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# SOCIALISATION ON THE ENFORCEMENT OF THE WORKPLACE SAFETY AND HEALTH LEGISLATION AND THE REQUIREMENT OF THE APPOINTMENT OF WSH OFFICER & CO-ORDINATOR

PEMBERIGAAAN BAGI PENGUATKUASAAN  
UNDANG-UNDANG KESELAMATAN DAN KESIHATAN  
DI TEMPAT KERJA DAN KEPERLUAN BAGI PERLANTIKAN  
WSH OFFICER & CO-ORDINATOR

06 / 13 / 20  
SEPT.  
2023



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# PROGRAMME

08 30

**ARRIVAL OF GUESTS**

09 00

**RECITAL OF SURAH AL-FATIHAH & SAFETY BRIEFING**

09 05

**WELCOMING REMARKS**

09 10

**PRESENTATION FROM SHENA ON SAFETY & HEALTH  
NOTIFICATION FOR BUILDING OPERATIONS /  
WORKS OF ENGINEERING CONSTRUCTION (BOWEC) &  
REQUIREMENT FOR THE APPOINTMENT OF WORKPLACE  
SAFETY & HEALTH OFFICER / CO-ORDINATOR**

09 40

**PRESENTATION FROM MANPOWER PLANNING &  
EMPLOYMENT COUNCIL (MPEC) ON THE  
HSE COMPETENCY APPRENTICESHIP PROGRAMME**

10 10

**QUESTIONS & ANSWERS (Q&A) SESSION**

11 00

**REFRESHMENTS & NETWORKING**



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# RECITAL OF SURAH AL-FATIHAH



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# SAFETY BRIEFING



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# SAFETY BRIEFING





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# SAFETY & HEALTH NOTIFICATION FOR BUILDING OPERATIONS / WORKS OF ENGINEERING CONSTRUCTION (BOWEC) & REQUIREMENT FOR THE APPOINTMENT OF WORKPLACE SAFETY & HEALTH OFFICER / CO-ORDINATOR

**YANG MULIA ZAHARUDDIN BIN HAJI ABD RAHMAN**

ACTING ASSISTANT DIRECTOR OF COMPLIANCE & INTERNATIONAL AFFAIRS DIVISION, SHENA





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# AGENDA

## UNDANG-UNDANG KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA

KAEDAH BARU KEPERLUAN UNTUK  
MELENGKAPKAN BORANG NOTIFIKASI  
KESELAMATAN DAN KESIHATAN  
(MELALUI ABCi ONEBIZ PORTAL)

## PENGUATKUASAAN





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# WORKPLACE SAFETY AND HEALTH LEGISLATION

## UNDANG-UNDANG KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA



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# INTRODUCTION

## PENGENALAN

- A statutory body that was set up under the Safety, Health and Environment National Authority Act, Chapter 227 and enforced April 2017.
- Sebuah Badan Berkanun yang ditubuhkan di bawah Akta Autoriti Kebangsaan Keselamatan, Kesihatan dan Alam Sekitar (SHENA), PENGGAL 227 yang telah berkuatkuasa sejak April 2017.
- The Authority regulates and enforces all matters relating to workplace safety, health and environment as well as radiation within Brunei.
- SHENA mengawal selia dan menguatkuasakan semua perkara yang berkaitan dengan keselamatan tempat kerja, kesihatan dan alam sekitar serta sinaran dalam Brunei.
- A Chief Executive Officer (CEO) heads the Authority and is ultimately accountable for the functions and affairs undertaken by the Authority. The CEO is responsible to the SHENA Board of Directors, who report directly to the Minister in Charge (Minister at the Prime Minister's Office).
- Seorang Ketua Pegawai Eksekutif (CEO) mengetuai SHENA dan bertanggungjawab ke atas fungsi dan hal ehwal yang dijalankan oleh SHENA. Beliau bertanggungjawab kepada Lembaga Pengarah SHENA, yang melapor terus kepada Menteri Yang Bertanggungjawab (Menteri di Jabatan Perdana Menteri).
- Appointed Inspectors and Authorised Officers have specific legal powers to enforce and regulate workplace safety, health and environment as well as radiation laws on behalf of SHENA.
- Inspektor yang Dilantik dan Pegawai Diberi Kuasa mempunyai kuasa undang-undang khusus untuk menguatkuasakan dan mengawal selia keselamatan, kesihatan dan alam sekitar di tempat kerja serta undang-undang sinaran bagi pihak SHENA.
- SHENA's Vision: We are committed to making a difference and ensuring Brunei is a safe place to work and live.
- SHENA mempunyai visi yang komited dalam membawa perubahan positif untuk memastikan Negara Brunei Darussalam menjadi negara yang selamat untuk berkerja dan didiami.



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# WORKPLACE FATALITY (BRUNEI DARUSSALAM)

