




PENDAFTARAN BAGI PEGAWAI KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA (ARAHAN-ARAHAN RINGKAS)

REGISTRATION OF WORKPLACE SAFETY AND HEALTH OFFICER (QUICK INSTRUCTIONS)

LANGKAH- LANGKAH STEPS	PROSES PROCESS
1	 <p>Sila layari laman sesawang Portal Pendaftaran dalam talian E-SHENA. Go to the E-SHENA Online Registration Portal website. http://e-shena.shena.gov.bn</p>
2	Sila daftar akaun awda menggunakan emel pegawai/kakitangan fokal dan masukkan butiran Syarikat anda.
3	Masukan maklumat lengkap Pegawai Keselamatan dan Kesihatan Tempat Kerja yang akan didaftarkan dengan SHENA. Enter the detailed information of Workplace Safety and Health Officer to be registered with SHENA.
4	<p><u>Muat-naik semua dokumen-dokumen yang diperlukan seperti berikut:</u> <u>Upload all the required documents as follows:</u></p> <ul style="list-style-type: none"> • Sijil Kelayakan: Sekurang-kurangnya IGC NEBOSH in Occupational Health and Safety atau sebandingnya. Certificate of Qualification: Minimum NEBOSH International General Certificate in Occupational Health and Safety or equivalent. • Pemohon: Applicant: <ul style="list-style-type: none"> ◦ Bagi warganegara Brunei Darussalam, Penduduk Tetap dan Warganegara Asing yang berkelayakan: Kad Pengenalan (depan dan belakang). For Brunei Darussalam citizen, permanent resident and temporary resident: NRIC (front and back). ◦ Bagi yang lain-lain: Paspot. For others: Passport. • Kurikulum Vitae (CV). Curriculum Vitae (CV). • Surat Tawaran Pekerjaan. Letter of Employment. • Surat lantikan/pencalonan dari Syarikat sebagai Pegawai Keselamatan dan Kesihatan di Tempat Kerja. Letter of Appointment/Nomination from the company as WSH Officer.
5	<p><u>Bukti Pembayaran</u> <u>Evidence of Payment</u></p> <p>Pendaftaran Baru: BND 110.00 New Registration: BND 110.00</p> <p>Pembaharuan: BND 60.00 Renewal: BND 60.00</p> <p>Penukaran: BND 10.00 Replacement: BND 10.00</p>



PENDAFTARAN BAGI PENYELARAS KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA (ARAHAN-ARAHAN RINGKAS)

REGISTRATION OF WORKPLACE SAFETY AND HEALTH CO-ORDINATOR (QUICK INSTRUCTIONS)

LANGKAH- LANGKAH STEPS	PROSES PROCESS
1	<p>Sila layari laman sesawang SHENA. Go to the SHENA website. http://www.shena.gov.bn</p>
2	<p>Kunjungi tab 'Services' dan tekan 'Registration'. Go to 'Services' tab then click 'Registration'.</p>
3	<p>Tekan sambungan pautan 'Workplace Safety and Health Co-Ordinator'. Click the 'Workplace Safety and Health Co-Ordinator' link.</p>
4	<p>Muat-turun borang pendaftaran dan isikan maklumat lengkap. Download the application form and fill in the details.</p>
5	<p><u>Mengimbas dan muat-naik dokumen-dokumen yang diperlukan seperti berikut:</u> <u>Scan and upload all the required documentation as follows:</u></p> <ul style="list-style-type: none"> • Sijil Kelayakan: Sekurang-kurangnya IOSH Managing Safely, NEBOSH Health & Safety at Work Award atau sebandingnya. Certificate of Qualification: Minimum IOSH Managing Safely, NEBOSH Health & Safety at Work Award or equivalent. • Pemohon: Applicant: <ul style="list-style-type: none"> ◦ Bagi warganegara Brunei Darussalam, Penduduk Tetap dan Warganegara Asing yang berkeelayakan: Kad Pengenalan (depan dan belakang) For Brunei Darussalam citizen, permanent resident and temporary resident: NRIC (front and back) ◦ Bagi yang lain-lain: Paspot. For others: Passport. • Kurikulum Vitae (CV). Curriculum Vitae (CV). • Gambar berukuran paspot (latar belakang putih). Passport-size Photo (with white background).
6	<p>Sila emel borang pendaftaran yang lengkap serta dokumen sokongan (dokumen elektronik) ke Send the completed application form and supporting document (in softcopy) to wshapplication@shena.gov.bn</p>