



## NOTE TO INDUSTRY (NTI)

TOPIC <b>WORK EXPERIENCE REQUIRED FOR REGISTRATION OF WSH OFFICER &amp; CO-ORDINATOR</b>				Reference Number <b>2023/NTI/14</b>
Approved by: <b>Acting Director of Compliance &amp; International Division</b>	Endorsed by: <b>Acting Interim CEO</b>	Issue date: <b>22 November 2023</b>	Expiry date: <b>None</b>	Revision No: <b>1</b>

**Purpose:** This Note to Industry (NTI) serves as information to all relevant stakeholders with regard to the Workplace Safety and Health (WSH) Officer & Co-Ordinator appointment and registration.

**Reference made to the following publications issued earlier, namely:**

- I. Industry Guidance Note (IGN): Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-Ordinator [2022/IGN/02 (01)].
- II. Note to Industry: Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-Ordinator [2022/NTI/03].
- III. Note to Industry: Reminder on the Requirement to Appoint WSH Co-Ordinator and Minimum Number of Hours WSH Co-Ordinator Required to be Present at Worksite.

All employers and occupiers need to ensure that appointed WSH Officer and Co-Ordinator maintain a log of their work performed. This is to make certain of the work experience and involvement are well captured for the purpose of registration with SHENA to meet the requirement for two (2) years of practical experience relevant to workplace safety and health. A sample log template to record this work experience included as per **Annex A**.

As a reminder from the IGN [2022/IGN/02 (01)], the individual appointed to be WSH Officer & Co-Ordinator is expected to be actively involved with the workplace and with due consideration to the scope of work related to workplace safety and health as per but not limited to, the checklist in **Annex B**.

Please submit further clarifications or questions by clicking on “General Enquiries” on the SHENA website: [www.shena.gov.bn](http://www.shena.gov.bn) or contact the SHENA office on the general number +673 238 2000 at any time during office hours.

**END**

## MONTHLY EXPERIENCE LOG TEMPLATE

Please download the soft copy of the template [HERE](#).

<b>NAME OF COMPANY</b>	
<b>NAME OF WSH OFFICER / CO-ORDINATOR APPOINTED</b>	
<b>MONTH-YEAR</b>	

<b>WEEK</b>	<b>DATE FROM</b>	<b>DATE TO</b>	<b>WORK PERFORMED</b>

<b>SUPERVISOR'S COMMENTS</b>	<b>DATE</b>
	<b>SIGNATURE</b>

## SAFETY AND HEALTH-RELATED SCOPE OF WORK CHECKLIST FOR WSH OFFICER & CO-ORDINATOR

(in reference to Pages 6 & 7 of Industry Guidance Note (IGN): The Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-Ordinator [2022/IGN/02 (01)])

Please download the soft copy of the template [HERE](#).

NO.	JOB SCOPE	YES	NO	N/A
1	Understand <b>the legal requirements</b> associated with the work activities carried out at the workplace.			
2	Review, develop and engage workplace safety and health <b>policies, plans and manuals</b> , according to the work activities			
3	Develop and implement <b>safe work practices and procedures</b> required in the work activities, for example, permit-to-work systems, job hazard analysis, etc.			
4	Develop and execute <b>training programmes</b> for personnel at the worksite as seen relevant to the work activities, for example, safety and health training for specific job activity, safety health training awareness for supervisors and workers, competency training for skilled workers, etc.			
5	Facilitate and participate in <b>group meetings</b> to discuss the safety and health of the work activity, for example, workplace safety and health committee meetings, toolbox talk meetings, safety briefings, management meetings, etc.			
6	Develop and execute procedures for <b>incident reporting, dangerous occurrences and investigation processes</b> in the workplace including incident investigation and root cause analysis.			
7	Develop <b>safety and health in-house rules</b> within the workplace premise, for example, safety signage, observation process and practices to uphold intervention culture, personal protective equipment requirements according to activity, etc.			
8	<b>Promote safety and health culture</b> at the workplace through sharing sessions such as daily toolbox talks, safety and health inductions, safety campaigns, etc.			
9	Conduct safety and health <b>audits/inspections</b> in the workplace.			
10	Develop and execute <b>maintenance regimes</b> for the workplace such as hand tools, plant, machinery and equipment including emergency preparedness equipment schedule, servicing and maintenance procedures as well as records.			

<b>11</b>	Develop and implement a reasonable system for <b>evaluation, selection and control of contractors.</b>			
<b>12</b>	Conduct effective <b>hazard identification and risk management</b> in the workplace including risk assessment and documentation.			
<b>13</b>	Establish onsite and offsite <b>emergency preparedness</b> in the workplace including identification of different emergency situations, emergency plans, the establishment of emergency response personnel, conduct emergency drills/exercises, and first aid programmes.			
<b>14</b>	Manage the <b>control of movement and use of hazardous substances</b> as applicable in the workplace.			
<b>15</b>	Socialise SHENA's Legislation, Approved Code of Practice, Notes to Industry, Industry Guidance Notes and Notices as well as other relevant publications to the workforce.			
<b>16</b>	Implement SHENA self-assessment checklists, for example, the Construction Self-Assessment Checklist, etc. or in-house checklists to ensure legal compliance on safety and health requirements in the workplace.			
<b>17*</b>	Participate in the review of Safety Cases development and verification of its implementation within the COMAH (Control of Major Accident Hazards) facilities [as applicable for WSH Officer who is working within COMAH facilities].			