



اوتوریتی کبھسا ان کسلامتن  
کھسپین دان عالم سکیتر  
Safety, Health and Environment  
National Authority

## SELF ASSESSMENT CHECKLIST: CONSTRUCTION

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**SHENA/IND/5-202**  
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This self-assessment checklist is a tool used to aid Employers, Employees, Occupiers and Principals to comply with the Workplace Safety and Health Order, 2009. The objective of this checklist is to ensure that Employers, Employees, Occupiers and Principals are aware of the factors that have an impact on health and safety. Remember, this checklist is only a guide and should not be construed as implying any liability nor should it be taken to encapsulate all the responsibilities and obligations of the Employers, Employees, Occupiers and Principals under the law. If you answer 'No', you should take action to learn more about and fix the gaps or hazards you identified. You may need to do more than one assessment and you are advised to reassess your workplace as and when required to ensure you maintain a safe workplace.

A copy of the checklist and proven evidence shall be kept by the HSE focal point of your company/organization. This checklist will be reviewed by Safety, Health and Environment National Authority (SHENA) during any planned inspections or monitoring visits conducted by SHENA. **This Checklist does not require submission to SHENA unless SHENA explicitly instructs you to do so.**

Please refer to Workplace Safety and Health (Construction) Regulations, 2014 and IGN/2019/02 at SHENA website for Guidance to Workplace Safety Health in Construction Sites. SHENA reminds all Employers, Employees, Occupiers and Principals to comply with their legal obligations under the laws of Brunei Darussalam including, but not limited to, the Employment Order, 2009 (S 37/2009) and the Worker's Compensation Act (Chapter 74).

<b>NAME OF COMPANY &amp; ADDRESS</b>					
<b>PROJECT TITLE (as relevant)</b>					
<b>PROJECT MANAGER (as relevant)</b>					
<b>WORKSITE ADDRESS</b>					
<b>TYPE OF WORK ACTIVITIES</b>	<b>General building and construction work</b>		<b>Engineering construction work</b>		
	<b>Refurbishment work</b>		<b>Civil Engineering work</b>		
	<b>Maintenance and repair work</b>		<b>Others (please state) :</b>		
<b>TOTAL NO. OF WORKERS AT WORKSITE</b>		<b>CONTACT NO</b>			
		<b>EMAIL</b>			
<b>PROJECT/ CONTRACT VALUE</b>		<b>EXPECTED DATE OF COMPLETION AND PHASE</b>			
<b>WORKPLACE SAFETY AND HEALTH (CONSTRUCTION) REGULATIONS, 2014</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>REMARKS/ JUSTIFICATION/ EXPLANATION</b>
<b>A</b>	<b>SAFETY AND HEALTH MANAGEMENT ARRANGEMENTS</b>				
1	Do you have and implement <b>a system</b> in your workplace to manage health, safety and environment?				
	<ul style="list-style-type: none"> <li>Safety and Health Management System (SMS) / Site specific HSE Plan / HSE Policy</li> <li>Incident reporting</li> <li>Emergency preparedness</li> <li>Safe Work Practices</li> <li>Risk Assessment</li> </ul>				
2	Is the contract sum of building operation or works of engineering construction to be carried out in a worksite is <b>\$30 million or more</b> ? If no, please proceed to <b>2.a</b> . If yes, proceed to <b>2.b</b> )				
	a) Do you conduct a review of the <b>safety and health management system</b> of worksite at least once every 6 months?				
	b) Do you appoint a <b>workplace safety &amp; health auditor</b> to audit the safety and health management system of the worksite at least once every 6 months?				
3	Is the contract sum of building operation or works of engineering construction <b>more than \$10 million</b> ? If no, proceed to <b>3.a</b> . If yes, proceed to <b>3.b</b> )				
	a) Do you appoint a <b>workplace safety and health coordinator</b> at worksite during the construction period?				
	b) Do you have a full-time competent <b>workplace safety and health officer</b> appointed by SHENA during the construction period?				