## KEMATIAN DI TEMPAT KERJA



**72**  
**WORK RELATED FATALITY IN THE LAST DECADE**  
*Kematian di tempat Kerja sejak 2013*



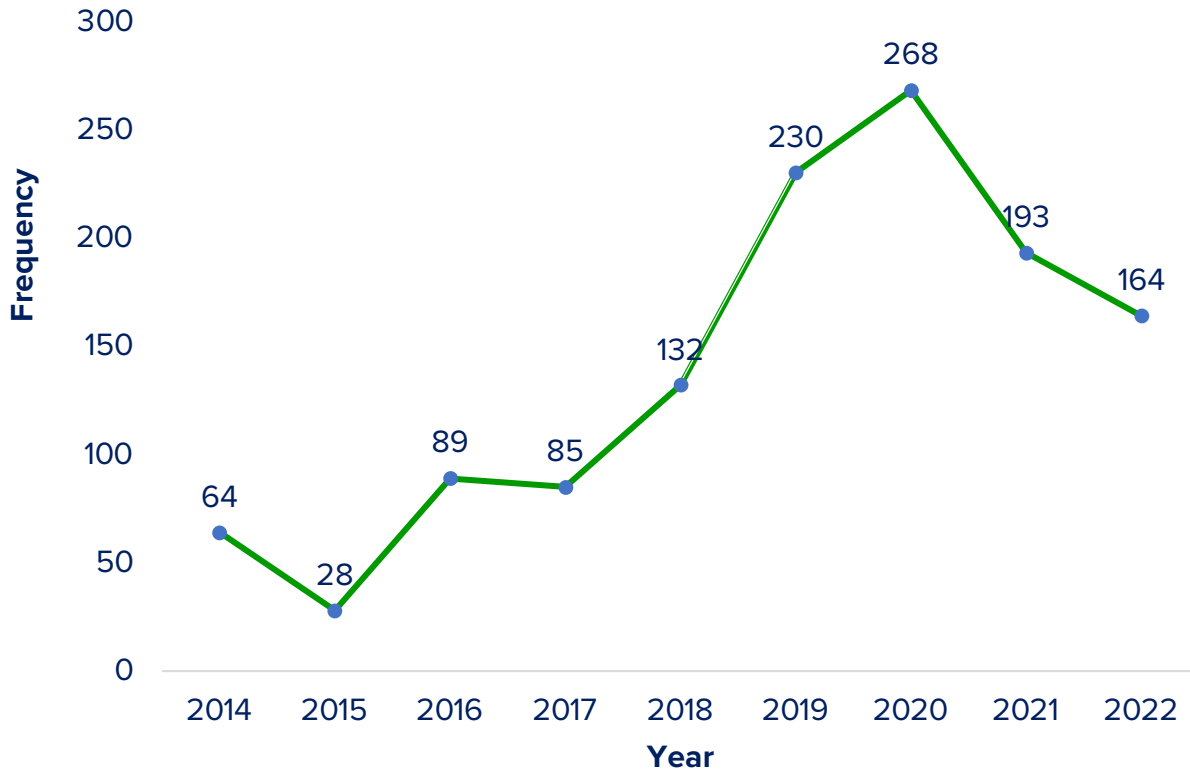


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# WORKPLACE INJURIES

## KECEDERAAN DI TEMPAT KERJA

### WORKPLACE INJURIES RECORDED FROM 2014 TO 2022



ACCIDENT BY INDUSTRY TYPE Kemalangan Mengikut Jenis Industri	%
Construction	40
Wholesale & Retail Trade, Repair of Motor Vehicles	16
Accommodation & Food Activities	8



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# FINGER INJURIES

## KECEDERAAN JARI



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## WORKPLACE

### SAFETY & HEALTH NOTICE (WSHN)



2023/WSHN/02  
**CONCERNS ON THE  
RISE OF FINGER  
INJURIES INCIDENTS**

Reminder to all principals, employers, occupiers, self-employed persons and persons at work to be aware of work activities that can lead to finger injuries and to take the necessary safety precautions to avoid finger injury incidents in the workplace.

ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE  
[WWW.SHENA.GOV.BN](http://WWW.SHENA.GOV.BN)

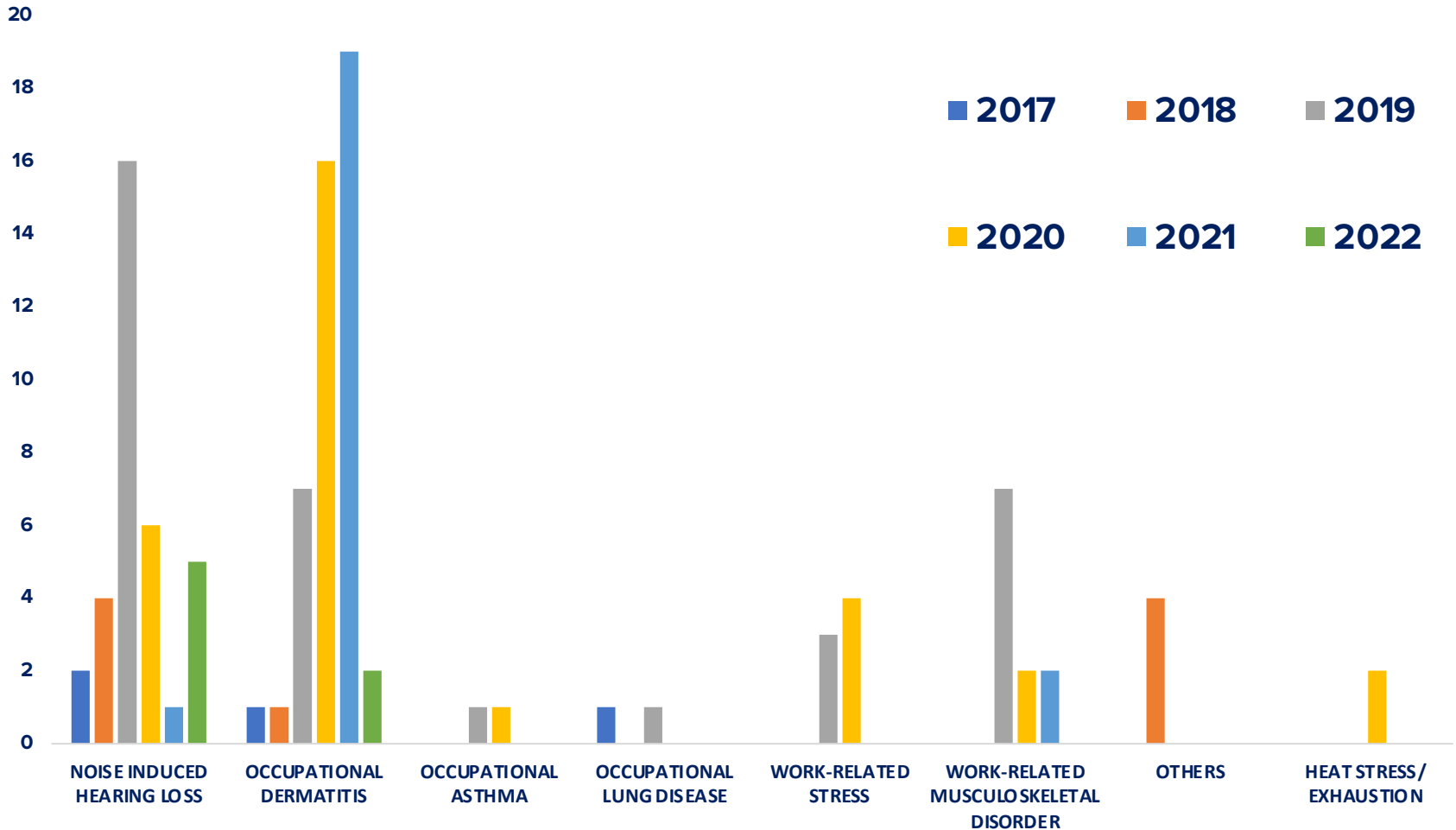
[www.shena.gov.bn](http://www.shena.gov.bn)



