



NOTE TO INDUSTRY (NTI)

TOPIC REQUIREMENTS FOR RENEWAL APPLICATION FOR WSH OFFICERS AND WSH CO-ORDINATORS				Reference Number 2023/NTI/12
Approved by: Acting Director of Compliance & International Division	Endorsed by: Acting Interim CEO	Issue date: 13 November 2023	Expiry date: None	Revision No: 0

Purpose: This Note to Industry (NTI) serves as a notice to inform all stakeholders of the requirements with regard to renewal applications for WSH Officers and WSH Co-Ordinators.

The Safety, Health and Environment National Authority (SHENA) would like to remind all registered WSH Officers and WSH Co-Ordinators of the requirements for submitting renewal applications as follows:

1. Continuing Professional Development (CPD)

CPD is a continuous process of lifelong learning to stay abreast of relevant industry Occupational Safety and Health practices. There are **three (3) categories** of CPD that WSH Officers and WSH Co-Ordinators are expected to **complete within two (2) years** of their registration with SHENA, namely:

- i. Continuing Education (30 hours);
- ii. Delivering or Teaching (30 hours); and
- iii. Inspection, Audit and Review (30 hours).

WSH Officers and WSH Co-Ordinators are expected to **keep records as evidence** of their CPD using the handbook provided by SHENA upon approval of their registration. Other forms of record keeping are acceptable provided that these can be shared or submitted to SHENA as part of required documentation for the renewal application.

For further information on CPD requirements, please refer to SHENA's Industry Guidance Note (IGN) entitled **Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-Ordinator** (reference no. 2022/IGN/02(01)).

2. Examination of the Workplace Safety and Health Order (WSHO), 2009

This is only applicable for registered WSH Officers.

WSH Officers will be required to undergo a **written examination** on the Workplace Safety and Health Order, 2009. This is to ensure that the registered WSH Officers remain up to date with the legal requirements relating to workplace safety and health in Brunei Darussalam. This is expected to commence in December 2023.

SHENA has also developed a training syllabus for the Workplace Safety and Health Order, 2009. This refers to the NTI published on 16th June 2023 titled **[Course Syllabus: Brunei Darussalam Workplace Safety & Health Order, 2009 & Course Registration Process](#)** (reference no. 2023/NTI/01).

The training course will be conducted by SHENA's Approved Training Providers (ATPs) and aims to provide learning with familiarisation of workplace safety and health legislation and its applicable regulation thereunder. Completing this training course will be a pre-requisite for registered WSH Officers to sit for the examination which will be conducted by SHENA. More details of the examination will be provided in due course.

3. Conditional Approval for Renewal of WSH Officer Registration

This is only applicable for registered WSH Officers.

In view of the examination for Workplace Safety and Health Order, 2009 has not yet commenced, registered WSH Officers who are due for renewal can still submit the renewal application via the e-SHENA portal.

Please ensure that you upload the evidence of CPD in the e-SHENA portal when submitting the application. If the renewal application and CPD evidence are sufficient, WSH Officers will receive **Conditional Approval** of their renewal. The Conditional Approval will be **valid for up to one (1) year** from its issuance.

These WSH Officers must complete the Workplace Safety and Health Order, 2009 training course (conducted by ATPs) and pass the examination (organised by SHENA) first before final approval for renewal can be given.

Should further clarifications be required on this matter, please email your enquiries to wshapplication@shena.gov.bn or contact the SHENA Office general line at + 673 238 2000 / +673 272 2200 anytime during office hours.

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