



## NOTE TO INDUSTRY (NTI)

TOPIC <b>COURSE SYLLABUS: WORKPLACE SAFETY AND HEALTH MANAGEMENT IN CONSTRUCTION (FOR MANAGERS &amp; SUPERVISORS)</b>				Reference Number 2023/NTI/06
Approved by: Acting Director of Compliance & International Affairs Division	Endorsed by: Interim CEO	Issue date: 22 <sup>nd</sup> September 2023	Expiry date: None	Revision No: 0

**Purpose:** This Note to Industry (NTI) seeks to inform training providers and relevant stakeholders concerning the provisions and updates of safety and health-related training course in Brunei Darussalam.

SHENA is pleased to announce the course syllabus for **Workplace Safety and Health Management in Construction (for Managers & Supervisors)** as per **Appendix A**. This course aims to provide learners with familiarisation of workplace safety and health legislation and its applicable regulation thereunder and the effective management of safety and health in the construction industry.

Approved Training Providers (ATP) that intend to deliver the course syllabus must first be registered with SHENA **using the online form** which is available via this [link](#).

Once the submission is made, SHENA will review and update the status of the application accordingly. Upon approval, the ATP will receive an official letter from SHENA which will allow the ATP to commence the course using the syllabus as attached. SHENA will also publish the list of ATP with qualified trainers for public viewing on SHENA's official website [www.shena.gov.bn](http://www.shena.gov.bn).

SHENA would like to remind that **no training provider is permitted to run the training course** until an approval letter is issued. Training providers that fail to adhere to the requirement above may be subject to the suspension of the approval as approved training providers with SHENA as per stipulated under Section 35 ("Cancellation of Approval") of WSHO, 2009.

Should further clarifications be required on this matter, please email your enquiries to [wshapplication@shena.gov.bn](mailto:wshapplication@shena.gov.bn) or contact the SHENA Office general line at + 673 2382000 anytime during office hours.

**END**

## APPENDIX A

### TRAINING COURSE SYLLABUS INFORMATION

<b>TITLE OF TRAINING COURSE</b>	<b>WORKPLACE SAFETY AND HEALTH MANAGEMENT IN CONSTRUCTION (FOR MANAGERS &amp; SUPERVISORS)</b>
<b>TRAINING COURSE CODE</b>	<b>SHENA/SHC/005</b>
<b>TOTAL MINIMUM NO. OF CREDIT HOURS</b>	<b>18 HOURS (MINIMUM OF 3 DAYS)</b>
<b>COURSE AIM</b>	<b>TO PROVIDE LEARNERS WITH FAMILIARIZATION OF WORKPLACE SAFETY AND HEALTH LEGISLATION AND THE EFFECTIVE MANAGEMENT OF SAFETY AND HEALTH IN CONSTRUCTION INDUSTRY.</b>
<b>OVERALL COURSE OBJECTIVES</b>	<b>BY THE END OF THE COURSE, PARTICIPANTS WOULD BE FAMILIAR AND AWARE WITH:</b> <ul style="list-style-type: none"><li>▪ <b>LEGAL REQUIREMENT FOR WORKPLACE SAFETY AND HEALTH IN CONSTRUCTION WORKSITES.</b></li><li>▪ <b>SAFETY AND HEALTH MANAGEMENT SYSTEM IN CONSTRUCTION WORKSITE.</b></li><li>▪ <b>ADOPTING SAFETY AND HEALTH CULTURE.</b></li></ul>
<b>ASSESSMENT REQUIREMENT</b>	<b>WRITTEN EXAMINATION: 50 MULTIPLE CHOICE QUESTIONS</b>
<b>CLASSROOM ACTIVITIES REQUIRED</b>	<ul style="list-style-type: none"><li>▪ <b>PERFORM RISK ASSESSMENT.</b></li><li>▪ <b>PRACTICAL ACTIVITY OF SAFETY AND HEALTH MANAGEMENT SYSTEM.</b></li><li>▪ <b>PREPARE AND CARRY OUT WORKPLACE SAFETY AND HEALTH INSPECTION.</b></li><li>▪ <b>CONDUCT MINI INCIDENT INVESTIGATION.</b></li></ul>
<b>PASSING MARK</b>	<b>70%</b>
<b>VALIDITY</b>	<b>3 YEARS</b>

