



## NOTE TO INDUSTRY (NTI)

TOPIC <b>INVESTIGATION POWER FOR WORKPLACE SAFETY AND HEALTH OFFICER &amp; WORKPLACE SAFETY AND HEALTH CO-ORDINATOR</b>			Reference Number <b>2022/NTI/04</b>
Approved by: <b>Head of Compliance &amp; International Division</b>	Issue date: <b>27 July 2022</b>	Expiry date: <b>None</b>	Revision No: <b>1.0</b>

**Purpose:** This Note to Industry (NTI) seeks to remind all key stakeholders, in particular Duty Holders, Occupiers and Employers of the legal requirements for the appointed Workplace Safety and Health Officer (WSH Officer) and Workplace Safety and Health Co-Ordinator (WSH Co-Ordinator) as stipulated under the Workplace Safety and Health Order, 2009 and its regulations made thereunder.

This Note to Industry supplements previous Notes to Industry issued by SHENA on WSH Officer and Co-Ordinator which **continue to remain valid and in effect** namely:

- Power to investigate any accident, dangerous occurrence or occupational disease that occurred within the workplace/worksite** as described in Regulation 10 (f), under the WSH (Workplace Safety and Health Officers) Regulations, 2014 and Regulation 8 (f), under the WSH (Construction) Regulations, 2014.

Based on recent investigation presentations to SHENA, there had been a lack of clarity on the active involvement of WSH Officers or WSH Co-Ordinator in the incident investigations. Pursuant to these observations, SHENA would like to remind all key stakeholders that the appointed WSH Officer or WSH Co-Ordinator must be actively involved in the investigation of any accident, dangerous occurrence or occupational disease that occurred within the workplace/worksite.

In addition, SHENA would also like to remind that no person shall act as a WSH Officer or WSH Co-Ordinator without the approval of SHENA. Any person found to be acting in such positions without approval from SHENA is liable to a penalty of a fine **not exceeding BND5,000**, imprisonment for a term not exceeding 6 months or both.

In the event further clarifications on WSH Officer are required, you may email your enquiries to [wshofficer@shena.gov.bn](mailto:wshofficer@shena.gov.bn) and for WSH Co-Ordinator, you may drop an email to [wshcoordinator@shena.gov.bn](mailto:wshcoordinator@shena.gov.bn) or contact SHENA Office general line at +673 238 2000 during office hours.

**END**