

## ABSTRACT

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### **PROFESSIONAL WORK ACTIVITIES IN INDUSTRIAL RELATIONS AND OCCUPATIONAL HEALTH AND SAFETY AT PERUM BULOG CENTRAL**

*This professional work report discusses the experience and contribution of the intern. It is based on the intern's time during the internship program at BULOG Public Company. The intern worked in the Human Resources Division and the Industrial Relations Subdivision. The intern also worked in Occupational Health and Safety. The purpose of this activity is to gain a practical understanding of industrial relations management. It is also to understand the implementation of occupational health and safety (K3) programs within the company. The intern participated directly in the management of Fixed Term Employment Agreement (PKWT) documents, the recording and archiving of correspondence, and the drafting of the Respectful Workplace Policy. This report describes the work process. It also describes the challenges faced. And it describes the skills developed during the internship. These skills include administrative skills, communication skills, and drafting policies. The policies are oriented towards work ethics and employee protection. This activity provides field experience and strengthens the intern's readiness to enter the professional workforce while making a positive contribution to the company's operational effectiveness.*

**Keywords:** Professional Work, Human Resources, Industrial Relations, Occupational Safety and Health, Fixed Term Employment Agreements, Respectful Workplace Policy, BULOG Public Company, and Personnel Administration