



**LAUNCHING OF CODE OF PRACTICE
WORKPLACE SAFETY AND HEALTH MANAGEMENT SYSTEM
AND COMMENCEMENT OF WSH AUDITOR REGISTRATION**

10 DECEMBER 2024 | 8:30 AM | MAIN AUDITORIUM, LEVEL 1, D&T BUILDING



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AGENDA

1

**CODE OF PRACTICE: WORKPLACE
SAFETY & HEALTH MANAGEMENT
SYSTEM**

2

REGISTRATION OF WSH AUDITOR



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OBJECTIVES

To share with attendees on the following:

1. Roll-out of the Code of Practice on Workplace Safety and Health Management System
2. Commencement of the Registration of WSH Auditor



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CODE OF PRACTICE: WORKPLACE SAFETY & HEALTH MANAGEMENT SYSTEM

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REGISTRY & LICENSING UNIT
COMPLIANCE & INTERNATIONAL AFFAIRS DIVISION



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NOTE TO INDUSTRY (NTI)

TOPIC: LEGISLATION UPDATES				Reference Number 2024/NTI/12
Approved by: Director of Legal Services Division and Acting Director of Compliance & International Division	Endorsed by: Chief Executive Officer (CEO)	Issue date: 28th November 2024	Expiry date: None	Revision No: 01

■ Workplace Safety Health Act, Chapter 277

Purpose: This Note to Industry (NTI) serves as a notice to inform all principals, occupiers, employers, self-employed persons and individuals that there have been changes made to current legislation.

All stakeholders are hereby informed that as per the **Law Revision Order No. 3 of 2024 (S 37/2024)** whereby with effect from **25th September 2024**:

- **The Workplace Safety and Health Order, 2009 has been revised as an Act and is now known as the Workplace Safety and Health Act, Chapter 277.**

The use of the terms "Workplace, Safety and Health Order 2009" has now been ceased and replaced with "Workplace Safety and Health Act, Chapter 277".

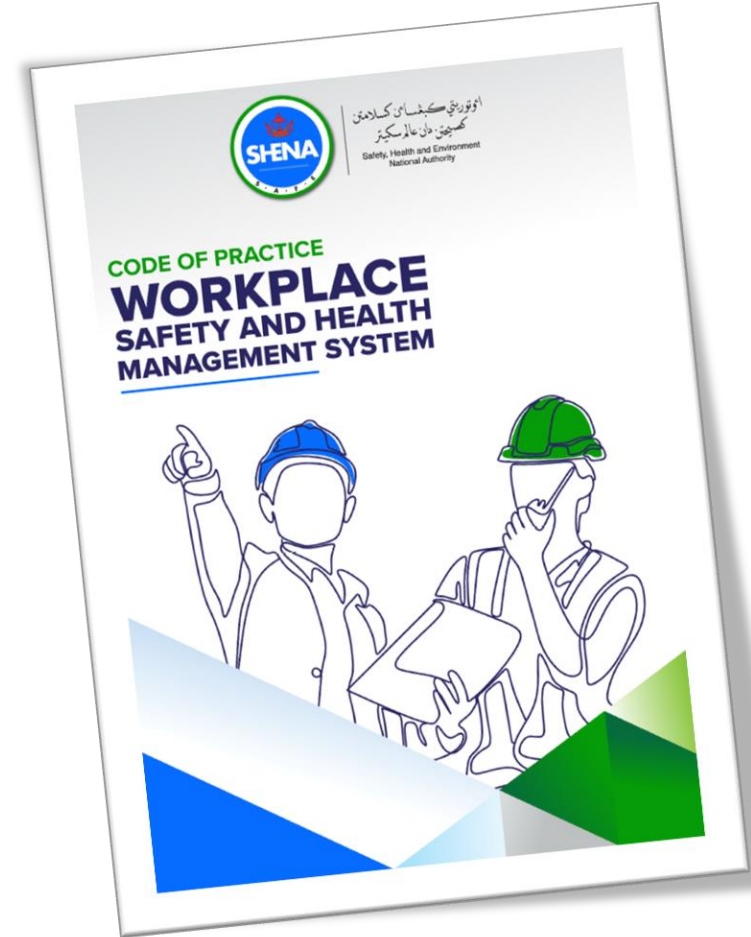
The change of the term from "Order" to "Act" in no way affects the content and intent of the law and the application of this law.



