



اتوريٽي كېڤسائن كسلامتن
كصيتن دان عالم سكيتر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC REQUEST FOR COMPANIES TO COMPILE INFORMATION CONCERNING HSE PERFORMANCE			Reference Number 2021/NTI/10
Approved by: Chief Inspector (IND)	Issue date: 23 August 2021	Expiry date: None	Revision No: 1

Purpose: This Note to Industry (NTI) serves as a request for companies to begin compiling the necessary information concerning HSE performance for future reporting to SHENA, in order for SHENA to better assess HSE issues across Brunei Darussalam. For the purpose of this NTI, companies shall include all organisations registered under ROCBN.

All employers and occupiers are hereby advised, that if not already done so, to begin a system to record and maintain their company's HSE performance on a monthly basis. SHENA will, in future, request companies to submit such HSE performance on a monthly or quarterly basis. The minimum data records requested to be maintained are shown under **APPENDIX 1**. However, it is up to the discretion of companies, to design their own HSE database system and include additional information over and above those specified under **APPENDIX 1**. Detailed information on the reporting system and instructions on accessibility and data entry will be subject to a separate NTI, to be issued in due course.

SHENA would like to remind all relevant stakeholders of the importance of participating in HSE reporting, so that the information can be analysed in order to determine key issues at a national level and hence focus on specific areas for continuous improvement pertaining to HSE performance for the country as a whole.

SHENA seeks the support of all relevant stakeholders in ensuring 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**.

END

COMPANY HSE PERFORMANCE REPORTING

Information Required for HSE Reporting

1. FIXED INFORMATION (first time only):

- 1.1 Company Name
- 1.2 Company Address
- 1.3 Type of Industry/Activity
 - Agriculture
 - Catering & Hospitality
 - Commercial/Retail Shop
 - Construction
 - Food & Beverage
 - Food Processing & Packaging
 - Healthcare
 - IT & Media
 - Logistics & Transportation
 - Manufacturing
 - Marine & Port
 - Oil & Gas
 - Printing
 - Recycling & Waste
 - Recreational & Fitness
 - Repair & Maintenance
 - Warehouse
 - Others (Please specify):
- 1.4 Total number of employees
- 1.5 HSE Intervention System (if any)

2. MONTHLY/QUARTERLY INFORMATION:

- 2.1 No. of exposure hours:
 - (a) Office Staff
 - (b) Frontline Staff
 - (c) Total
- 2.2 No. of Work-related Fatalities
- 2.3 No. of Work-related Injuries:
 - (a) Major Injuries
 - (b) Minor Injuries
- 2.4 No. of Dangerous Occurrences
- 2.5 No. of Occupational Diseases
- 2.6 No. of Serious Accidents
- 2.7 No. of HSE Interventions (if any)

DEFINITIONS

3.1 HSE Intervention — A system within the company that promotes a discussion and action as a follow up to an observation of an unsafe act, condition or situation, in order to stop or prevent an unwanted event, that could potentially cause harm to person or environment, from happening. The intervention is also captured and recorded in written form.

3.2 Exposure Hours — The number of hours worked by the employees or persons contracted to work for the company, within a specific time frame, e.g. monthly.

3.3 Major Injuries — Injuries sustained by the employee(s) or person(s) contracted to work for the company, that require admission to hospital for at least 24 hours or granted >3 consecutive days sick leave.

3.4 Minor Injuries — Injuries sustained by the employee(s) or person(s) contracted to work for the company, that involve only first aid or a medical treatment case(s) without hospitalization or being granted <3 days sick leave.

3.5 Dangerous Occurrences — Any occurrence that occurs at a workplace as specified in the Second Schedule of Workplace Safety and Health Order (WSHO), 2009, involving:

- bursting of revolving wheel moved by mechanical power
- collapse of crane, derrick, winch, hoist, piling frame
- explosion or fire damage to structure of any room, machine, plant
- failure of electrical machinery, plant or apparatus involving explosion or fire
- explosion or fire affecting any room or place of work
- explosion or failure of structure of steam boiler or pressured container
- failure or collapse of formwork
- collapse of scaffolding exceeding 15 metres high
- seepage of seawater into a dry dock or floating dock.

3.6 Occupational Diseases — Any disease suffered by an employee or person(s) contracted to work for the company, at a workplace as specified in the Third Schedule of Workplace Safety and Health Order (WSHO), 2009, involving:

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| • Aniline poisoning | • Compressed air illness | • Occupational asthma |
| • Anthrax | • Cyanide poisoning | • Pesticide poisoning |
| • Arsenical poisoning | • Epitheliomatous ulceration | • Phosphorous poisoning |
| • Asbestosis | • Glanders | • Poisoning from halogen derivatives of hydrocarbon compounds |
| • Barotrauma | • Hydrogen sulphide poisoning | • Radiation |
| • Beryllium poisoning | • Lead poisoning | • Rengas wood poisoning |
| • Byssinosis | • Leptospirosis | • Repetitive strain disorders |
| • Cadmium poisoning | • Liver angiosarcoma | |

- Carbon bisulphide poisoning
- Carbon dioxide poisoning
- Carbon monoxide poisoning
- Cataract
- Chrome ulceration
- Chronic benzene poisoning
- Manganese poisoning
- Mercurial poisoning
- Mesothelioma
- Nitrous fumes poisoning
- Noise-induced deafness
- Occupational skin diseases
- Silicosis
- Toxic anaemia
- Toxic hepatitis
- Tuberculosis

3.7 Serious Accident – an incident involving loss of life inside or outside the premises; or five or more injuries inside and/or one or more injuries outside, or release of toxic chemical or explosion or fire or spillage of hazardous substance or uncontrolled loss of containment, resulting in ‘on-site’ or ‘off-site’ emergencies or damage to asset or equipment leading to stoppage of process or adverse effects to the environment resulting in financial loss of 1 Million BND or more.