



NOTE TO INDUSTRY (NTI)

TOPIC APPROVED TRAINING PROVIDERS UNDER SHENA: IN-PERSON TRAINING			Reference Number 2021/NTI/21
Approved by: Chief Inspector (Industry)	Issue date: 13 December 2021	Expiry date: None	Revision No: 1

Purpose: This Note to Industry (NTI) serves to provide general guidance to all workplaces in Brunei Darussalam involved with the provision of safety and health related training courses in Brunei Darussalam, and as a general reminder to ensure compliance with the Workplace Safety and Health Order, 2009 (WSHO, 2009) and regulations thereunder.

As part of de-escalation efforts during Brunei's transition phase within the National COVID-19 Recovery Framework and following the transition phase guidelines issued by the Prime Minister's Office (PMO) [B2 Transition Phase Guidelines for Higher Education and Training Centre (Public and Private) via <http://www.pmo.gov.bn>], the Safety, Health and Environment National Authority (SHENA) would like to hereby inform that all Approved Training Providers (ATP) registered under SHENA are allowed to resume in-person training at a maximum of 50% capacity for **mandatory training that is required for an individual to be competent in performing his/her task.**

All ATPs are required to strictly adhere to the COVID-19 control measures in accordance to those set by the Government of Brunei Darussalam. Attention is also drawn towards the Workplace Safety Notice (WSN) issued by SHENA [2021/WSN/09 – Consideration for Returning to Workplace during COVID-19 Transition Phase].

SHENA would like to emphasise that it is critical for all ATPs providing safety and health training, implement the relevant safety procedures and control measures in order to prevent the transmission of COVID-19 and stop the development of new clusters. By doing so, this ensures continuity in operations and will less likely have negative impact on employers and workplaces. SHENA continues to encourage all ATPs to continue to adopt e-learning methods to the maximum extent possible. For in-person training, some **key measures** include but are not limited to:

- a) Ensure that all trainees for the same class come from **not more than three (3)** different organisations/ employers;
- b) Ensure that all trainers and trainees attending in-person training are fully vaccinated, receiving their two doses of the COVID-19 vaccine;
- c) Ensuring all trainers and trainees entering training premises undergo COVID-19 Antigen Rapid Test (ART) screening prior to attending the training;

- d) Ensure that all individuals wear a face mask whilst on the premises;
- e) Ensure adequate ventilation of the training premise;
- f) Ensure physical distancing measures are in place (at least 1.5m apart between individuals when possible);
- g) Ensure that only those who display green or yellow codes on their BruHealth App will be allowed entry to the training premises. Their codes should be verified by cross-checking their identification cards;
- h) Ensure that food and drinks if served are served in packed or packaged form and trainees are recommended not to consume food at the training premise. The serving of food in buffet style is prohibited; and
- i) Ensure that there is no cross-mixing between classes and staggered break timings for different classes for both trainer and trainees.

In this regard, SHENA would like to instruct all ATPs intending to resume in-person training to submit their Business Continuity Plan (BCP) proposal with the COVID-19 control procedures and measures documented via email to atp.registration@shena.gov.bn

SHENA seeks the support of all training providers to ensure the proper safety precautions are in place to ensure that Brunei Darussalam is a safe place to work and live. Should further clarifications be required, please email info@shena.gov.bn or contact SHENA Office general line at 2382000.

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