



NOTE TO INDUSTRY (NTI)

TOPIC COURSE SYLLABUS: BRUNEI DARUSSALAM WORKPLACE SAFETY & HEALTH ORDER, 2009 & COURSE REGISTRATION PROCESS				Reference Number 2023/NTI/03
Approved by: Acting Head of Compliance & International Affairs Division	Endorsed by: Interim CEO	Issue date: 16 June 2023	Expiry date: None	Revision No: 0

Purpose: This Note to Industry (NTI) seeks to inform training providers concerning the provisions and update of safety and health related training courses in Brunei Darussalam and as general reminder to ensure compliance with the Workplace Safety and Health Order, 2009 (WSHO, 2009) and the regulations thereunder.

SHENA is pleased to announce the training course syllabus on Brunei Darussalam Workplace Safety and Health Order, 2009 as per **Appendix A**. This course aims to provide learners with good understanding of Brunei Darussalam's Workplace Safety and Health Legislations. SHENA will implement written examination of Brunei Darussalam Workplace Safety and Health Order, 2009 starting 1st October 2023 for Workplace Safety and Health Officer renewal application.

Approved Training Providers (ATP) who intend to deliver the training course syllabus will need to be registered first with SHENA **using the online form** available on SHENA website under Licenses & Registrations tab.

Once the submission is made, SHENA will review and update the status of the application accordingly. Upon approval, the ATP will receive a letter of approval from SHENA that will allow the ATP to run the training course using the syllabus as attached. SHENA will also publish the list of ATP with the qualified trainers for public viewing on SHENA official website 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 obtained from SHENA. Training providers that fail to adhere to the requirement above may be subject to suspension of the approval given as approved training provider with SHENA as per Section 35 of WSHO, 2009.

Should there is any further clarification on this matter, please do not hesitate to email wshapplication@shena.gov.bn or contact SHENA Office general line at 238 2000.

END

APPENDIX A

TRAINING COURSE INFORMATION

TITLE OF TRAINING COURSE	BRUNEI DARUSSALAM WORKPLACE SAFETY AND HEALTH ORDER, 2009
TRAINING COURSE CODE	SHENA/SHC/004
TOTAL MINIMUM NO. OF CREDIT HOURS	6 HOURS
COURSE AIM	TO PROVIDE LEARNERS WITH A GOOD UNDERSTANDING OF BRUNEI DARUSSALAM'S WORKPLACE SAFETY AND HEALTH LEGISLATIONS
OVERALL COURSE OBJECTIVES	<ul style="list-style-type: none">• UNDERSTAND LEGISLATIONS RELATED TO IN WORKPLACE SAFETY AND HEALTH• ABLE TO FLUENTLY EXPLAIN SALIENT LEGISLATION AND OTHER REQUIREMENTS RELEVANT TO MANAGEMENT AND EMPLOYEES AT GENERAL WORKPLACE
CLASSROOM ACTIVITIES REQUIRED	<ul style="list-style-type: none">• GROUP DISCUSSION TO UNDERSTAND THE LEGISLATION BASED ON THE CASE STUDIES• SMALL MINI EXERCISES WHICH MAY INCLUDE MOCK EXAMINATION (MULTIPLE CHOICE QUESTIONS & SHORT ANSWER QUESTIONS)
VALIDITY	NONE

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
1	<p>Workplace Safety and Health Order, 2009 (including amendment):</p> <ul style="list-style-type: none"> • Duty of occupier, employers, principals and persons at work; • General penalty and penalty for repeat offenders; • Forgery of certificates, false entries and false declarations; and • List of Dangerous Occurrences (2nd schedule), Occupational Disease (3rd Schedule) & Machinery, Equipment & Hazardous Substance (5th Schedule). 	<p>To be able to:</p> <ul style="list-style-type: none"> • Explain the Duty of occupier, employers, principals and persons at work. • State the General penalty and penalty for repeat offenders under the order. • State the consequence of Forgery of certificates, false entries and false declarations. • Identify the list of dangerous occurrences, Occupational disease, machinery, equipment & hazardous substance under the schedule of the order. 	0.5 Hour
2	<p>Workplace Safety and Health (WSH Officer) Regulations, 2014:</p> <ul style="list-style-type: none"> • Duties & Powers of WSH Officer; and • List of workplace required to appoint WSH Officer. 	<p>To be able to:</p> <ul style="list-style-type: none"> • Describe the duties & powers of WSH Officer. • State the workplace required to appoint WSH Officer. 	0.5 Hour
3	<p>Workplace Safety and Health (Risk Management) Regulations, 2014:</p> <ul style="list-style-type: none"> • Definition of hazard, risk & risk assessment; • The hierarchy of control; • Records, provision of information and review of risk assessment; and • Offences for contravention of the regulation. 	<p>To be able to:</p> <ul style="list-style-type: none"> • Describe hazard, risk and risk assessment. • Explain Hierarchy of control. • Explain the legal requirement of recording, provision of information and review of risk assessment. • State the offence for contravention of the regulation. 	1 Hour