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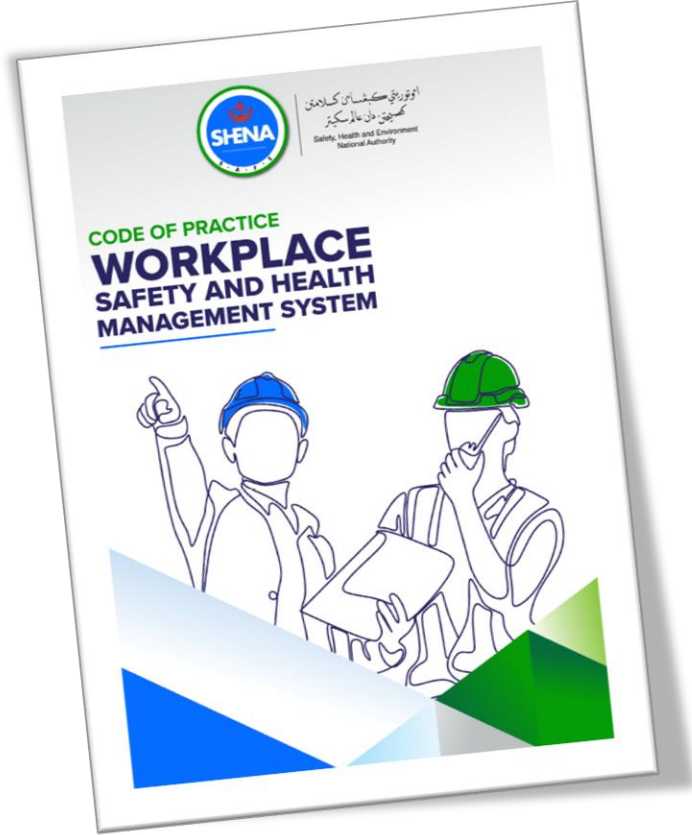
INTRODUCTION

- A guidance that provides an overview of the **key concepts and principles of safety and health management systems** (14 Elements of Safety and Health Management System as outlined under Schedule 2 of the WSH (General Provisions) Regulations)
- Acts as a practical tool to support organisations in achieving continuous improvements in the WSH performance that are in line with the applicable laws and regulations.
- Intended to be a self-regulatory tool so that workplaces can manage safety and health systematically and effectively.





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One (1) hardcopy of the booklet will be given to respective organization

INTRODUCTION



Softcopy version available on SHENA website



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INTRODUCTION



Consultation and participation of workers is crucial for the successful implementation of the WSH management system.

WSH Committee – 50 workers and more



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INTRODUCTION

SAFETY HEALTH MANAGEMENT SYSTEM



CHECK/VERIFY BY:

THIRD-PARTY AUDITOR

INTERNAL AUDITOR



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PURPOSE



Assist and ensure **compliance with the legal requirements**



Guide workplace to establish a basic WSH management system



Acts as **reference/ resource that can be used by WSH Auditor** for auditing purposes



Enable **continuous improvement in WSH performance**



To cultivate a **culture of WSH** within the organization



LEGAL REQUIREMENT

Implementation of a WSH Management System

- All **worksites**
- Factories engaged in the **processing or manufacture of petroleum, petroleum products, petrochemicals, or petrochemical products;**
- Factories engaged in the **manufacture of semiconductor wafers;** and
- Factories engaged in the **manufacture of fabricated metal products, machinery or equipment, in which 100 or more persons** are employed.

Review WSH Management System

- The total contract value of the building operation or work of engineering construction (BOWEC) at a site is **less than \$30 million**

at least once every 6 months

Appoint WSH Auditor (Third party) to audit the WSH Management System

- BOWEC BND 30 million or more
- Factories engaged in the **processing or manufacture of petroleum, petroleum products, petrochemicals, or petrochemical products;**
- Factories engaged in the **manufacture of semiconductor wafers;** and
- Factories engaged in the **manufacture of fabricated metal products, machinery or equipment, in which 100 or more persons** are employed.