4	Do you have a <b>Workplace Safety and Health Committee?</b> (Only applied for a construction company, not on site)				
5	Do you conduct a <b>monthly Site Co-ordination Meeting?</b>				
6	Do you conduct adequate <b>Safety and Health Training</b> on worksite?				
7	Do your workers have a valid <b>Competency Skilled Training?</b> (Refer to Appendix 1 for works require Competency Skilled Training)				
<b>B</b>	<b>PERMIT TO WORK (PTW) (Refer to IGN/2020/03)</b>				
1	Do you have any <b>high-risk construction work</b> on site? (Refer to Appendix 1 for list of high-risk construction work)				
2	Do you implement a <b>Permit-To-Work (PTW)</b> system? (Refer to Appendix 1 for application, implementation and evaluation of PTW)				
3	Have you appointed a <b>Project Manager</b> and <b>Safety Assessor</b> for the worksite? (Refer to Appendix 1 for person considered as Safety Assessor)				
4	Did the <b>Safety Assessor</b> and <b>Project Manager</b> aware of their task in relation to the permit-to work?				
5	Do you have a suitable process of <b>Opening and Closing of PTW?</b>				
6	Does <b>Monitoring of work</b> being practiced at worksite? (Refer to Appendix 1 for the definition of monitoring of work)				
<b>C</b>	<b>GENERAL PROVISIONS INCLUDING SCAFFOLD (Refer to IGN/2020/01 and IGN/2020/02)</b>				
1	Are the supporting structures including scaffold is erected, moved, dismantled or altered by <b>experienced and trained</b> employees / personnel?				
2	Is the Scaffold barricaded by effective guard-rails system/barriers/toe-boards or other means to <b>prevent fall</b> from height (a distance more than 2 metres)?				
3	For <b>Working at Height</b> , are the listed control measures below (but not limited to below) provided?				
	<ul style="list-style-type: none"> <li>Sufficient and secured anchorage for attachment of safety harness</li> </ul>				
	<ul style="list-style-type: none"> <li>Protection of person against any sliding/fall from height e.g roof</li> </ul>				
	<ul style="list-style-type: none"> <li>Safe Access and egress</li> </ul>				
	<ul style="list-style-type: none"> <li>Safety lines up to the point of the activity</li> </ul>				
	<ul style="list-style-type: none"> <li>Working platform provided</li> </ul>				
4	Are the <b>materials and equipment stored and placed</b> at a suitable place not to endanger persons working below for falling objects or not to block any emergency access or egress and assembly area?				
5	Are there suitable arrangements or control measures for any potential of <b>falling objects</b> to the public or persons below been in place? i.e. covered walkway, safety nets, canopy etc.				
6	Are the passageways, scaffolds, platforms or other elevated working surfaces kept free from <b>falling hazards?</b>				
7	Have the hazards from <b>protruding objects</b> or any <b>other obstructions</b> been risk assessed and controlled?				
8	Have the <b>vehicular or traffic hazards within</b> the worksite been risk assessed and control measures put in place? (Refer Appendix 1 for sample of control measures)				
9	Have the <b>vehicular or traffic hazards near</b> the worksite been risk assessed and control measures put in place? (Refer Appendix 1 for sample of control measures)				
11	Does the building under construction have <b>safe means of access and egress</b> between different work levels?				
12	Has <b>sufficient and suitable lighting</b> been provided in the worksite which has been installed by a competent electrician? (refer Appendix 1 for the definition of competent person)				