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
4	<p>Workplace Safety and Health (General Provisions) Regulations, 2014 & Workplace Safety and Health (General Provisions) (Amendment) Regulations, 2021:</p> <ul style="list-style-type: none"> • General provisions relating to health; • Machinery safety (prime movers, electric generator, motor, transmission machinery, etc.); • Importance of fencing or other safeguards in machinery; • Safety procedure of electrical installation and equipment; • Lock-out procedures; • Requirement of hoist and lifts including lifting gears; • Measures to be taken to prevent falls; • Safety requirement of storage of goods; • Safety requirement working in confined space; • Safety precautions with regard to explosive or flammable dust, gas, vapour or substance; • Safety requirement of steam boiler, steam receiver and steam containers; • Safety provision in case of fire; • Safety provisions in relation to toxic dust, fumes or other contaminants; • Permissible exposure levels of toxic substances; 	<p>To be able to:</p> <ul style="list-style-type: none"> • Describe the general provision relating to health as required under the regulation. • State the legal requirement involving machinery safety which include: <ul style="list-style-type: none"> ○ Prime movers; ○ Electric generator; ○ Motor; ○ Transmission machinery; ○ Fencing or other safeguards in machinery; ○ electrical installation and equipment; ○ Lock-out procedures; and ○ Hoists and lift including lifting gears. • State the legal requirement on measures required in: <ul style="list-style-type: none"> ○ Prevention of falls; ○ Storage of goods; ○ Working in Confined Space; ○ Explosive or flammable dust, gas, vapour or substance; ○ Steam boiler, steam receiver and steam containers; • Outline the safety provision in case of fire. • State the safety provision in relation to toxic dust, fumes or other contaminants. • Briefly explain permissible exposure level of toxic substances and give an example. • Outline the legal requirement on the safety provision of hazardous substance including warning labels and safety datasheet. • State the legal requirement of safety and health management system including the 14 elements. 	2 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
	<ul style="list-style-type: none"> Safety provisions of hazardous substances, warning labels and safety data sheet; and Safety and health management system. 		
5	<p>Workplace Safety and Health (WSH Committee) Regulations, 2014:</p> <ul style="list-style-type: none"> Formation of WSH Committee; Meetings of WSH Committee; Functions of WSH Committee; and Offences for contravention of the regulation. 	<p>To be able to:</p> <ul style="list-style-type: none"> State the legal requirement in the formation of WSH Committee. Identify the frequency of WSH Committee meeting. Outline the function of WSH Committee. State the offence for contravention of WSH Committee Regulation. 	0.5 Hour
6	<p>Workplace Safety and Health (Incident Reporting) Regulations, 2014:</p> <ul style="list-style-type: none"> Notification and reporting of workplace fatality and dangerous occurrences; Reporting of workplace injuries and occupational disease; and Offences for contravention of the regulation. 	<p>To be able to:</p> <ul style="list-style-type: none"> Outline the legal requirement in: <ul style="list-style-type: none"> Notification and reporting of workplace fatality and dangerous occurrence; and Reporting of workplace injuries and occupational disease. State the process of initial incident notification (IIN) with SHENA. Identify the offences for contravention of incident reporting regulations. 	0.5 Hour

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
7	Workplace Safety and Health (First-Aid) Regulations, 2021: <ul style="list-style-type: none"> • Provision of first-aid boxes and first-aid room; • Duty and requirement of First-aider; • First-aid for exposure to toxic or corrosive substances; and • Offences for contravention of the regulation. 	To be able to: <ul style="list-style-type: none"> • Outline the legal requirement in the provision of first-aid boxes and first-aid room. • State the duty and requirement of first-aider. • State the legal requirement on first-aid for exposure to toxic or corrosive substance. • Identify the offences for contravention of first-aid regulations. 	0.5 Hour
8	Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013: <ul style="list-style-type: none"> • Workforce Consultation Process for Safety Case 	To be able to: <ul style="list-style-type: none"> • Outline the workforce consultation process of the safety case that involves effective consultation and participation of WSH Officer for the facility. 	0.5 Hour
Total Hours			6 Hours

**Reference / Standard
/ Materials**

- Workplace Safety and Health Order, 2009
- Workplace Safety and Health Order, 2009 (amendment)
- Workplace Safety and Health (Facilities) (Control of Major Accidental Hazard) Regulations, 2013
- 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): Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-Ordinator
- Industry Guidance Note (IGN): First Aid Requirements in the Workplace