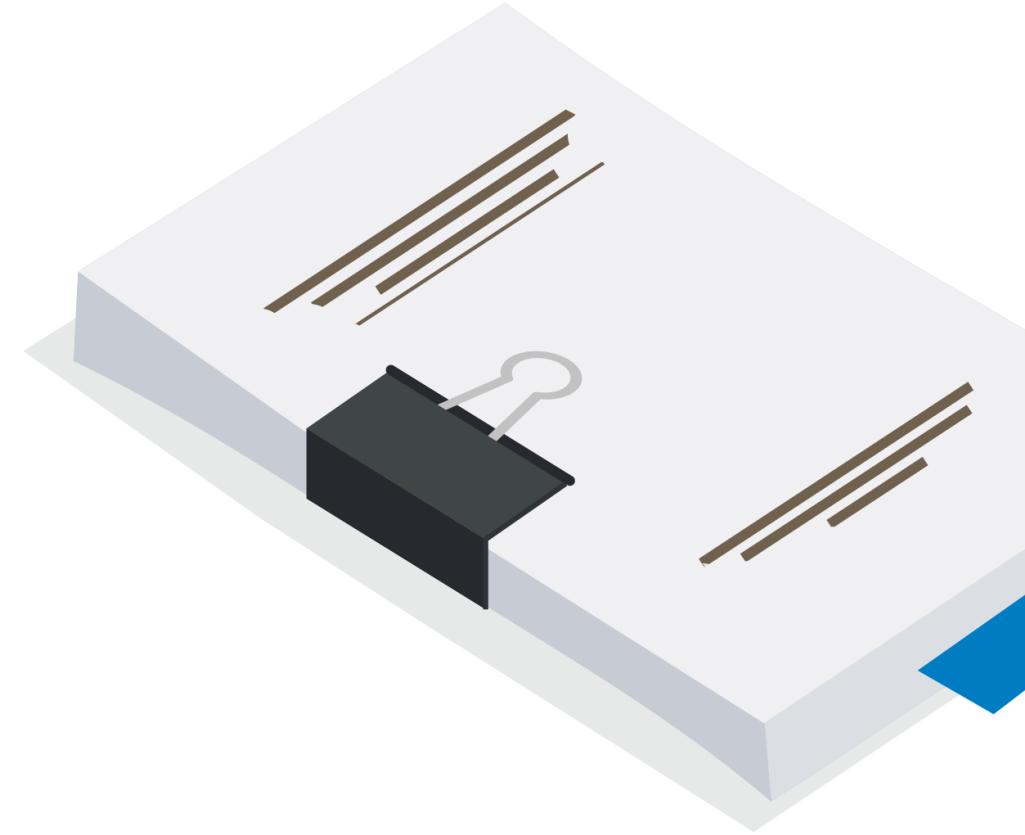


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IN DRAFT

WORKPLACE SAFETY HEALTH MANAGEMENT SYSTEM & AUDITING REGULATIONS

- *Additional requirement of WSH Auditor.*
- *Additional workplaces which requires implementation of WSH Management System, review of WSH Management System and appointment of WSH Auditor (with frequency).*





IMPORTANT TERMINOLOGY

- a) “shall” = a must and an obligation
- b) “should” = a recommendation
- c) “may” = a permission or optional course of action
- d) “can” = a possibility or a capability



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14 ELEMENTS OF WORKPLACE AND HEALTH MANAGEMENT SYSTEM

SCHEDULE 2 TO THE WORKPLACE SAFETY AND HEALTH (GENERAL PROVISIONS) REGULATIONS

01



SAFETY POLICY
(INCLUDING ALLOCATION & RESPONSIBILITY FOR SAFETY)

02



SAFE WORK PRACTICE

03



HEALTH & SAFETY TRAINING

04



GROUP MEETINGS

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INCIDENT INVESTIGATION & ANALYSIS

06



IN-HOUSE HEALTH & SAFETY RULES

07



HEALTH & SAFETY PROMOTION

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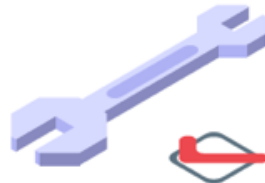
CONTROL OF CONTRACTORS