13	Is <b>emergency lighting</b> provided in the event of power failure?				
14	Has proper or suitable <b>personal protective equipment (PPE)</b> been provided for any activity? This includes but not limited to eye protection, fall protection, foot protection, hand protection, head protection, hearing protection and respiratory protection accordingly.				
15	Does the work involve a <b>confined space</b> in the worksite that has been risk assessed and control measures have been put in place? (refer to SHENA IGN/2019/03 for Guidance to Confined Space)				
<b>D</b>	<b>ELECTRICAL SAFETY</b>				
1	Have the <b>electrical power circuits</b> been <b>installed</b> by a competent person? (refer Appendix 1 for the definition of competent person)				
2	Have the <b>electrical power circuits and appliances</b> been <b>inspected</b> by a competent person? (refer Appendix 1 for the definition of competent person)				
3	Have appropriate <b>warning signs</b> been clearly posted and maintained at the site?				
4	Are all <b>electric wiring and power lines</b> in the worksite supported on a proper insulator and are not looped over nails or brackets?				
5	Are all the <b>electric wiring and power lines</b> of the weatherproof type, maintained in good and safe working order and been provided with adequate protection to withstand the wear and tear to which it may be subjected?				
6	Are your <b>flexible wires</b> sheathed and not exceeded 3metres in length?				
7	Are the <b>elevated power lines</b> provided with sufficient vertical clearance for vehicles or other equipment that travelled across the power lines and at least 5metres above ground level?				
8	Does the <b>general electrical wiring installation</b> at the worksite have TNS or TT earthing system network configuration with protective multiple earth (PME)?				
9	Has the <b>earthing</b> been verified and tested by a competent person?				
10	Have you ensured that <b>all distribution boards</b> shall be equipped with RCD and MCB?				
11	Have you ensured that <b>RCD</b> is rated as 30mA with report of tripping time of less than 40 ms with 5 I <sub>Δn</sub>				
12	Have you ensured that no fuse is replacing the RCD and MCB in a <b>distribution board</b> ?				
13	Have the <b>appropriate PPE</b> been provided to persons who work conduct hot work activities (E.g. Welding, Cutting, Grinding etc.)?				
14	Have you ensured <b>all alternating current welding sets</b> are fitted with an effective voltage limiting device/ shock preventers?				
15	Have you ensured <b>risk of electric contact shock</b> from contact with electrode, live parts, the work piece, contact of an unearthed cable, lead or rod has been <b>controlled and isolated</b> from flammable substances?				
16	Have you ensured that <b>welding equipment</b> is used with earth leakage current protection?				
17	Have you ensured that the <b>working areas</b> are cordoned off?				
18	Have you ensured that <b>heavy-duty industrial plugs ad sockets</b> with Minimum Index of Protection IP54 are in use at worksite?				
19	Have you ensured that <b>all live electrical parts</b> are fully enclosed within the enclosure? (refer Appendix 1 for the minimum requirement)				
20	For <b>confined space equipment</b> , have you ensured that equipment in use is below 50 Alternating Current Voltage (VAC) (or 120 Direct Current Voltage (VDC))				

<b>E MOBILE PLANT, MACHINE, EQUIPMENT (INCLUDING LIFTING EQUIPMENT) AND TOOLS</b>				
1	Have the <b>tests, inspection and maintenance</b> of all mobile powered plant been conducted by authorized persons according to manufacturer's recommendation/local authorization (e.g. land transport)? (Refer to Appendix 1 for example list of mobile plant, machine and equipment)			
2	Are the <b>tools approved/registered</b> as per specification of the construction work activities?			
3	Are the <b>written records</b> of tests, inspection, maintenance, commissioning, decommissioning, dismantling, and alteration of each items of plant available?			
4	Are the <b>dangerous parts</b> of machines properly guarded? (refer Appendix 1 for example of dangerous parts of machines)			
5	Have you ensured that a <b>lifting plan</b> is in place? Has the swing area of cranes been identified and control measures implemented to protect employees and public?			
<b>F EXCAVATION &amp; TUNNELING WORK</b>				
1	Have you provided a safe <b>means of access to and egress</b> from excavation work area?			
2	Have you provided adequate and proper <b>shoring</b> or any structures adjoining to prevent collapse of the excavation? (refer Appendix 1 for requirement of proper shoring)			
3	Have you provided adequate <b>barricades and warning signs</b> to any open side of excavation which exceed 2 metres in depth? or to where it is risk assessed to be a concern.			
4	Have you provided appropriate <b>ventilation system</b> to all free air tunnel work areas?			
5	Have you ensured that all the free <b>air tunnel work areas</b> are free from flammable gases/vapours?			
6	Have you ensured that the <b>oxygen in air</b> is not below 19.5% and not greater than 23.5% oxygen by volume to all free air tunnel work areas?			
7	Are the tunneling works adequately <b>illuminated with proper lighting</b> ?			
8	Have you provided <b>emergency generators</b> for tunneling works to ensure adequate illumination in the event of a power failure?			
9	Have you ensured all <b>heavy equipment and vehicles</b> are prohibited from approaching or being placed in the vicinity of any excavation work area? (refer Appendix 1 for rule of safe distance on this)			
<b>G DEMOLITION WORK</b>				
1	Do you have appropriate license to perform <b>demolition work</b> ? (refer Appendix 1 for work considered as demolition work)			
2	Do you have <b>safe work method statement (SWMS)</b> available for any demolition work?			
3	Have you ensured that <b>all utilities are disconnected and deenergized</b> before demolition work is done?			
4	In the case power is still required, have you ensured that the lines have been <b>relocated or protected</b> with substantial covering?			
5	For <b>demolition involving asbestos</b> , have you ensured that information about asbestos and asbestos containing materials has been obtained and reviewed prior to demolition work being carried out?			
6	For <b>demolition with no asbestos existence</b> , have you ensured that the structure or plant has been inspected by a competent person to determine whether asbestos exist?			
7	Have you ensured that procedures are developed prior to demolition work to reduce the risk of exposure of workers and other people to asbestos to below the exposure standard?			