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
1	<p>Understanding general legal requirement under the Workplace Safety and Health Order, 2009 and its regulations:</p> <ul style="list-style-type: none"> <li>▪ Duty of occupier, employers and persons at work under WSHO, 2009;</li> <li>▪ Workplace Safety and Health (General Provisions) Regulations, 2014: <ul style="list-style-type: none"> <li>○ General provisions relating to health;</li> <li>○ Machinery safety;</li> <li>○ Safety requirement of hoist and lifts including lifting gears;</li> <li>○ Safety requirement working in confined space;</li> <li>○ Safety provision in case of fire;</li> <li>○ Safety provisions in relation to toxic dust, fumes or other contaminants;</li> <li>○ Permissible exposure levels of toxic substances;</li> <li>○ Safety provisions of hazardous substances, warning labels and safety data sheet; and</li> <li>○ Safety and health management system.</li> </ul> </li> <li>▪ Workplace Safety and Health (WSH Committee) Regulations, 2014: <ul style="list-style-type: none"> <li>○ Formation of WSH Committee;</li> <li>○ Meetings of WSH Committee;</li> <li>○ Functions of WSH Committee; and</li> </ul> </li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>▪ Explain the Duty of occupier, employers, principals and persons at work;</li> <li>▪ State the General penalty and penalty for repeat offenders under the order;</li> <li>▪ State the offence for contravention of the risk management regulation;</li> <li>▪ Describe the general provision relating to health as required under the regulation;</li> <li>▪ State the legal requirement involving machinery safety which include: <ul style="list-style-type: none"> <li>○ Prime movers;</li> <li>○ Electric generator;</li> <li>○ Motor;</li> <li>○ Transmission machinery;</li> <li>○ Fencing or other safeguards in machinery;</li> <li>○ Electrical installation and equipment;</li> <li>○ Lock-out procedures; and</li> <li>○ Hoists and lift including lifting gears.</li> </ul> </li> <li>▪ State the legal requirement on measures required in: <ul style="list-style-type: none"> <li>○ Prevention of falls;</li> <li>○ Storage of goods;</li> <li>○ Working in Confined Space;</li> <li>○ Explosive or flammable dust, gas, vapour or substance; and</li> <li>○ Steam boiler, steam receiver and steam containers.</li> </ul> </li> <li>▪ Outline the safety provision in case of fire;</li> </ul>	4 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
	<ul style="list-style-type: none"> <li>○ Offences for contravention of the regulation.</li> <li>▪ Workplace Safety and Health (Incident Reporting) Regulations, 2014: <ul style="list-style-type: none"> <li>○ Notification and reporting of workplace fatality and dangerous occurrences;</li> <li>○ Reporting of workplace injuries and occupational disease; and</li> <li>○ Offences for contravention of the regulation.</li> </ul> </li> <li>▪ Workplace Safety and Health (First-Aid) Regulations, 2021: <ul style="list-style-type: none"> <li>○ Provision of first-aid boxes and first-aid room;</li> <li>○ Duty and requirement of First-aider;</li> <li>○ First-aid for exposure to toxic or corrosive substances; and</li> <li>○ Offences for contravention of the regulation.