09



SAFETY INSPECTION

10



MAINTENANCE REGIME

11



RISK ASSESSMENT

12



CONTROL OF HAZARDOUS SUBSTANCES

13



OCCUPATIONAL HEALTH PROGRAMMES

14



EMERGENCY PREPAREDNESS

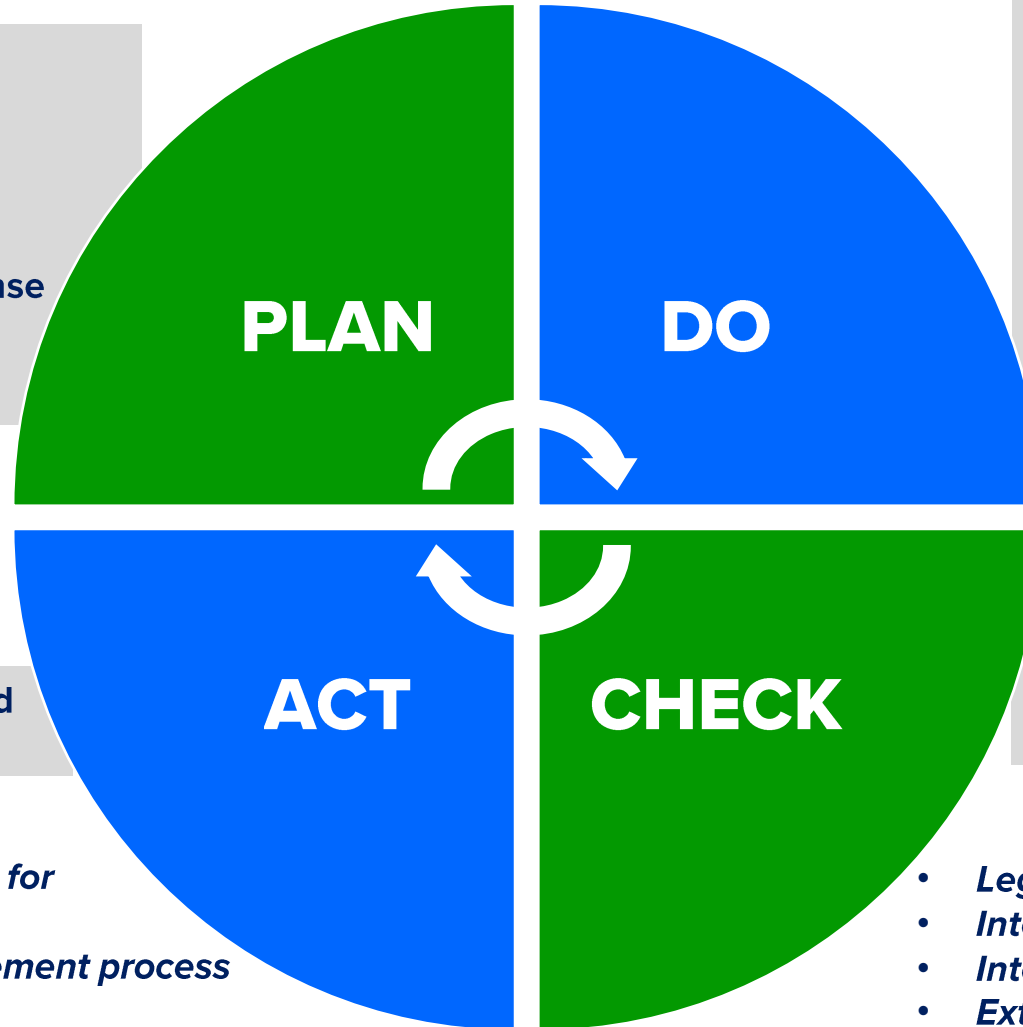


INTEGRATION WITH PDCA CYCLE

1. Workplace Safety and Health Policy
2. Risk Assessment
3. Competency, Continuous Education, Training, and Awareness
4. Emergency Preparedness and Response
5. System for Evaluation, Selection, and Control of Contractors

14. In-house Safety and Health Rules and Regulations

- *Corrective actions for nonconformities*
- *Continual improvement process*



6. Group Meetings
7. Safety and Health Promotion
8. Safe Work Practices and Procedures
9. Maintenance Regime
10. Management of Hazardous Substances
11. Occupational Health Program

12. Safety and Health Inspection
13. Incident Investigation and Analysis

- *Legal Requirement Evaluation*
- *Internal Review of WSH Management System*
- *Internal Audit*
- *External Audit*



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- 1. Workplace Safety and Health Policy**
- 2. Risk Assessment**
- 3. Competency, Continuous Education, Training, and Awareness**
- 4. Emergency Preparedness and Response**
- 5. System for Evaluation, Selection, and Control of Contractors**