<b>H MANUAL HANDLING</b>				
1	Have you ensured that the <b>risk</b> to health and safety associated with any manual handling tasks been identified and managed?			
2	Have you ensured that the <b>controls to the risk associated</b> with manual handling are <b>implemented</b> ?			
<b>I HAZARDOUS ATMOSPHERE</b>				
1	Do you have <b>safe work method statement (SWMS)</b> available for all work that is carried out in an area that may have a <b>contaminated or flammable atmosphere</b> that has commenced or is about to commence?			
2	Have you ensured that the <b>risks</b> to health and safety associated with hazardous atmospheres are identified and managed?			
<b>J EMERGENCY PREPAREDNESS</b>				
1	Have you established a written <b>emergency response plan</b> with roles and responsibilities for employers and employees during any emergencies on-site?			
2	Have you ensured the <b>designated assembly point</b> is at a safe distance from the construction activity?			
3	Have you ensured that the <b>evacuation routes</b> are identified and not blocked?			
4	Have you ensured a <b>general alarm procedure</b> is in place?			
5	Have you ensured <b>fire drills and emergency exercises</b> have been conducted and recorded for different scenarios? (refer Appendix 1 for example of different scenarios)			
6	Has the <b>rescue plan</b> been verified?			
7	Have you ensured that the <b>location of all fire extinguishers</b> is free from obstruction or blockage?			
8	Have you ensured that the fire extinguishers have been <b>services, maintained and tagged</b> at intervals not exceeding one year by a competent person?			
9	Do you conduct a <b>visual inspection</b> on the fire extinguishers frequently?			
10	Have you ensured that a communication list of <b>emergency numbers</b> is distributed and posted in key locations and the offices? (refer Appendix 1 for emergency numbers list)			
11	Have you ensured that sufficient number of <b>nominated and trained staff / employees</b> are available for first aid and fire marshal and other relevant roles?			
12	Has the details of the nominated and trained staff/ employees <b>suitably posted</b> ?			
<b>K ACCIDENT/ INCIDENT PROCEDURE, FIRST AID AND FACILITIES</b>				
1	Do you <b>keep records</b> of any accident or incident that occur in the construction sites?			
2	Have you ensured that any accidents or incidents that occur in the construction sites are recorded with an <b>accident/incident reporting form</b> ?			
3	Have you ensured that <b>investigation</b> is carried out for causes of accidents/incidents and put steps to prevent them from occurring again?			
4	Do you provide sufficient numbers of <b>first aid equipment</b> in the workplace?			
5	Have you ensured that <b>first aid provision is appropriate</b> to nature of work being done, nature of hazard, size/location and the total number of workers?			
6	Have you ensured that <b>first aid facilities</b> such as sick bay are available?			
7	Have you ensured that a <b>health risk assessment</b> is carried out? This include a review of potential for communicable diseases and control measures implemented at site.			

<b>L WELFARE FACILITIES</b>				
1	Do you provide <b>welfare facilities</b> for workers both at company workplace and worksite? (refer Appendix 1 for welfare facilities)			
2	Do you provide and maintain suitable <b>drainage/sewage systems</b> for toilets and kitchens?			
3	Have you ensured that <b>living quarters</b> are installed at a safe distance away from construction sites, well-ventilated, suitable access/egress, electrical controls, fire protection, hygiene controls in place?			
<b>M GENERAL HOUSEKEEPING ON SITE</b>				
1	Have you ensured that <b>all materials or equipment</b> stored or placed away from any edge of a floor or a platform or obstructing access/egress to relevant locations on site?			
2	Have you ensured that all stored materials are <b>kept safe and secure</b> at all times?			
3	Have you ensured workplaces are kept in <b>clean state</b> ? (refer Appendix 1 for clean state explanation)			
4	Have you ensured that <b>suitable segregation and disposal of waste</b> ?			
<b>NOTE:</b>				
Any additional activities that are not stated in this checklist need to have a proper hazard identification plan and appropriate risk controls				
<b>Prepared by:</b> (Signature, Name, Designation & Date)		<b>Verified by:</b> (Signature, Name, Designation & Date)		