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ State the safety provision in relation to toxic dust, fumes or other contaminants;</li> <li>▪ Briefly explain permissible exposure level of toxic substances and give an example;</li> <li>▪ Outline the legal requirement on the safety provision of hazardous substance including warning labels and safety datasheet;</li> <li>▪ State the legal requirement in the formation of WSH Committee;</li> <li>▪ Identify the frequency of WSH Committee meeting;</li> <li>▪ Outline the function of WSH Committee;</li> <li>▪ State the offence for contravention of WSH Committee Regulation;</li> <li>▪ Outline the legal requirement in: <ul style="list-style-type: none"> <li>○ Notification and reporting of workplace fatality and dangerous occurrence; and</li> <li>○ Reporting of workplace injuries and occupational disease.</li> </ul> </li> <li>▪ State the process of initial incident notification (IIN) with SHENA;</li> <li>▪ Identify the offences for contravention of incident reporting regulations;</li> <li>▪ Outline the legal requirement in the provision of first-aid boxes and first-aid room;</li> <li>▪ State the duty and requirement of first-aider;</li> <li>▪ State the legal requirement on first-aid for exposure to toxic or corrosive substance; and</li> <li>▪ Identify the offences for contravention of first-aid regulations.</li> </ul>	
2	Understanding of legal requirement pertaining to construction worksite (WSH (Construction) Regulations, 2014):	<p>To be able to:</p> <ul style="list-style-type: none"> <li>▪ State the legal requirement of site co-ordination meeting including</li> </ul>	5 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
	<ul style="list-style-type: none"> <li>▪ Permit-to-work system;</li> <li>▪ General Provisions;</li> <li>▪ Electrical Safety;</li> <li>▪ Ladder;</li> <li>▪ Cantilevered and material platforms;</li> <li>▪ Disposal of materials;</li> <li>▪ Formwork structures;</li> <li>▪ Demolition;</li> <li>▪ Excavation and tunnelling works;</li> <li>▪ Compressed air environment;</li> <li>▪ Piling; and</li> <li>▪ Cranes, employee’s lifts and material handling machinery.</li> </ul>	<p>the appointment of workplace safety and health officer/Co-ordinator;</p> <ul style="list-style-type: none"> <li>▪ Outline permit-to-work system: <ul style="list-style-type: none"> <li>○ Identify work activities that required PTW; and</li> <li>○ Describe the process of PTW as per the legal requirement.</li> </ul> </li> <li>▪ Understand the legal requirement on general provisions on construction sites including: <ul style="list-style-type: none"> <li>○ Structures and supports;</li> <li>○ Stability of structures;</li> <li>○ Falling hazards;</li> <li>○ Work on roof;</li> <li>○ Storage and placement of materials and equipment;</li> <li>○ Protection against falling objects;</li> <li>○ Slipping hazards;</li> <li>○ Hazards arising from protruding objects;</li> <li>○ Vehicular hazards;</li> <li>○ Runaways and ramps;</li> <li>○ Entry into building under construction;</li> <li>○ Safe means of access and egress between different working levels in building or structures;</li> <li>○ Lighting; and</li> <li>○ Personal Protective Equipment.</li> </ul> </li> <li>▪ Outline electrical safety legal requirement in a worksite;</li> <li>▪ Outline legal requirement of cantilevered and material platforms;</li> <li>▪ State the legal requirement on disposal of materials including debris removal and chutes arrangement;</li> <li>▪ Outline the general requirement of formwork structures;</li> <li>▪ State the requirement of demolition work;</li> </ul>	