PLAN



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WORKPLACE SAFETY AND HEALTH POLICY, INCLUDING THE OBJECTIVES, PLAN AND RESPONSIBILITY FOR SAFETY AND HEALTH

Specific to the
organization

Authorised by
the top
management of
organization

Consultation
with employees
and their
representative

Readily
available &
accessible



Communication of policy
with evidence

Reviewed to ensure effectiveness
& continuing suitability

Key principles & objectives:

- Commitment on safe & healthy working environment
- Prevention of work-related fatalities, disabilities, injuries, ill health
- Compliance with National WSH legislation
- Elimination of hazard & minimization of risk
- Consultation & active participation of employees



WORKPLACE SAFETY AND HEALTH POLICY, INCLUDING THE OBJECTIVES, PLAN AND RESPONSIBILITY FOR SAFETY AND HEALTH

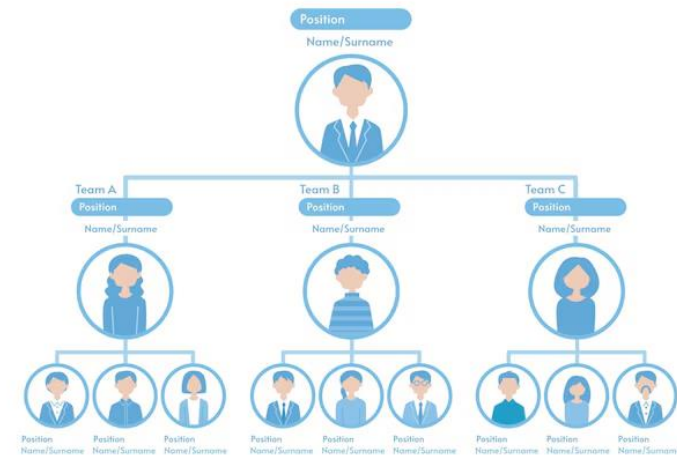
WSH POLICY

WSH OBJECTIVES

- To be developed and documented at relevant functions and levels.
- Serves as a target to maintain and continually improve the WSH Management System and WSH Performance.
 - The WSH Plan
 - resources that will be required
 - allocation of personnel responsible
 - target time of completion
 - evaluation of outcome.

WSH ORGANISATION

- Duties
- Responsibilities – OSH focal point, etc.
- Communication line of relevant roles





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WORKPLACE SAFETY AND HEALTH POLICY, INCLUDING THE OBJECTIVES, PLAN AND RESPONSIBILITY FOR SAFETY AND HEALTH