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# OCCUPATIONAL DISEASE

## PENYAKIT PEKERJAAN







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# WORKPLACE

## SAFETY & HEALTH NOTICE (WSHN)



2023/WSHN/04  
HEAT STRESS  
PRECAUTION IN  
THE WORKPLACE

ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE  
[WWW.SHENA.GOV.BN](http://WWW.SHENA.GOV.BN)

# HEAT STRESS

## TEKANAN HABA

ADVISORIES TO EMPLOYERS,  
PRINCIPALS AND OCCUPIERS THAT  
CAN HELP REDUCE THE RISK OF  
HEAT STRESS TO EMPLOYEES  
(ESPECIALLY OUTDOOR WORKERS)

**PROTECTING WORKERS FROM HEAT STRESS**

- 1 Ensure that all workers are adequately acclimatized to the hot weather / working conditions.
- 2 Re-schedule heavy outdoor physical work under the sun to the cooler parts of the day as reasonably practicable.
- 3 Perform a risk assessment that addresses working in a hot environment and work activities which produce excessive heat.
- 4 Provide flexible rest breaks away from heat.
- 5 Always provide workers with adequate cool drinking water at convenient and accessible locations.
- 6 Educate by encouraging workers to keep themselves hydrated, recognise the early symptoms of heat related disorders and understand the risks and control measures.
- 7 Provide emergency preparedness plans and recovery measures for workers suspected of suffering from the effect of heat.
- 8 Ensure appointed first aiders in the workplace are prepared to give first aid if necessary.
- 9 Encourage workers to wear loose fitting and light-coloured clothing.
- 10 Provide adequate ventilation for workers who are working in hot indoor environments.

Employers and medical practitioners are reminded to report work-related heat stroke cases (after a diagnosis by a medical practitioner) to SHENA by clicking "Report an Incident" button on SHENA website, [www.shena.gov.bn](http://www.shena.gov.bn)

**MELINDUNGI PEKERJA DARI PANDANGAN TEKANAN HABA**

- 1 Memastikan semua pekerja menyesuaikan diri dengan cuaca panas / keadaan kerja yang panas.
- 2 Menjadualkan semua kerja yang melibatkan kegiatan fizikal yang berat di bawah sinaran matahari ke waktu yang lebih sejuk mengikut kesesuaian yang munasabah.
- 3 Melakukan penilaian risiko yang menangani aktiviti kerja dalam persekitaran yang panas dan aktiviti kerja yang menghasilkan haba yang berlebihan.
- 4 Menyediakan waktu rehat yang fleksibel dari haba.
- 5 Sentiasa menyediakan pekerja dengan air minuman sejuk yang mencukupi di tempat yang mudah untuk diakses.
- 6 Mengajar dengan menggalakkan pekerja memastikan diri mereka sentiasa terhidrat, mengenali gejala awal gangguan berkaitan haba dan memahami risiko dan langkah kawalan.
- 7 Menyediakan pelan persediaan kecemasan dan langkah langkah pemulihan bagi pekerja yang diisytiharkan mengalami kesan haba.
- 8 Memastikan First Aider yang dilantik di tempat kerja bersedia untuk memberikan pertolongan cemas jika perlu.
- 9 Menggalakkan pekerja untuk memakai pakaian yang longgar dan berwarna cerah.
- 10 Menyediakan pengaliran yang mencukupi bagi pekerja yang bekerja di persekitaran yang panas dan tertutup.

Majikan dan pengamal perubatan digalakkan untuk melaporkan kes-kes haba yang berkaitan dengan pekerjaan (setelah diagnosis oleh pengamal perubatan kepada SHENA dengan mengklik butang "Report an Incident" di laman sesawang SHENA, [www.shena.gov.bn](http://www.shena.gov.bn))



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# SHENA'S LEGAL FRAMEWORK

## RANGKA KERJA PERUNDANGAN SHENA

### WORKPLACE SAFETY AND HEALTH ORDER, (WSHO) 2009 PERINTAH KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA, 2009

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This Order describes the **general safety and health expectations on all workplaces**. Duties are placed primarily on the Employer, Occupier, Principal and persons at work.

The Law ensures that those creating the risk reduce those risks to persons (employees and public), assets and the environment, to **As Low As is Reasonably Practicable (ALARP)**.

### RADIATION PROTECTION ACT, CHAPTER 228 AKTA PERLINDUNGAN SINARAN, PENGGAL 228

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This Act controls and regulates the import, export, manufacture, sale, disposal, transport, storage, possession, and use of **radioactive materials and controlled apparatus**.