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
		<ul style="list-style-type: none"> <li>▪ Outline the general requirement on excavation work;</li> <li>▪ State the requirement of a worksite where work in a compressed air environment is carried out;</li> <li>▪ Outline the legal requirement in carrying out any piling work within the worksite; and</li> <li>▪ Outline the legal requirement of cranes, employees' lifts and material handling machinery under the regulation.</li> </ul>	
3	<p>Identify hazard, evaluate and control risks in Construction worksite:</p> <ul style="list-style-type: none"> <li>▪ Workplace Safety and Health (Risk Management) Regulations, 2014: <ul style="list-style-type: none"> <li>○ Records, provision of information and review of risk assessment; and</li> <li>○ Offences for contravention of the regulation.</li> </ul> </li> <li>▪ Risk Assessment;</li> <li>▪ Hierarchy of control; and</li> <li>▪ Implementation of control measures.</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>▪ Explain the legal requirement of recording, provision of information and review of risk assessment;</li> <li>▪ Describe hazard, risk and risk assessment;</li> <li>▪ Describe how to assess, reduce and control risk in the construction sites;</li> <li>▪ Explain Hierarchy of control; and</li> <li>▪ Establish an arrangement of implementation of control measures from the risk assessment in the construction sites.</li> </ul>	2 Hours
4	<p>Understanding of safety and health management system in Construction site:</p> <ul style="list-style-type: none"> <li>▪ Regulation 44 of WSH (General Provision) Regulations, 2014 and Regulation 4 of WSH (Construction) Regulations, 2014;</li> <li>▪ 14 elements of safety and health management system;</li> <li>▪ Concept of PDCA Cycle;</li> <li>▪ Occupational Health;</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>▪ State the legal requirement of safety and health management system in Building Operation or works of engineering construction;</li> <li>▪ Identify and outline the 14 elements of safety and health management system and demonstrate its relation with the activity in construction sites;</li> <li>▪ Understand the Plan-Do-Check-Act (PDCA) Cycle;</li> </ul>	6 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
	<ul style="list-style-type: none"> <li>▪ Emergency preparedness and response;</li> <li>▪ Workplace Safety and Health inspection; and</li> <li>▪ Incident Investigation and Analysis.</li> </ul>	<ul style="list-style-type: none"> <li>▪ List the benefits and characteristics of an effective safety and health management system;</li> <li>▪ Outline occupational health programme including hearing conservation, respiratory protection, ergonomics programme and heat stress management programme;</li> <li>▪ Establish emergency plans to respond to emergency situation in relation to construction worksite;</li> <li>▪ Establish and maintain documented procedures (including development of checklist) for workplace safety and health inspection for unsafe conditions and practices at the worksite [using WISCON as a reference];</li> <li>▪ Implement the corrective actions from the inspection in a prompt and effective manner;</li> <li>▪ Implement a procedure for investigation of incidents; and</li> <li>▪ Demonstrate and carry out incident investigation.</li> </ul>	
5	<p>Importance of adopting safety and health culture in raising workplace safety and health performance:</p> <ul style="list-style-type: none"> <li>▪ Safety Culture and Leadership;</li> <li>▪ Cultural change model for Safety and Health Culture;</li> <li>▪ Behavioural Safety; and</li> <li>▪ Assessing the Safety and Health Culture.</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>▪ Outline the impact of an effective safety and health culture;</li> <li>▪ Establish safety and health culture and identify behavioural change improvement;</li> <li>▪ Evaluate the safety and health culture of an organisation with the use of cultural change model;</li> <li>▪ Outline the importance of human factors and work; and</li> <li>▪ State economic benefit of sustaining an effective safety and health culture.</li> </ul>	1 Hour

**REFERENCE /  
STANDARD**

- Workplace Safety and Health Order, 2009
- Workplace Safety and Health Order, 2009 (amendment)
- Workplace Safety and Health (WSH Officer) Regulations, 2014
- Workplace Safety and Health (Risk Management) Regulations, 2014
- Workplace Safety and Health (General Provisions) Regulations, 2014
- Workplace Safety and Health (General Provisions) (Amendment) Regulations, 2021
- Workplace Safety and Health (WSH Committee) Regulations, 2014
- Workplace Safety and Health (Incident Reporting) Regulations, 2014
- Workplace Safety and Health (First-Aid) Regulations, 2021
- Industry Guidance Note (IGN): Guidance to Risk Management
- Industry Guidance Note (IGN): First Aid Requirements in a Workplace
- SS679:2021+C1:2022 (Code of Practice for Workplace Safety and Health Management System for Construction worksites) [Singapore Standard]
- WISCON - Work Improvement For Small Construction Sites, [https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---sro-new\\_delhi/documents/publication/wcms\\_815466.pdf](https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---sro-new_delhi/documents/publication/wcms_815466.pdf)