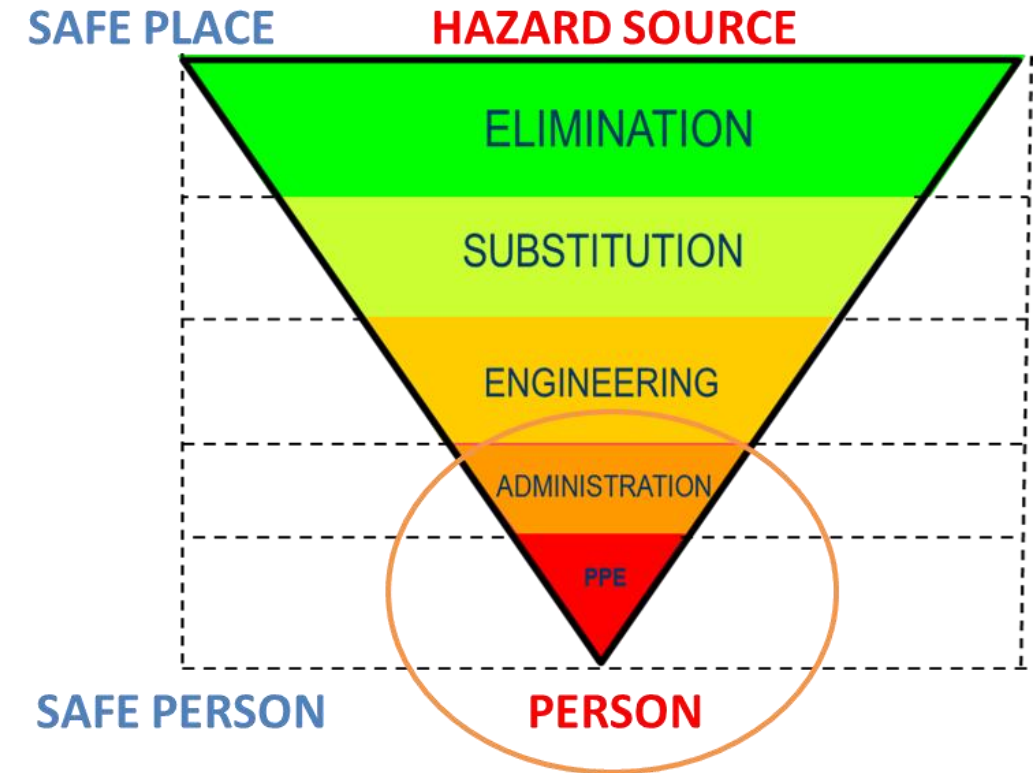
ISO 45001 Clause 6.2.1 OH&S Objectives





RISK ASSESSMENT

- Identification and management of the existing and potential hazards at the workplace.
- Establish, implement and maintain documented processes for hazard identification and risk assessment, including methodology and criteria to assess the risks.



- Documenting, retaining and safekeeping the results of hazard identification, risk assessment and control measures
- WSH risks and control measures are in place
- Review of risk assessment



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COMPETENCY, CONTINUOUS EDUCATION, TRAINING AND AWARENESS

Purpose:

- To ensure that all employees are **competent** in terms of **qualification, training and work experience** as well as **the ability to identify hazards**.
- Equips all personnel with the required **skills, knowledge, and safety-related information** for the operations, work processes and maintenance of machinery and equipment



- Development of **training matrix** (maintenance & continual improvement):
 - Allocation of resource
 - Legal/ Mandatory training
- Training records are **retained and well-documented**.
- Where applicable, the occupier should also analyse the possibilities to offer **continuous education** and additional qualifications to the employees.



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COMPETENCY, CONTINUOUS EDUCATION, TRAINING AND AWARENESS

- **Mandatory training requirement by legislation** (i.e. Safety and Health course for supervisors/ workers, Occupational First Aid, Management of Hazardous Substance, Lifting Machine Operator, etc.).
- Training qualification required for **WSH professionals and practitioners** to be competent and registered with Authority (i.e. WSH Officer and WSH Co-Ordinator).
- **Safety and Health induction/ orientation and awareness** training for new employees as well as indirect contract workers which should cover (however not limited to) the organisation:
 - *WSH Policy and WSH Objectives;*
 - *Hazard identification and risks associated within the workplace and industry including ability of employee to remove themselves from work situation that pose imminent and serious danger;*
 - *In-house Safety and Health Rules;*
 - *Safe Working Practices (in reference to 5.2);*
 - *Accident or Incident Reporting Procedures;*
 - *Incident Learning that are relevant; and*
 - *Emergency Response Procedures.*

- **Specific competency skills to safely operate** the plant, machinery, equipment, high-risk/ critical activities, etc.
- Training required to increase the awareness and knowledge of employees to conduct **investigations.**
- **Emergency response training** (i.e. occupational first aiders, fire marshal, rescue at height, etc.).

Necessary skills, training and ability required for a suitable competency assurance system for safety-critical people associated with the facility (including contractors and sub-contractors)

This may involve certification programs and ongoing refresher, re-skilling, and up-skilling training.



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CASE STUDY: INTERNATIONAL TRAINING CENTRE – ILO (ITCILO) E-LEARNING

osh-staffresident-modul x Course: OSH - Module 2 x
Secure https://std.itcilo.org/course/view.php?id=370&sesskey=fHulYCEkD4#section-3
My courses This course
ITCILO STAFF - MODULE 2 (ONLINE)
ITCILO STAFF
240 Credits
Mandatory modules
Induction Safety Interactive
Office Safety Interactive
Electrical Safety Interactive
DSE Interactive
Fire Safety Interactive
First Aid in the Workplace for Employees
Health and Safety for Homeworkers (Employees)
PHASE 2
MANDATORY MODULES
Progress: 57%
Completed
Overview of students

Test: 15 questions

To pass the test you need a minimum of 12 right questions (80%)

<https://std.itcilo.org/course/view.php?id=656>

1. Office Safety
2. Health and Safety for Homeworkers
3. DSE (computers)
4. Stress Management
5. Fire Safety
6. Coping with Transition and Post Lockdown Anxiety
7. Life Balance
8. Avoiding Burn out

Optional modules:

1. First Aid in the workplace
2. Induction Safety
3. ...and more...

Reference: ITCILO



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EMERGENCY PREPAREDNESS AND RESPONSE

Example: Fire, medical emergency, explosion, failure and collapse of structure, failure and collapse of heavy machinery and equipment, spillage of hazardous substance, adverse weather and flooding.

