGM, SHE, HR
	10:00 – ..	Travel to Balikpapan - Jakarta	

mengingat agenda yang cukup padat rencana saya akan mengikutsertakan mba Kristin untuk dapat mensupport kegiatan tersebut dimana role ybs dapat berupa;

- o Dokumentasi semisal pencatatan atau pengisian hospital review selama kunjungan ke fasilitas kesehatan, foto dll
- o Pencatatan selama melakukan interview karyawan dengan case LBP
- o MoM
- o Membantu pada saat melengkapi HRA di workshop
- o Melakukan agenda lainnya terkait dengan kebutuhan di SHE Support

Untuk budget sendiri sedang di koordinasikan dengan North Kal, namun the worst nya ini bisa di covered oleh HO,

Please advise apakah hal ini dimungkinkan?

Thank you,

Regards,

Muhammad Soffiudin

Safety, Health & Environment Department

Mobile. +62812 82330 700

Tel. (+6221) 299 766 20 Ext. 1658

From: Nanang Kurniawan Soeyanto

Sent: Friday, March 23, 2018 12:08 PM

To: Andrianto Ibnu Suparno; Muhammad Soffiudin; Istiqomah; Riza Fachlevi Djauhari

Cc: Andi Mauraga; Hananto Bentar; Devi Sumarhadi; Muhammad Siri; Kabir Akkas; Nanda Irvandy Malau; Wahyu Bagas Jati Waluyo

Subject: RE: Balikpapan - Samarinda Visit: Dokter Hiperkes Perusahaan

Dear Dok Soffi

Maaf ada sedikit revisi untuk itinerarinya.

Terima kasih

No	Date & Time	Plan	PIC
1	Senin, 2 April 2018		
	10:00 – 10:30	Travel to RS Pertamina Balikpapan	NKR, IST, TFN
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6	Jumat 6 April 2018		
	08:00 – 10:00	Meeting with Management Branch Samarinda, Separi and Area	MGM, SHE, HR
	10:00 – ..	Travel to Balikpapan - Jakarta	

Best Regards,
Nanang Kurniawan Soeyanto
SHE Department

PT. Trakindo Utama,

Northern Kalimantan Division
Jalan Pulau Balang KM 13 Soekarno Hatta RT 33 Kel. Karang Joang
Kec. Balikpapan Utara, Balikpapan - Kalimantan Timur, 76127
Tel. +62 542 8530830 Ext. 3900. Mobile : 0811 5941 591
nanang.soeyanto@trakindo.co.id
www.trakindo.co.id

A member of **Tiara Marga Trakindo Group**

From: Nanang Kurniawan Soeyanto
Sent: Friday, March 23, 2018 12:10 PM
To: Andrianto Ibnu Suparno; Muhammad Soffiudin; Istiqomah; Riza Fachlevi Djauhari
Cc: Andi Mauraga; Hananto Bentar; Devi Sumarhadi; Muhammad Siri; Kabir Akkas; Nanda Irvandy Malau; Wahyu Bagas Jati Waluyo
Subject: RE: Balikpapan - Samarinda Visit: Dokter Hiperkes Perusahaan

Dear Pak Dokter
Berikut draft itinerary dari kami di Balikpapan, silahkan direview.

Bu Isti
Mohon bantu A/C untuk akomodasi selama dokter Soffi di Balikpapan. Dan booking hotel di Platinum agar transportasi lebih dekat dengan kantor KM 13.

Mas Riza
Tolong bantu untuk arrange 2 technician dari Sangasanga untuk dapat hadir di hari Selasa, 3 April 2018 jam 09:00.

Terima kasih.

Best Regards,
Nanang Kurniawan Soeyanto
SHE Department

PT. Trakindo Utama,
Northern Kalimantan Division
Jalan Pulau Balang KM 13 Soekarno Hatta RT 33 Kel. Karang Joang
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A member of **Tiara Marga Trakindo Group**

From: Andrianto Ibnu Suparno
Sent: Friday, March 23, 2018 8:30 AM
To: Muhammad Soffiudin; Nanang Kurniawan Soeyanto; Istiqomah; Kabir Akkas; Nanda Irvandy Malau
Cc: Andi Mauraga; Hananto Bentar; Devi Sumarhadi; Muhammad Siri
Subject: RE: Balikpapan - Samarinda Visit: Dokter Hiperkes Perusahaan
Importance: High

Terimakasih konfirmasinya, dok

Bu Isti/ Bang Nanda,
Please advise terkait cost center yang digunakan.

