

**STANDARD OPERATIONAL PROCEDURES WORK INSTRUCTIONS
FOR HOUSE CONTRUCTION WORK UNDER BP2BT OF NAHP**

1. Contractor/Employer

- a. The Contractor/Employer shall only employ worker with minimum age of 21 years old with a minimum qualification of High School or Equivalent Education.
- b. The Contractor/Employer shall assign a qualified and experienced foreman with a minimum of 5 years working experience as foreman in small construction activities with sufficient knowledge on occupational health and safety requirements in working conditions.
- c. The Contractor/Employer should provide adequate Personal Protective Equipment (PPE) to all workers.
- d. The Contractor/Employer should ensure that all workers are already enrolled in BPJS Kesehatan Program.
- e. The Contractor/Employer should register all workers in BPJS Ketenagakerjaan Program and cover the premium payment for work-related accident and death insurance, or the Contractor/Employers should pay for medical expenses according to medical needs for their employees in the event of a work accident, in accordance with provisions of the applicable laws and regulations.
- f. The Contractor/Employer should provide compensation for inability to work and/or death to the worker and/or the worker's heir in the event of work accident, in accordance with the provisions of the laws and regulations.
- g. The Contractor should establish a working procedure/protocol on construction occupational health and safety and emergency response for work incident/accident and should do periodical refresher to all workers.
- h. In the event of a work incident/accident in the construction of a house facilitated by the BP2BT Program, the Contractor is required to coordinate and report this to the Infrastructure Financing Work Unit (Satker) and Executing Bank to the Directorate for Implementation of Housing Finance.

2. Construction Implementation

- a. The Foreman should establish a work schedule (start work, rest, and finish work).
- b. The Foreman should conduct a toolbox briefing every day before starting work.
- c. All workers must comply with the instructions/directions of the foreman.
- d. Workers are required to use tools and work safety equipment according to the needs at work.

- e. Workers who want to work outside working hours, must have get approval of the foreman.
- f. The Foreman should give a warning to workers for any installations or electrical networks that contain high voltage risks.
- g. Workers are required to maintain work safety equipment.
- h. Building Materials:
 - i. The Foreman is obliged to check the stock of incoming materials and its use;
 - ii. Storage of building materials is stored in a warehouse located near to the house construction;
 - iii. Materials or goods that are susceptible to water are stored in a dry place;
 - iv. The delivery of building materials must be known by self-help home owners;
 - v. *Drop off* material must be pay attention to traffic and public utilities.
- i. Implementation of House Construction
 - i. The Foreman should check the house plot area according to the site plan and planning documents.
 - ii. Construction or repair of houses shall follow the agreed/approved working drawings.
 - iii. The Foreman should ask for the approval of the homeowner in the event that there are changes to the design/drawing, carrying out housework, location of the building, rooms, kitchens, septic tanks, doors, windows and others.
 - iv. The workers are required to use material according to the dimensions in the planning drawings design.
 - v. In the case that there is additional work which causes additional costs, the foreman can continue to do the construction activities, with the cost of being borne by the home owner.
- j. Special jobs
 - i. Electrical installation work, conducted by the workers who have expertise in the field of electricity.
 - ii. The Foreman must check the electrical installation work in the house before the ceiling work.
 - iii. Cables in walls must be buried in pipes.
 - iv. Connections between cables must be wrapped with electrical insulation (black insulation).
 - v. Electrical installation work up to electric meter installation in the house, must be done by workers.
 - vi. Splicing electricity cable from the electricity pole to the meter is carried out by PLN.

- vii. If a short circuit occurs, repairs/checks are carried out by workers who have expertise in the electricity sector.
- viii. Work that requires the help from others is carried out by at least 2 people.

3. Control and Supervision

- a. The Foreman should be obliged to document the implementation of the work and submit it to the admin.
- b. The Foreman is obliged to check the results of the work of the builders.

4. Payment

Payment of workers' wages should be paid according to result of checking the work progress on every Friday.