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# WSHO, 2009

## PERINTAH KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA, 2009

### WORKPLACE SAFETY AND HEALTH ORDER, 2009

WSH (COMPOUNDABLE OFFENCES) REGULATIONS, 2009	WSH (INCIDENT REPORTING) REGULATIONS, 2014	WSH (RISK MANAGEMENT) REGULATIONS, 2014	WSH (WORKPLACE SAFETY AND HEALTH COMMITTEES) REGULATIONS, 2014	WSH (FIRST AID) REGULATIONS, 2021	WSH (WORKPLACE SAFETY AND HEALTH OFFICERS) REGULATIONS, 2014	WSH (GENERAL PROVISIONS) REGULATIONS, 2014	WSH (CONSTRUCTION) REGULATIONS, 2014	WSH (FACILITIES) (CONTROL OF MAJOR ACCIDENT HAZARDS) REGULATIONS, 2013
ANY OFFENCE UNDER THE ORDER AND THE REGULATIONS, EXCEPT SECTIONS 21(7) AND 52	ALL WORKPLACES	ALL WORKPLACES	50 OR MORE PERSONS ARE ORDINARILY AT WORK	ALL WORKPLACES (EXCEPT HOSPITAL, CLINIC AND AMBULANCE)	<ul style="list-style-type: none"> <li>SHIPYARD</li> <li>FACTORY - PETROLEUM</li> <li>FACTORY - \$10 MILLION ENG. CONSTR.</li> <li>FACTORY - 100 PERSON OR MORE EMPLOYED</li> </ul>	<ul style="list-style-type: none"> <li>FACTORY</li> <li>WORKSITE</li> <li>FACILITY</li> </ul>	WORKSITE - ANY BUILDING OPERATION OR WORKS OF ENGINEERING CONSTRUCTION	FACILITIES
OTHER WORKPLACES								
					<b>FACTORIES</b>			
					<b>CONSTRUCTION WORKSITES</b>			
					<b>FACILITIES</b>			



# DUTIES

## TANGGUNGJAWAB

### OCCUPIER (SEC. 11)

#### PENGHUNI

Ensure

- All means of **access to or egress**
- Any **machinery, equipment, plant, article or substance** kept at the workplace are **safe and without risks to health** to every person within those premises.

### EMPLOYERS (SEC. 12)

#### MAJIKAN

To take, so far as is reasonably practicable, such measures as are necessary to **ensure the safety and health of his employees and persons at work.**

### SELF-EMPLOYED PERSON (SEC. 13)

#### ORANG YANG BEKERJA SENDIRI

To take, so far as is reasonably practicable, such measures as are necessary to **ensure the safety and health of persons at work**

### PRINCIPALS (SEC. 14 & 14A)

#### PRINSIPAL

It shall be the duty of every principal to take, as far as is reasonably practicable, such measures as are necessary to **ensure the safety and health** of:

- Any **contractor** engaged by the principal when at work;
- Any direct or indirect **sub-contractor** engaged by the contractor when at work;
- Any **employee** employed by such contractor or sub-contractor when at work

### PERSONS AT WORK (SEC. 15)

#### ORANG YANG SEDANG BEKERJA DI TEMPAT KERJA

It shall be a duty of every person at work to:

- Use the **personal protective equipment (PPE)** as required for the activity
- **Cooperate with employer** to comply with WSHO, 2009
- **Not to misuse** the PPE, appliances, equipment, etc.
- **Not recklessly endanger** himself and others



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## QUESTION 1

### APPOINTMENT OF WSH OFFICER / CO-ORDINATOR

**What are the difficulties / challenges of appointing WSH Officer / Co-Ordinator in the Construction Worksite?**

Apakah kesukaran / cabaran bagi melantik Pegawai / Penyelaras Keselamatan dan Kesihatan di Tempat Kerja bagi tapak kerja pembinaan?

- A. **Cost involved** | Kos yang terlibat
- B. **Not enough information** | Pengetahuan yang tidak mencukupi
- C. **Not reasonably practicable in our worksite** | Tidak dapat dilaksanakan secara munabah di tapak kerja
- D. **Limited availability of qualified WSH Officers/Co-ordinators** | Ketersediaan Pegawai / Penyelaras Keselamatan dan Kesihatan di Tempat Kerja yang layak adalah terhad





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# RECAP PART 1



What are your main challenges/ reasons not been able to comply with workplace safety and health requirements for your construction site?

Share ▾

Multiple Choice Poll  102 votes  102 participants

Unaware of the safety and health requirement - 30 votes

29%

High Investment/ Cost - 21 votes

21%

No trained personnel to advise my construction site on health and safety - 46 votes

45%

I don't care of health and safety of my workers, i just want to get the work done - 5 votes

5%

**SHENA Presentation during JKR Safety and Health Week 2023 @ 12 June 2023**



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# WSH (CONSTRUCTION) REGULATIONS, 2014

PERATURAN-PERATURAN PEMBINAAN, 2014

**140 REQUIREMENTS**

**REG. 6 : WSH CO-  
ORDINATOR APPOINTMENT**

**BUILDING OPERATION  
OR WORKS OF  
ENGINEERING  
CONSTRUCTION LESS  
THAN BND 10 MILLION**







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# BUILDING OPERATION (WSHO, 2009)

"building operation" means –

(a) the construction, structural alteration, repair or maintenance of a building (including the re-wiring of any electrical installation, the replacement of any lift, air-conditioning plant and ancillary ducting of a building, and the re-pointing, redecoration and external cleaning of the structure);

(b) the demolition of a building; or

(c) the preparation of the site for, and the laying of foundation of, an intended building,

but does not include any operation which is a work of engineering construction;



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# WORK OF ENGINEERING CONSTRUCTION (WSHO, 2009)

## FOURTH SCHEDULE WORKS OF ENGINEERING CONSTRUCTION

(section 4(1))

1. The construction of any railway line or siding.
2. The construction, structural alteration or repair (including re-pointing and repainting) or the demolition of any dock, harbour, inland navigation, tunnel, bridge, viaduct, waterworks, reservoir, pipe-line, aqueduct, sewer, sewerage works or gas-holder.
3. The construction, laying, structural alteration, inspection, maintenance, repair, demolition or removal of –
  - (a) any pipe-line for the conveyance of water, gas or any other thing;
  - (b) any drain, whether open or covered, except open drains situated on domestic premises; or
  - (c) any underground electrical cable and communication cable.
4. The inspection, repair or maintenance of any manhole, sump, inspection chamber, valve chamber and any other similar confined structure providing access to pipe-lines or underground electrical cables and communication cables.
5. The construction of any road or car park.
6. The reclamation of any land.



