

ABSTRAK

PT. Adipati Rekayasa Sistem merupakan perusahaan jasa konsultansi konstruksi yang belum memiliki kebijakan Keselamatan dan Kesehatan Kerja (K3) serta kontrak kerja tertulis. Penelitian ini bertujuan untuk mengidentifikasi permasalahan akibat belum adanya kebijakan K3 dan kontrak kerja, merumuskan kebijakan K3 dan kontrak kerja yang sesuai dengan kebutuhan perusahaan, serta menganalisis perannya dalam mendukung manajemen konstruksi.

Penelitian ini menggunakan metode kualitatif dengan pendekatan deskriptif evaluatif. Data diperoleh melalui observasi, wawancara terhadap tujuh responden yang terdiri dari unsur manajemen dan tenaga kerja, serta dokumentasi. Analisis data dilakukan melalui reduksi data, penyajian data, interpretasi data, dan penarikan kesimpulan.

Hasil penelitian menunjukkan bahwa penerapan K3 dan hubungan kerja di perusahaan telah berjalan melalui arahan dan kesepakatan lisan, namun belum didukung oleh kebijakan K3 dan kontrak kerja yang terdokumentasi. Kebijakan K3 yang dirumuskan mencakup komitmen manajemen, pembagian tanggung jawab, penggunaan Alat Pelindung Diri (APD), sosialisasi dan pelatihan, pengawasan, serta pelaporan insiden. Sementara itu, kontrak kerja yang dirumuskan memuat identitas para pihak, ruang lingkup pekerjaan, hak dan kewajiban, upah, waktu kerja, ketentuan K3, serta mekanisme penyelesaian perselisihan hubungan kerja. Perumusan kebijakan K3 dan kontrak kerja tersebut diharapkan dapat mendukung manajemen konstruksi melalui penguatan administrasi perusahaan, peningkatan koordinasi pekerjaan, pengelolaan sumber daya manusia, kepatuhan terhadap prosedur kerja, dan efektivitas operasional perusahaan.

Kata kunci: kebijakan K3, kontrak kerja, manajemen konstruksi

ABSTRACT

PT. Adipati Rekayasa Sistem is a construction consulting company that does not yet have written Occupational Safety and Health (OSH) policies and employment contracts. This study aims to identify the problems arising from the absence of written OSH policies and employment contracts, formulate OSH policies and employment contracts that suit the company's needs, and analyze their role in supporting construction management improvement.

This study employed a qualitative method with a descriptive-evaluative approach. Data were collected through observations, interviews with seven respondents consisting of management personnel and employees, and documentation. Data analysis was conducted through data reduction, data presentation, data interpretation, and conclusion drawing.

The results indicate that OSH implementation and employment relationships within the company have been carried out through verbal instructions and agreements; however, they are not yet supported by documented OSH policies and written employment contracts. The proposed OSH policy includes management commitment, allocation of responsibilities, use of Personal Protective Equipment (PPE), socialization and training, supervision, and incident reporting. Meanwhile, the proposed employment contract contains the identities of the parties, scope of work, rights and obligations, wages, working hours, OSH provisions, and dispute resolution mechanisms. The formulation of the OSH policy and employment contract is expected to support construction management through strengthening company administration, improving work coordination, enhancing human resource management, increasing compliance with work procedures, and improving operational effectiveness.

Keywords: *occupational safety and health policy, employment contract, construction management*