



## NOTE TO INDUSTRY (NTI)

<b>TOPIC</b> <b>REPORTING OF HSE PERFORMANCE BY REGISTERED COMPANIES</b>			<b>Reference Number</b> <b>2022/NTI/06</b>
<b>Approved by:</b> <b>ACTING DIRECTOR OF</b> <b>STRATEGIC PLANNING DIVISION</b>	<b>Issue date:</b> <b>16 September 2022</b>	<b>Expiry date:</b> <b>None</b>	<b>Revision No:</b> <b>1.0</b>

**Purpose:** This Note to Industry (NTI) serves as a request for all duly registered companies with the Registrar of Companies and Business Names to submit an HSE performance report, as part of SHENA's efforts to continuously monitor and assess the progress on the development of HSE culture of companies in Brunei Darussalam and to demonstrate compliance to the Workplace Safety and Health Order, 2009.

As a follow-up to the earlier NTI issued, reference no. 2021/NTI/10, dated 23<sup>rd</sup> August 2021, this NTI provides an update on the HSE Performance Reporting System and brief information on its use.

The HSE Performance Reporting system has been online since the end of 2021. The Safety, Health and Environment National Authority (SHENA) organized a two-day Townhall event on 23<sup>rd</sup> and 24<sup>th</sup> March 2022 to officially launch the system, followed by engagement sessions to socialize it to companies, including online clinics. Companies are, therefore, expected to retrospectively report data from January 2022.

All Employers and Occupiers are hereby requested to report HSE performance information every month, via the online Business Reporting Portal under the Industry Business Ecosystem Division (IBE), Ministry of Finance and Economy. Submission of the monthly data input into the online system is to be done by the middle (15<sup>th</sup>) of the following month. The process of reporting such data through the simple online reporting system should take no longer than 10 minutes.

Companies may access the User Guide on the HSE Performance Reporting and Frequently Asked Questions via the Business Reporting website at <https://business.mofe.gov.bn/SitePages/OBR.aspx>.

The HSE Reporting System is an initiative that will provide data and information to assist SHENA in the analysis of HSE-related concern areas to better develop focused strategies and programmes necessary for realizing the national aspiration towards Wawasan 2035, specifically on world-class health and safety at the workplace. Companies may also benefit from the system by building a good reputation, elevating the company's profile and providing a competitive advantage, as well as ensuring continuous improvement in their HSE performance by utilizing the available company HSE data.

SHENA seeks the full support of all relevant stakeholders in ensuring Brunei Darussalam is a safe place to work and live. Should further clarifications be required, please email [info@shena.gov.bn](mailto:info@shena.gov.bn) or contact SHENA Office general line at 2382000.

**END**