



NOTE TO INDUSTRY (NTI)

TOPIC REVISION TO THE INITIAL INCIDENT NOTIFICATION (IIN) REPORTING FORM			Reference Number 2021/NTI/19
Approved by: Chief Inspector (Industry)	Issue date: 13 October 2021	Expiry date: None	Revision No: 1

Purpose: This Note to Industry (NTI) seeks to inform all stakeholders, in particular employers, occupiers, self-employed persons and registered medical practitioners on the Safety, Health and Environment National Authority (SHENA)'s new Initial Incident Notification (IIN) Reporting Form.

SHENA would like to inform all stakeholders that a new Initial Incident Notification (IIN) Reporting Form has been formulated to simplify reporting requirements as required under the Workplace Safety and Health (Incident Reporting) Regulations, 2014. With effect from the date of issuance of this NTI, this new form will supersede previous versions of the form. Incident reports using previous IIN forms will no longer be accepted and the new IIN form will need to be resubmitted. The new IIN Form can be obtained from SHENA Website at <http://www.shena.gov.bn/SitePages/How to report incident.aspx>

All stakeholders are hereby reminded of the legal requirements of incident reporting as stipulated under the Workplace Safety and Health which are summarised in the table below:

EMPLOYER	<ul style="list-style-type: none">▪ Every employer shall, as soon as reasonably practicable, notify and submit the IIN Report to SHENA not later than 10 days after the accident in the event of the death of any employee.▪ Every employer shall submit the IIN Report to SHENA not later than 10 days:<ul style="list-style-type: none">• where an employee meets with an accident (leading to injury) at a workplace and is given 3 days of sick leave, in relation to the accident, by a registered medical practitioner;• where an employee is admitted in a hospital for at least 24 hours for observation or treatment;• when an employee suffers an occupational disease at the workplace.
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<p style="text-align: center;">OCCUPIER</p>	<ul style="list-style-type: none"> ▪ Every occupier shall, as soon as reasonably practicable, notify and submit the IIN Report to SHENA <u>not later than 10 days after the accident in the event of the death of any employee.</u> ▪ Every occupier shall submit an IIN Report to SHENA <u>no later than 10 days after the accident, in the event, that a person or self-employed person is injured and taken to hospital for treatment.</u> ▪ Every occupier shall as soon as it is reasonably practicable, <u>notify SHENA of any dangerous occurrence that occurs at the workplace and submit an IIN Report to SHENA, no later than 10 days after the occurrence.</u>
<p style="text-align: center;">REGISTERED MEDICAL PRACTITIONER</p>	<ul style="list-style-type: none"> ▪ Every registered medical practitioner shall submit an IIN Report to SHENA, <u>no later than 10 days after the diagnosis of any employee or patient with occupational disease related to a workplace.</u>

All employers, occupiers and registered medical practitioners are hereby reminded of the offence under Regulation 9 of the Workplace Safety and Health (Incident Reporting) Regulations, 2014 whereby any employer, occupier, and registered medical practitioner who contravenes the regulations is guilty of an offence and liable upon conviction to a fine not exceeding BND5,000 for the first offence and BND10,000, imprisonment not exceeding 6 months or both subsequently for second offence.

Should further clarifications be required, please email info@shena.gov.bn or contact SHENA Office general line at 2382000.

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