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# WSH CO-ORDINATOR APPOINTMENT & REGISTRATION

## PERLANTIKAN & PENDAFTARAN PENYELARAS KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA

### MINIMUM REQUIREMENTS

- IOSH Managing Safely, NEBOSH Award or equivalent
- 2 years relevant health & safety experience



### WHO CAN APPLY?

COMPANY REPRESENTATIVE /  
FOCAL POINT/ INDIVIDUAL

### VALIDITY

2 YEARS

### REGISTRATION FEES

NO REGISTRATION FEE





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## WHAT ARE THE ROLES / DUTIES OF THE APPOINTED WSH CO-ORDINATOR? APAKAH PERANAN PENYELARAS KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA YANG DI LANTIK?

### LEGAL DUTIES

Assist the Occupier of the workplace or other person in charge of the workplace to:

- To Identify hazards in the worksite; and
- To Identify any unsafe work practices carried out on the worksite.

### ROLES

- Secretary of the Workplace Safety and Health Committee; and
- Create and promote a positive safety and health culture in the workplace.

### KEY SKILLS

- Risk Assessment.
- Effective Communication

EXPECTED NUMBER OF HOURS ON SITE :  
**15 HOURS PER WEEK**

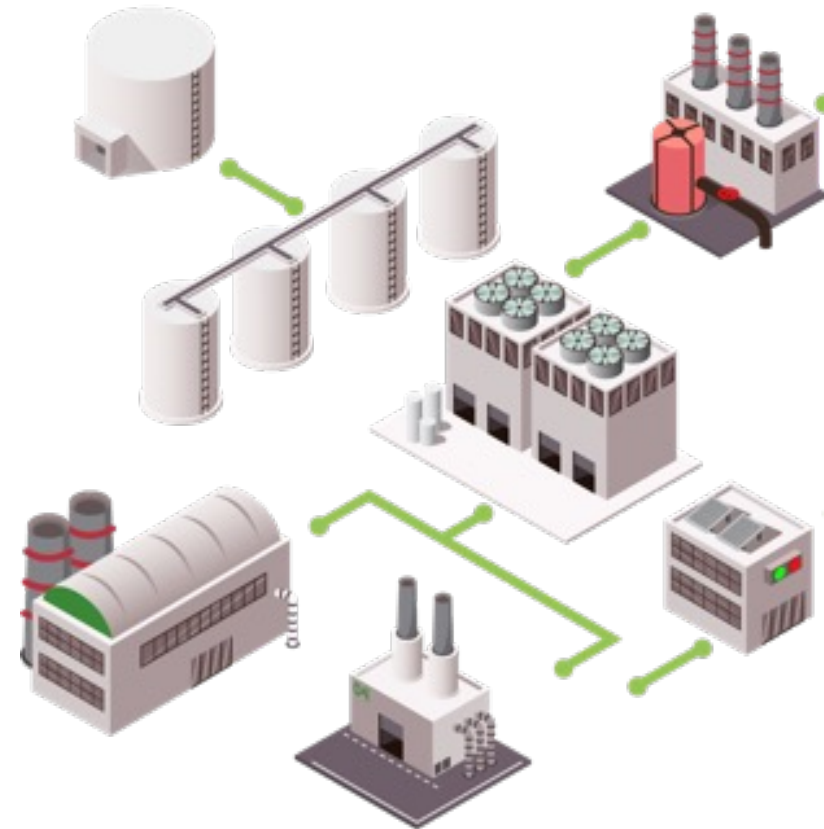


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# WSH (WSH OFFICERS) REGULATIONS, 2014

## PERATURAN-PERATURAN KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA (PEGAWAI KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA), 2014

**FACTORIES IN WHICH  
BUILDING OPERATIONS  
OR WORKS OF  
ENGINEERING  
CONSTRUCTION (BOWEC)  
OF A CONTRACT SUM OF  
BND10 MILLION OR MORE  
ARE CARRIED OUT**





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# WSH OFFICER REGISTRATION

## PENDAFTARAN BAGI PEGAWAI-PEGAWAI KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA

### WHO CAN APPLY?

COMPANY REPRESENTATIVE / FOCAL POINT/  
LINE MANAGER

### VALIDITY

2 YEARS

### REGISTRATION FEES

\$110 (NEW APPLICATION)

\$60 (RENEWAL)

\$10 (REPLACEMENT)



### MINIMUM REQUIREMENTS

- NEBOSH IGC Cert or equivalent
- 2 years relevant health & safety experience



Section 32 of the WSHO, 2009 highlights that no person shall act as WSH Officer or WSH Co-ordinator **except with the approval of the Authority.**



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# WHAT ARE THE ROLES / DUTIES OF THE APPOINTED WSH OFFICER?

**APAKAH PERANAN PEGAWAI KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA YANG DI LANTIK?**

## LEGAL DUTIES

- Assist the Occupier of the workplace or other person in charge of the workplace to conduct a risk assessment in the workplace.
- Make recommendations to the Occupier of the workplace as reasonably practicable to:
  - Eliminate and minimise risks; and
  - To Implement a safety and health management system accordingly.

## ROLES

- Secretary of the Workplace Safety and Health Committee; and
- Create and promote a positive safety and health culture in the workplace.

## KEY SKILLS

- Risk Assessment
- Safety & Health Management System
- Effective Communication





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# 14 ELEMENTS OF WORKPLACE SAFETY AND HEALTH MANAGEMENT SYSTEM

SCHEDULE 2 TO THE WORKPLACE SAFETY AND HEALTH (GENERAL PROVISIONS) REGULATIONS, 2014

01



**SAFETY POLICY**  
(INCLUDING ALLOCATION & RESPONSIBILITY FOR SAFETY)

02



**SAFE WORK PRACTICE**

03



**HEALTH & SAFETY TRAINING**

04



**GROUP MEETINGS**

05



**INCIDENT INVESTIGATION & ANALYSIS**

06



**IN-HOUSE HEALTH & SAFETY RULES**

07



**HEALTH & SAFETY PROMOTION**

08



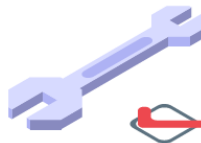
**CONTROL OF CONTRACTORS**

09



**SAFETY INSPECTION**

10



**MAINTENANCE REGIME**

11



**RISK ASSESSMENT**

12



**CONTROL OF HAZARDOUS SUBSTANCES**

13



**OCCUPATIONAL HEALTH PROGRAMMES**

14



**EMERGENCY PREPAREDNESS**





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# GUIDANCE ON WSH OFFICER / CO-ORDINATOR