**SHENA SEEKS THE SUPPORT OF ALL RELEVANT STAKEHOLDERS  
TO ENSURE BRUNEI A SAFE PLACE TO WORK AND LIVE**

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## **Appendix 1:**

**All live electrical parts** – These refer to parts within the enclosure of distribution board and socket assembly; with minimum IP54, to allow the circuit breakers and RCD to be switch on and off without having to open the enclosure, minimum IP2X, with single line diagram attached to the door of the distribution board.

**Application of PTW** – Permit to Work (PTW) is REQUIRED to be obtained to manage work identified as potentially hazardous such as demolition work, excavation and trenching (exceeding 1.5 metres depth), lifting operation, piling work, tunneling work, working at height (more than 2 metres), confined space and electrical works.

**Clean State of Workplace**– A clean workplace should have no Stagnant water; no tripping hazards; no flooding concerns; suitable arrangement to prevent fuel or hazardous substances leakage.

**Competency Skilled Training / Competent Person** - A competent person must possess a valid certificate of competency issued by a third-party assessor (approved training provider). This includes the roles of electrician, crane operator, scaffolder, scaffolding inspector, forklift truck operator, excavator operator, banksman, welders, riggers, blaster painter and others.

**Dangerous parts of machines**– These includes parts such as abrasive wheels, reciprocating tool and dye, shearing/ trapping zone of machinery, projection on revolving/ moving part, rotating blades, fan blades, saw blades & etc.

**Demolition work** - This work involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure that has commenced or is about to commence.

**Emergency Numbers** – These refer to the numbers of police, ambulance, fire and rescue department, search and rescue and focal person from the company such as managers or safety officer.

**Fire drills and emergency exercises** – These refer to exercises to simulate emergency fire evacuations and other scenarios such as chemical spillage, rescue from height etc.

**Heavy equipment and vehicles** – Heavy equipment and vehicles must keep a safe distance from excavation which is identified as 1 metre depth of excavation which equates to 2 metres of safe distance from edge of excavation.

**High-risk construction work** – This includes demolition work, excavation and trenching (exceeding 1.5 metres depth), lifting operation, piling work, tunneling work, working at height (more than 2 metres), confined space and electrical works.

**Implementation & Evaluation of Permit to work (PTW)** – This involves an Authorised Manager, Safety Assessor (WSH Officer/ Coordinator), supervisor and workers ensuring a systematic and tiered authorisation for hazardous work; aware of all hazardous work conducted, supervision of hazardous work with routine monitoring of the work, display (of permit) to clearly identify locations of approved tasks and task durations.

**Mobile plant, machine and equipment** –These include excavator, piling machine, crane, forklift truck, mobile elevated working platform (MEWPs).

**Monitoring of work** – This involves the preparation and keeping of a Site Safety and Health Monthly report to include Man hours worked, Major /minor accident, Near miss incident, Safety Audit Findings, Inspections, Occupational Safety and Health Programme (training, committee meeting, promotional activities, internal audit and inspections), Safety briefing report and Recommendation.

**Opening and closing of PTW** – This involves a suitable process to display active permits as well as controls for completion and removal of permits.

**Safety Assessor** – This can be a WSH Officer or Coordinator or a competent person.

**Shoring** – This refers to the supporting structures on trenches to avoid collapse of excavation and/or where the excavation exceeds 1.5 metres depth or more.

**Vehicular/ Traffic hazards control measures** – Workers and public need to be protected from vehicular traffic within the construction workplace/site i.e. Barricade worksite; suitable warning signs/lights; warning alarms; vehicle alarms; traffic control by designated person/ supervisor; safe access for heavy vehicles and emergency vehicles in the worksite.

**Welfare facilities**- These facilities include toilets, drinking water, washing facilities, eating facilities and safe resting areas.