



## NOTE TO INDUSTRY (NTI)

TOPIC: <b>SELF-ASSESSMENT CHECKLIST: WORKPLACE SAFETY HEALTH OFFICER / CO-ORDINATOR</b>			Reference Number: <b>2022/NTI/09</b>
Approved by: <b>Director of Compliance &amp; International Division</b>	Issue date: <b>27 October 2022</b>	Expiry date: <b>None</b>	Revision No: <b>1</b>

**Purpose:** This Note to Industry (NTI) seeks to remind all stakeholders, in particular employers and occupiers, of the legal requirements for the appointment of 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 as well as to outline the administrative conditions of these appointments as set by the Safety, Health and Environment National Authority (SHENA).

As part of the implementation roll-out of the WSH (WSH Officers) Regulations 2014 and the WSH (Constructions) Regulations 2014 with the purpose of improving compliance with the appointment of WSH Officer and Co-Ordinator, SHENA has developed a Self-Assessment Checklist for WSH Officer/ Co-Ordinator intended for use by all relevant workplace in Brunei Darussalam.

The basic checklist is provided as minimum guidance and can be used as a tool to aid Employers and Occupiers to increase their awareness of the need to appoint WSH Officers and/or Co-Ordinators at their workplaces, if applicable. It also checks the execution of the legal duties and powers of the WSH Officer/ Co-Ordinator to assess their current level of compliance and identify potential gaps for ratification.

In its initial use, SHENA seeks the companies' cooperation to use the checklist to verify the status of this requirement at your workplace and **submit the completed checklist to SHENA within one month of the date of this NTI**. Following this, a copy of the checklist should be kept and maintained by the company / worksite and this checklist may be reviewed by SHENA inspectors during any regulatory inspections or monitoring visits conducted.

SHENA would like to reiterate that the Self-Assessment Checklist serves only as a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of Principals, Occupiers, Employers and Employees as well as self-employed persons under the law.

SHENA seeks the 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 238 2000.

**END**