## NOTA PANDUAN INDUSTRI



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## INDUSTRY GUIDANCE NOTE (IGN)

2022/IGN/02(01)  
REQUIREMENTS OF WORKPLACE SAFETY AND  
HEALTH OFFICER & WORKPLACE SAFETY  
AND HEALTH CO-ORDINATOR



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## QUESTION 2

### APPOINTMENT OF WSH OFFICER / CO-ORDINATOR

**Do you think the appointment of WSH Officer / Co-Ordinator will help to help reduce workplace accidents and fatalities in the construction industry?**

Adakah biskita rasa perlantikan Pegawai / Penyelaras Keselematan dan Kesigtanadalah penting bagi mengurangkan kemalangan dan kematian di industri pembinaan?

- A. **Strongly Agree** | Sangat Setuju
- B. **Agree** | Setuju
- C. **Disagree** | Tidak Setuju
- D. **Strongly Disagree** | Sangat Tidak Setuju
- E. **No Idea** | Tidak Tahu



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# WSH (CONSTRUCTION) REGULATIONS, 2014

PERATURAN-PERATURAN (PEMBINAAN)  
KESELAMATAN & KESIHATAN TEMPAT KERJA, 2014

## REG. 9 : WSH MANDATORY TRAINING REQUIREMENT

### SUPERVISOR / FOREMAN

To ensure that the work which the person oversees or supervises can be carried out safely.

### WORKER

Familiarizing the person with the hazards associated with such work



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# WSH (FIRST-AID) REGULATIONS, 2021

## PERATURAN-PERATURAN KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA (PERTOLONGAN CEMAS) 2021

### FACILITIES PROVIDED BY THE EMPLOYER/ OCCUPIER



PROVIDE &  
MAINTAIN FIRST-  
AID BOXES



PROVIDE &  
MAINTAIN FIRST-  
AID ROOM (>100  
PERSONS)



APPOINT A  
TRAINED FIRST-  
AIDER



PROVIDE AND  
MAINTAIN  
SUITABLE  
FACILITIES FOR  
EMERGENCY  
TREATMENT



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# APPROVED SAFETY & HEALTH TRAINING AND PROVIDERS

## LATIHAN KESELAMATAN DAN KESIHATAN DI TEMPAT KERJA SERTA PENYEDIA-PENYEDIA YANG DILULUSKAN

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### Workplace Safety and Health (WSH) Applications

Approved Training Providers (ATP)

Registered Safety & Health Training Course

Third-Party Inspection Agency (TPIA) for Lifting

### Radiation Application

Radiation License

Radiation Import/Export Authorisation

Radiation Workers



List of ATP eligible to conduct Registered Safety & Health Training Course

(Last updated: December 5th, 2022)

View

### SHENA APPROVED TRAINING PROVIDER (ATP)

Last Updated: 01 May 2023



NO.	REGISTRATION REFERENCE NO.	NAME OF APPROVED TRAINING PROVIDER (ATP)	Address and Contact Number	TYPE OF TRAINING PROVIDED		DATE OF ISSUE	DATE OF EXPIRY
				Competency	Awareness		
1	SHENA/ATP/001/2021 (R)	KaryaJaya Training and Technical Services	Lembek Keman Industrial Area, Sgg 261-22, Bandar Seri Begawan 083501 Contact No.: 8965818	- Material Handling (Lifting, Crane Operator & Forklift) - Scaffolding		15/10/2021	14/10/2023
2	SHENA/ATP/002/2021 (R)	Berakas Power Company	Berakas Power Company Sdn Bhd Berakas Power Station Labohaya Rimba / Jln Utama Terunjing Kg. Terunjing Baru Berakas 881514 Contact No.: 2394461	Electrical	Electrical Safety Working at Height	30/12/2022	29/12/2024
3	SHENA/ATP/003/2021 (R)	ATDC Sdn Bhd	Lot 86/87, Tapak Perindustrian Sempai, Bera Contact No.: 3227252	Material Handling (Lifting, Forklift, Crane Operator, Excavator Operator) - Manual Handling - Offshore survival Skill	- Manual Handling - IMSS OP10 - Enclosed Space Entry	22/10/2021	21/10/2023

### LIST OF SHENA REGISTERED SAFETY AND HEALTH TRAINING COURSE

Last Updated: 05 December 2022



NO.	SHENA REGISTERED COURSE CODE	COURSE TITLE	TRAINING PROVIDERS	REGISTERED TRAINERS	ACCREDITATION REFERENCE
1	SHENA/SHC/001/2022	NEBOSH INTERNATIONAL GENERAL CERTIFICATE (IGC) IN OCCUPATIONAL HEALTH AND SAFETY FOR WORKPLACE SAFETY AND HEALTH OFFICERS	MEGAMAS TRAINING COMPANY SDN BHD  CORTEX TRAINING & DEVELOPMENT  JOFFREN OMAR COMPANY SDN BHD (USING THE THIRD PARTY SERVICE OF INTERNATIONAL HSE COUNCIL PT LTD)	1) Michael Leonard Stringer @ Mahd Firdaus (swandi bin Abdullah) 2) James Robert Pretty 3) Dave Chase  1) Asfer Firdaus Abdullah William 2) Azrianna Kegli  1) Dany Cieltes Cadheril 2) Sudheesh Ravi Gurije 3) Ahmed Fadal 4) Sak Kong 'Gaius' Branson 5) Amruth Amruthan	Accreditation by Brunei Darussalam National Accreditation Council (DNAC) KP/MKPK/R/136/14



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# RECAP PART 2



Do you agree to make safety and health training as mandatory requirement (become pre-requisite during approval process/ workers license/ etc.) for all construction in Brunei?