Salam,
Andri

From: Muhammad Soffiudin
Sent: Friday, March 23, 2018 8:27 AM
To: Andrianto Ibnu Suparno; Muhammad Siri; Nanang Kurniawan Soeyanto; Istiqomah
Cc: Andi Mauraga
Subject: RE: Balikpapan - Samarinda Visit: Dokter Hiperkes Perusahaan

Dear pak Andri,
Baik pak, rencana di tanggal 2 – 6 April 2018,
Sesuai diskusi sebelumnya mohon bantuan pak untuk cost center yang dapat digunakan terkait dengan ticket dan akomodasi?
Thank you,

Regards,
Muhammad Soffiudin
Safety, Health & Environment Department
Mobile. +62812 82330 700
Tel. (+6221) 299 766 20 Ext. 1658

From: Andrianto Ibnu Suparno
Sent: Friday, March 23, 2018 6:19 AM
To: Muhammad Soffiudin; Muhammad Siri; Nanang Kurniawan Soeyanto; Istiqomah
Cc: Andi Mauraga
Subject: RE: Balikpapan - Samarinda Visit: Dokter Hiperkes Perusahaan
Importance: High

Dr. Soffi,
Tentunya bila kedatangan Senin pagi maka harus ada penyesuaian itinerary karena jadwal di Balikpapan yang sudah disusun sangat ketat.
Apakah sudah ada tanggal pastinya, dok?

Mas Nanang/ Bu Isti,
Mohon dapat diatur itinerary-nya agar jadwal kedatangan dr. Soffi pada hari Senin pagi ke Balikpapan tetap dapat berjalan secara efektif.

Salam,
Andri

From: Muhammad Soffiudin
Sent: Thursday, March 22, 2018 6:07 PM
To: Andrianto Ibnu Suparno; Muhammad Siri
Subject: RE: Balikpapan - Samarinda Visit: Dokter Hiperkes Perusahaan

Dear pak Andri,
Thank for the itinerary,
Rencana saya ke BPN hari senin pagi arrival jam 10 AM, mohon bantuan pak jika itinerary dapat disesuaikan?
Thank you,

Regards,
Muhammad Soffiudin

Safety, Health & Environment Department
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Tel. (+6221) 299 766 20 Ext. 1658

From: Andrianto Ibnu Suparno
Sent: Thursday, March 22, 2018 6:36 AM
To: Muhammad Siri
Cc: Nanda Irvandy Malau; Istiqomah; Muhammad Soffiudin; Bambang Christianto; Hendra Sukma Nugraha; Gatot Prihandoko; Devi Sumarhadi
Subject: Balikpapan - Samarinda Visit: Dokter Hiperkes Perusahaan

Pak Siri,
Kami sudah menyiapkan itinerary untuk kehadiran dr. Soffi selama 5 hari di Balikpapan & Samarinda berikut ini. Mohon kiranya dapat diwujudkan pada bulan April 2018 (tanggalnya optional) sehingga tidak bertabrakan dengan jadwal Survey Ergonomi yang juga melibatkan dr. Soffi dan pihak ketiga.

Best regards,

Andrianto Suparno
Safety Health Environmental Department

PT Trakindo Utama
Northern Kalimantan Division
Jl. Jen. Sudirman no. 848, 2nd floor
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Andrianto.suparno@trakindo.co.id
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From: Devi Sumarhadi
Sent: Wednesday, March 21, 2018 3:22 PM
To: Muhammad Siri
Cc: Nanda Irvandy Malau; Andrianto Ibnu Suparno; Muhammad Soffiudin; Bambang Christianto; Hendra Sukma Nugraha; Gatot Prihandoko
Subject: Samarinda Visit

Pak Siri,

Menindaklanjuti rencana kunjungan dr. Soffi ke Nkal yang sebelumnya batal serta hasil webex HR tadi pagi, besar harapan kami dr. Soffi dapat memulai kunjungan ke Nkal dan focus ke Samarinda. Beberapa case di Samarinda adalah banyaknya karyawan (Serviceman) menderita HNP. Kita sudah “mempensiunkan” 2 orang dan sedang diajukan 1 orang lagi, dimana masih ada 5 orang lagi yang berpotensi HNP. Untuk itu besar harapan kami dr. Soffi bisa merealisasikan kunjungan tersebut.

Adapun kunjungan tersebut akan mencakup :

1. Review Sickness karyawan tidak terbatas hanya HNP saja
2. Work place assessment – potensi HNP atau penyakit akibat kerja lainnya
3. Initiatives plan ke depannya

4. Hal2 lainnya yang perlu penanganan

Pak Nanda & Pak Andri,
Silahkan jika ada yang akan ditambahkan.

Terima kasih.

Best Regards,

Devi Sumarhadi

Human Resources Northern Kalimantan

PT Trakindo Utama

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A member of **Tiara Marga Trakindo**

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