



اوتوريتي كجسائين كسلامتن
كصيجين دن عالم سكيتر
Safety Health and Environment
National Authority

Note to Industry (NTI)

TOPIC Approval to Act as a Workplace Safety and Health Officer – Implementation of Fees Prescribed under the Workplace Safety and Health (Workplace Safety Health Officers) Regulations, 2014			Reference Number 2021/NTI/03
Approved by: Chief Inspector	Issue date: 15 April 2021	Expiry date: None	Revision No: 1

Purpose: The **Safety, Health and Environment National Authority (SHENA)** hereby refers to the Notes to Industry, 2019/NTI/02 and 2016/NTI/04 that were issued on 13 March 2019 and 10 June 2016 in which the minimum requirements for qualification as a Workplace Safety and Health Officer were informed to stakeholders.

All relevant stakeholders are hereby informed that with effect from **3rd May 2021** all applications for approval to act as a workplace safety and health officer shall be accompanied by the appropriate fees prescribed in the First Schedule to the Workplace Safety and Health (Workplace Safety Health Officers) Regulations, 2014 which shall not be refundable. Upon approval of the person to act as a workplace safety and health officer, he shall be issued with a letter of appointment and a Certificate of Approval which shall be valid for two (2) years from the date of approval or for such shorter period as may be specified.

First Schedule

1.	An application for approval to act as a Workplace Safety and Health Officer	BND 110
2	An application to renew any approval to act as a Workplace Safety and Health Officer	BND 60
3	To replace a Certificate of Approval	BND 10 per certificate to be replaced

Action

Procedure for NEW APPLICANTS

All new applicants are required to submit the following documents only:

1. Completed WSH Officer Revision 2 Form (Downloadable from the SHENA Website at www.shena.gov.bn);
2. One passport-sized photo (must be taken within the last three months with white background) of the nominated WSH Officer;
3. The nomination letter from the nominated WSH Officer's employer;

4. The letter of employment;
5. The copy of NRIC/Passport of the nominated WSH Officer;
6. The copy of NEBOSH IGC Certificate or equivalent; and
7. Copy of Evidence of Fee Payment via internet banking (Non-Refundable).

Procedure for WSH OFFICERS WHO HAVE ALREADY RECEIVED THEIR APPROVAL TO ACT PRIOR TO THE ISSUANCE OF THIS NTI

WSH Officers who have been approved to act as WSH Officer prior to the issuance of this NTI are required to submit the following documents only:

- a) Completed WSH Officer Revision 2 Form (Downloadable from the SHENA Website at www.shena.gov.bn);
- b) One passport-sized photo (must be taken within the last three months with white background) of the WSH Officer;
- c) Previous Confirmation Letter issued to act as a WSH Officer; and
- d) Copy of Evidence of Fee Payment via internet banking (Non-Refundable).

All applications which shall be accompanied by a non-refundable fee payable through internet banking shall be submitted to the **SHENA WSH Officer general email at wshofficer@shena.gov.bn (soft copy only)**. Any other methods of submission will not be entertained. **Incomplete applications will be automatically rejected.** Further details on the information for the process of the WSH Officer certification (new, renewal, cancellation and suspension) and approval to act, including the fee payment process can be found in SHENA Website at www.shena.gov.bn.

SHENA seeks the support of all relevant stakeholders in ensuring Brunei is a safe place to work and live. Should further clarifications be required, please email wshofficer@shena.gov.bn or contact SHENA Office general line at **238 2000**.

END

PROCESS FLOW FOR NEW WSH OFFICER REGISTRATION