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Multiple Choice Poll  94 votes 94 participants

Fully Agree - 67 votes



Agree - 23 votes



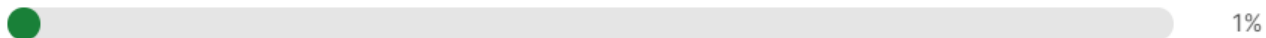
Neutral - 3 votes



Disagree - 0 votes



Fully Disagree - 1 vote



**SHENA Presentation during JKR Safety and Health Week 2023 @ 12 June 2023**

[www.shena.gov.bn](http://www.shena.gov.bn)



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## QUESTION 3 TRAINING

**Do you think that safety and health training is important to help reduce workplace accidents and fatalities in the construction industry?**

Adakah biskita rasa latihan keselamatan dan kesihatan adalah penting bagi mengurangkan kemalangan dan kematian di industri pembinaan?


- A. **Strongly Agree** | Sangat Setuju
- B. **Agree** | Setuju
- C. **Disagree** | Tidak Setuju
- D. **Strongly Disagree** | Sangat Tidak Setuju
- E. **No Idea** | Tidak Tahu





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# SELF-ASSESSMENT CHECKLIST CONSTRUCTION

 <p>اوتوریتی کبھسان کسلامتن کھیجین دان عالم سکیتز Safety, Health and Environment National Authority</p>	<b>SELF ASSESSMENT CHECKLIST: CONSTRUCTION</b>	DOC NO.: <b>SHENA/IND/5-202 (REV.1) AUG 2021</b>
<p>This self-assessment checklist is a tool used to aid Employers, Employees, Occupiers and Principals to comply with the Workplace Safety and Health Order, 2009. The objective of this checklist is to ensure that Employers, Employees, Occupiers and Principals are aware of the factors that have an impact on health and safety. Remember, this checklist is only a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of the Employers, Employees, Occupiers and Principals under the law. If you answer 'No', you should take action to learn more about and fix the gaps or hazards you identified. You may need to do more than one assessment and you are advised to reassess your workplace as and when required to ensure you maintain a safe workplace.</p> <p>A copy of the checklist and proven evidence shall be kept by the HSE focal point of your company/organization. This checklist will be reviewed by Safety, Health and Environment National Authority (SHENA) during any planned inspections or monitoring visits conducted by SHENA. <b>This Checklist does not require submission to SHENA unless SHENA explicitly instructs you to do so.</b></p> <p>Please refer to Workplace Safety and Health (Construction) Regulations, 2014 and IGN/2019/02 at SHENA website for Guidance to Workplace Safety Health in Construction Sites. SHENA reminds all Employers, Employees, Occupiers and Principals to comply with their legal obligations under the laws of Brunei Darussalam including, but not limited to, the Employment Order, 2009 (S 37/2009) and the Worker's Compensation Act (Chapter 74).</p>		
NAME OF COMPANY & ADDRESS		
PROJECT TITLE (as relevant)		
PROJECT MANAGER (as relevant)		
WORKSITE ADDRESS		
TYPE OF WORK ACTIVITIES	General building and construction work	Engineering construction work
	Refurbishment work	Civil Engineering work
	Maintenance and repair work	Others (please state) :
TOTAL NO. OF WORKERS AT WORKSITE	CONTACT NO	
	EMAIL	
PROJECT/ CONTRACT VALUE	EXPECTED DATE OF COMPLETION AND PHASE	



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# NEW PROCEDURE ON THE REQUIREMENT TO COMPLETE SAFETY AND HEALTH NOTIFICATION FORM (VIA ABCi ONEBIZ PORTAL)

KAEDAH BARU KEPERLUAN UNTUK MELENGKAPKAN  
BORANG NOTIFIKASI KESELAMATAN DAN  
KESIHATAN (MELALUI ABCi ONEBIZ PORTAL)



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# COLLABORATION BETWEEN SHENA & ABCi KOLABORASI SHENA & ABCi

- The introduction of this new procedure is the result of ongoing collaboration between SHENA and ABCi since 2021.
- Several initiatives have been explored to increase compliance to WSHO requirements and improve safety and health performance in Construction industry.
- This approach involves putting safety and health requirements as part of the process for approval of building works.



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# THE NEW REQUIREMENT

## KEPERLUAN BAHARU

- As part of the process for approval of building works (Borang-C), contractor is required to submit its arrangement on:
  - 1) WSH Officer and/or Co-ordinator as applicable for the construction project
  - 2) The relevant training requirements.
- The submission is to be made using the online form – **Safety and Health Notification for Building Operations / Works of Engineering Construction.**
- The form will be processed by SHENA, in parallel to the Borang-C process which is handled by ABCi.



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# ONEBIZ ABCi Portal

## Required Documents for Submission

Please Note: You may upload supporting documents at the end of this licence application.

Please prepare the following documents to complete your online submission. All documents marked with (\*) are mandatory.

### Form C- 2019

- Complete ABCi Application for Permit to Carry out Building Works (Form C) \*
- Complete signed civil/structural detail drawings plus calculations endorsed and certified by PE (C&S)
- Protective Hoarding ( If Applicable ) and Project Signboard \*
- Pre-Construction Survey prepared by Builder \*
- Safety and Health Notification for Building Operations/Works Of Engineering Construction
- Other document

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# SHENA WEBSITE



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## Licenses & Registrations

### Safety and Health Notification for Building Operations/Works Engineering Construction (BOWEC)

#### Forms & Guidelines



Download Safety and Health Notification for BOWEC Form



Guidelines for Registration of Workplace Safety and Health Officer



Guidelines for Appointment & Registration of Workplace Safety and Health Officer & Co-Ordinator (Infographic Poster)





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REF NO: SHENA/CID/FRM/5-421

## NOTIFIKASI KESELAMATAN DAN KESIHATAN BAGI OPERASI-OPERASI BANGUNAN/KERJA-KERJA PEMBINAAN KEJURUTERAAN

SAFETY AND HEALTH NOTIFICATION FOR  
BUILDING OPERATIONS/WORKS OF ENGINEERING CONSTRUCTION

**UNTUK DIISI OLEH PEMOHON**  
To be filled by Applicant

### A. MAKLUMAT PEMBINA / KONTRAKTOR Contractor/ Builder Information

**Nama Projek**  
Name of Project

**Nama Syarikat**  
Name of Company

**Alamat Syarikat**  
Address of Company

**Lokasi Projek**  
Project Location



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**Tarikh Dijangka Bermula**  
Target Starting Date

