



## Note to Industry (NTI)

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|--|---------------------------|---------------------|-------------------------|
| <b>TOPIC</b>   |                           |                     | <b>Reference Number</b> |
| Criteria for approval to Act as a Workplace Safety and Health Co-ordinator appointed under section 28 of the WSHO, 2009 and commencement of the registration and approval process for Workplace Safety and Health Co-ordinators. |                           |                     | 2021/NTI/04             |
| <b>Approved by:</b>  | <b>Issue date:</b>        | <b>Expiry date:</b> | <b>Revision No:</b>     |
| Chief Inspector (IND)  | 1 <sup>st</sup> June 2021 | None                | 1                       |

**Purpose:** This Note to Industry serves to provide guidance to all principals, occupiers, employers and self employed persons concerning the criteria for the appointment of Workplace Safety and Health Co-ordinators (WSH Co-ordinator) at worksites in Brunei Darussalam. This Note to Industry also seeks to inform all stakeholders of the commencement of the approval and registration process of WSH Co-ordinators by SHENA. This Guidance and direction shall apply with effect from **1st June 2021**.

All principals, employers and occupiers are reminded that the Workplace Safety and Health Order, 2009 (WSHO, 2009) and the WSH (Construction) Regulations, 2014, make the appointment of the Workplace Safety and Health Co-ordinator at a worksite **MANDATORY** where the contract sum of the building operation or works of engineering construction carried out therein is less than BND\$10 million.

Upon approval of the person to act as a Workplace Safety and Health Co-ordinator, he/she shall be issued with a letter of appointment and a Letter of Approval which shall be valid for two (2) years from the date of approval or for such shorter period as may be specified.

The role of a WSH co-ordinator is to act as an HSE Focal Point at the work site and he/she is required to be actively involved in assisting the occupier in the supervision of the worksite activity. All approved WSH Co-ordinators should be familiar with their duties and powers as defined under regulations 7 and 8 of the Workplace Safety and Health (Construction) Regulations, 2014.

## **CRITERIA FOR APPROVAL OF WORKPLACE SAFETY AND HEALTH CO-ORDINATOR**

The criteria for approval to act as a WSH Co-ordinator shall be, but not limited to the following -

An individual:

- a) who is at least 21 years old;
- b) must be a Brunei Citizen, Permanent Resident or a person to whom an Employment Pass (employed by the company) has been issued;
- c) must possess a minimum qualification in the form of a relevant HSE Training Course. The relevant HSE Training Courses that are recognised are as follows:
  - (i) Institution of Occupational Safety (IOSH) - Managing Safely;
  - (ii) National Examination Board in Occupational Safety and Health Award (NEBOSH); and
  - (iii) Other qualifications and practical qualifications which in the Authority's opinion renders him/her competent to act as a WSH co-ordinator;
- d) must be sufficiently competent and a fit and proper person to carry out the work of the Workplace Safety and Health Co-ordinator.
- e) must possess at least two (2) years of practical experience relevant to the work to be performed by a WSH co-ordinator e.g. construction, health and safety officer, etc.;
- f) may have to attend an interview at SHENA for further assessment on their suitability to be a WSH Co-ordinator.

## **PROCEDURE FOR APPLICANTS**

All applicants are required to submit the following documents only:

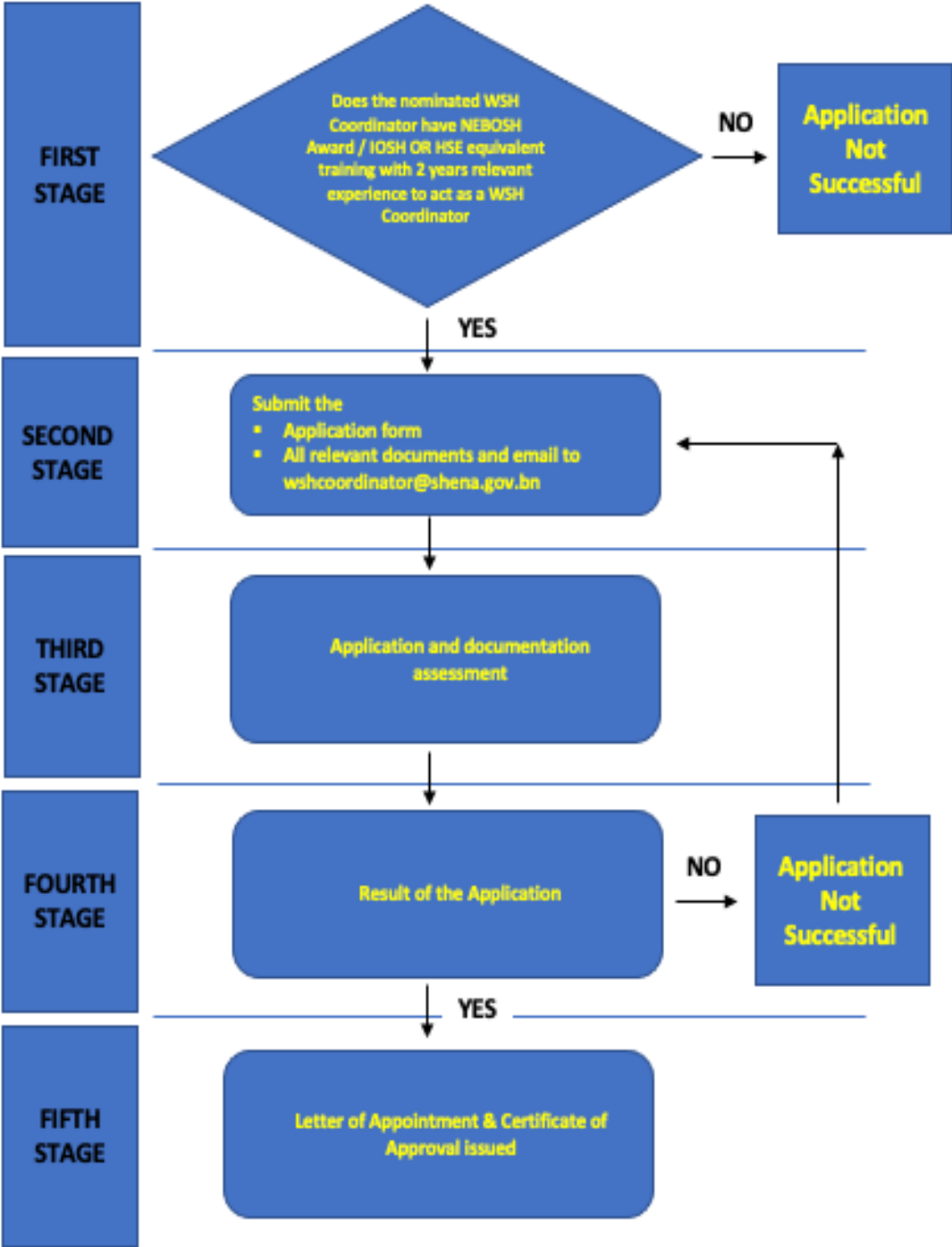
1. Completed WSH co-ordinator Form (Downloadable from the SHENA Website at [www.shena.gov.bn](http://www.shena.gov.bn));
2. One passport-sized photo (must be taken within the last three months with white background) of the nominated WSH Co-ordinator;
3. Recent resume of applicant highlighting practical experience relevant to the work to be performed by a WSH Co-ordinator;
4. Copy of NRIC/Passport of the nominated WSH Co-ordinator;
5. Copy of qualifications such as NEBOSH Award, IOSH Certificate or its equivalent and other Certificates.

All applications shall be submitted to the **SHENA WSH CO-ORDINATOR** general email at [wshcoordinator@shena.gov.bn](mailto:wshcoordinator@shena.gov.bn) (soft copy only). Any other methods of submission will not be entertained. **Incomplete applications will be automatically rejected.** Please be informed that there are currently no

fees imposed under the law for applications for WSH Co-ordinators until further notice. Further details on the information for the process of the WSH Co-ordinator certification (new, renewal, cancellation and suspension) and approval to act process can be found in SHENA Website at [www.shena.gov.bn](http://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 [wshcoordinator@shena.gov.bn](mailto:wshcoordinator@shena.gov.bn) or contact SHENA Office general line at 238 2000.

# PROCESS FLOW FOR WSH CO-ORDINATOR REGISTRATION



END