**Tarikh Dijangka Selesai**  
Target Date of Completion

**Harga Projek**  
Cost of Project

**Nama Pemilik / Pengurus Projek**  
Name of Project Owner / Manager

**Nombor Telefon**  
Contact Number

**Ofis**  
Office

**Telefon Bimbit**  
Handphone

**Alamat Emel**  
Email Address



## B. MAKLUMAT PERLANTIKAN KAKITANGAN KESELAMATAN DAN KESIHATAN TEMPAT KERJA

### Workplace Safety & Health Personnel Appointment Information

**Keperluan untuk melantik Pegawai/ Penyelaras Keselamatan dan Kesihatan Tempat Kerja**  
Requirement to Appoint Workplace Safety and Health (WSH) Officer / Co-Ordinator

**Pegawai Keselamatan dan Kesihatan Tempat Kerja**  
WSH Officer

**Kontrak yang berjumlah BND10 juta atau lebih bagi operasi-operasi bangunan atau kerja-kerja pembinaan kejuruteraan.**  
For building operations or works of engineering construction of a contract sum of **BND 10 million**

**Penyelaras Keselamatan dan Kesihatan Tempat Kerja**  
WSH Co-Ordinator

**Kontrak yang berjumlah kurang daripada BND10 juta bagi operasi-operasi bangunan atau kerja-kerja pembinaan kejuruteraan.**  
For building operations or works of engineering construction of a contract sum **less than BND10 million.**

**Nama Pegawai / Penyelaras Keselamatan dan Kesihatan Tempat Kerja**  
Name of WSH Officer / Co-Ordinator

**Nombor Pendaftaran SHENA**  
SHENA Registration Number

**Nombor Telefon Bimbit**  
Handphone Number

**Alamat Emel**  
Email Address

**Jika Pegawai / Penyelaras Keselamatan dan Kesihatan Tempat Kerja belum berdaftar dengan SHENA, sila daftar menggunakan pautan seperti berikut:**

If WSH Officer / Co-Ordinator has not registered with SHENA, please apply to register using the link as follows:

**Bagi Pegawai Keselamatan dan Kesihatan  
di Tempat Kerja:**

For WSH Officer

<http://e-shena.shena.gov.bn>



**Bagi Penyelaras Keselamatan dan Kesihatan  
di Tempat Kerja:**

For WSH Co-Ordinator

<http://www.shena.gov.bn>



## C. MAKLUMAT LATIHAN KESELAMATAN DAN KESIHATAN TEMPAT KERJA

### Workplace Safety & Health Training Information

**Sila tandakan (/) bagi kursus latihan yang pernah dihadiri:**

Please tick (/) the following training course that have been attended

<p><b>Kursus Latihan Keselamatan dan Kesihatan (dalam Pembinaan) bagi Pengurus</b> Safety and Health Training Course (in Construction) for Manager</p>	<p><b>YA</b> YES <input type="checkbox"/></p>	<p><b>TIDAK</b> NO <input type="checkbox"/></p>
<p><b>Kursus Latihan Keselamatan dan Kesihatan (dalam Pembinaan) bagi Penyelia</b> Safety and Health Training Course (in Construction) for Supervisor</p>	<p><b>YA</b> YES <input type="checkbox"/></p>	<p><b>TIDAK</b> NO <input type="checkbox"/></p>
<p><b>Kursus Latihan Keselamatan dan Kesihatan (dalam Pembinaan) bagi Pekerja</b> Safety and Health Training Course (in Construction) for Worker</p>	<p><b>YA</b> YES <input type="checkbox"/></p>	<p><b>TIDAK</b> NO <input type="checkbox"/></p>
<p><b>Kursus Pertolongan Cemas Pekerjaan bagi Kakitangan yang dilantik</b> Occupational First Aid Course for appointed personnel</p>	<p><b>YA</b> YES <input type="checkbox"/></p>	<p><b>TIDAK</b> NO <input type="checkbox"/></p>

\*Sila muat-naik sijil kursus latihan-latihan yang dihadiri

\*Please upload the certificate of training courses attended



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# ACTION PLAN

## PELAN TINDAKAN

In case the contractor has no WSH Officer /  
Co-ordinator and no training in place yet:

- 1) Contractors to plan appointment of WSH Officer or WSH Co-Ordinator**
  - Training
  - Work Experience
  - Monitoring/ Supervision
  - Execution of their legal duties
- 2) Safety & Health training requirement**
  - Training for Manager/ Supervisor
  - Training for workers
  - Occupational First Aid



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# ENFORCEMENT

# PENGUATKUASAAN



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# ENFORCEMENT

## PENGUATKUASAAN

### Enforcement on the appointment requirement for WSH Officers and WSH Co-Ordinators

#### CURRENT ENFORCEMENT

Regulatory Inspections and Monitoring Visits to workplace and will issue applicable legal notices in the form of:

- Warning Letter,
- Remedial Order or
- Stop-Work Order.

Depending on the severity of the non-compliance.

#### COMPOUND FINES

Contractors registered under Class 4, 5 and 6 will be given 6 months to comply.

**1<sup>st</sup> April 2024**

Contractors registered under Class 1,2 and 3 will be given 24 months to comply.

**1<sup>st</sup> October 2025**



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**ENFORCEMENT**  
**PENGUATKUASAAN**

# Enforcement on the Requirement of First Aid in the Workplace



**COMPOUND FINES**

**Effective from:  
1<sup>st</sup> April 2024**



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# FEEDBACK SURVEY

## TINJAUAN MAKLUM BALAS



PLEASE SCAN THE QR CODE  
TO FILL IN THE SURVEY



SILA IMBAS KOD QR BAGI  
MENJAWAB TINJAUAN





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THANK  
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