Emergency preparedness plan:

- Essential information
- Internal/ external communication
- Coordination to safeguards all individuals
- Preparedness and response procedures
- Evacuation map
- Emergency responders team appointment
- First Aid/ Medical assistance
- Fire-fighting facilities



- Communication & coordination procedures/ flow (documented):
 - With relevant government authorities
 - Neighboring communities
 - Emergency response team
- Emergency equipment
- Emergency drills/ exercise (with proper documentation)



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SYSTEM FOR EVALUATION, SELECTION AND CONTROL OF CONTRACTORS

DUTY AS PRINCIPAL [SECTION 14 OF WSH ACT (CHAPTER 277)]

■ System to evaluate performance of contractors:

- Competency of contractors
- Provisions of relevant WSH information/ requirement before commencement
- Risk assessment

■ Monitoring & controlling safety performance:

- Periodic inspections to ensure compliance
- Reviewing and verifying safety training records
- Incident statistics of contractors



■ Evaluation, selection and control of contractors:

- Embedding WSH criteria in selection
- Develop WSH bridging document “mutual agreement”
- Effective Communication and Coordination – hazards/ control measures
- Reporting of incidents/ accidents
- Relevant WSH hazard awareness/ induction to contractors and their workers prior to work commencement.



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DO



- 6. Group Meetings**
- 7. Safety and Health Promotion**
- 8. Safe Work Practices and Procedures**
- 9. Maintenance Regime**
- 10. Management of Hazardous Substances**
- 11. Occupational Health Program**

GROUP MEETINGS

To formally inform and address issues and take appropriate actions to achieve WSH Management System objectives

- Involvement and participation of employees in discussion of WSH issues



- WSH Committee meeting (with recorded MOM):
 - Address WSH issues
 - Review incidents
- Other meetings:
 - Site coordination meeting: Ensure work operations are properly coordinated (to eliminate hazard)
 - Toolbox meeting
 - Management safety meeting



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SAFETY & HEALTH PROMOTION

Effective means of communications and programme to promote WSH at the workplace

■ Promotional activities:

- WSH Information boards
- In-house WSH Talks/ workshop/ seminar
- Push for email communication reminders
- WSH performance/ inspection/ audit outcome
- Screening of WSH videos.
- Safety time-out activities (campaign, awards, contest, etc)



■ Promotional programmes to promote physical activity and exercise in the workplace:

- Time slots for physical activity
- Stretching/ office workouts
- Use of stairs instead of lifts
- Access to exercise facilities



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SAFE WORK PRACTICE & PROCEDURES

■ SAFE WORK PRACTICES

An outline of generalised statements of what shall be or shall not be done to perform the job safely. It also takes into consideration the accepted standard practices within the concerned industry.

■ SAFE WORK PROCEDURES

A step-by-step guide to safely perform a task from the beginning to the end. This includes the establishment, implementation and maintenance of procedures for the safe execution of work activities from planning, design and approval, mobilisation, construction and de-mobilisation stages.

- **A documented safe work practice** should be readily available.
- **Safe work procedures should be developed and documented** as work procedures, instructions, method statements or permit-to-work systems for all related work activities and processes including the use of plant, machinery, equipment and hand-tools:
 - Work on machinery (especially when fencing/ guarding has been removed for maintenance);
 - Work at height;
 - Work in confined space;
 - Work involving the application of heat or the potential of generation of
 - any source of ignition;
 - Work on process, plant, vessels or machinery liable to produce or give off;
 - any corrosive, toxic or flammable substance;
 - Work in a compressed environment;
 - Electrical work;
 - Piling work;
 - Installation of formwork;
 - Crane and lifting operation;
 - High-pressure jetting; and
 - Erection and dismantling of scaffold.

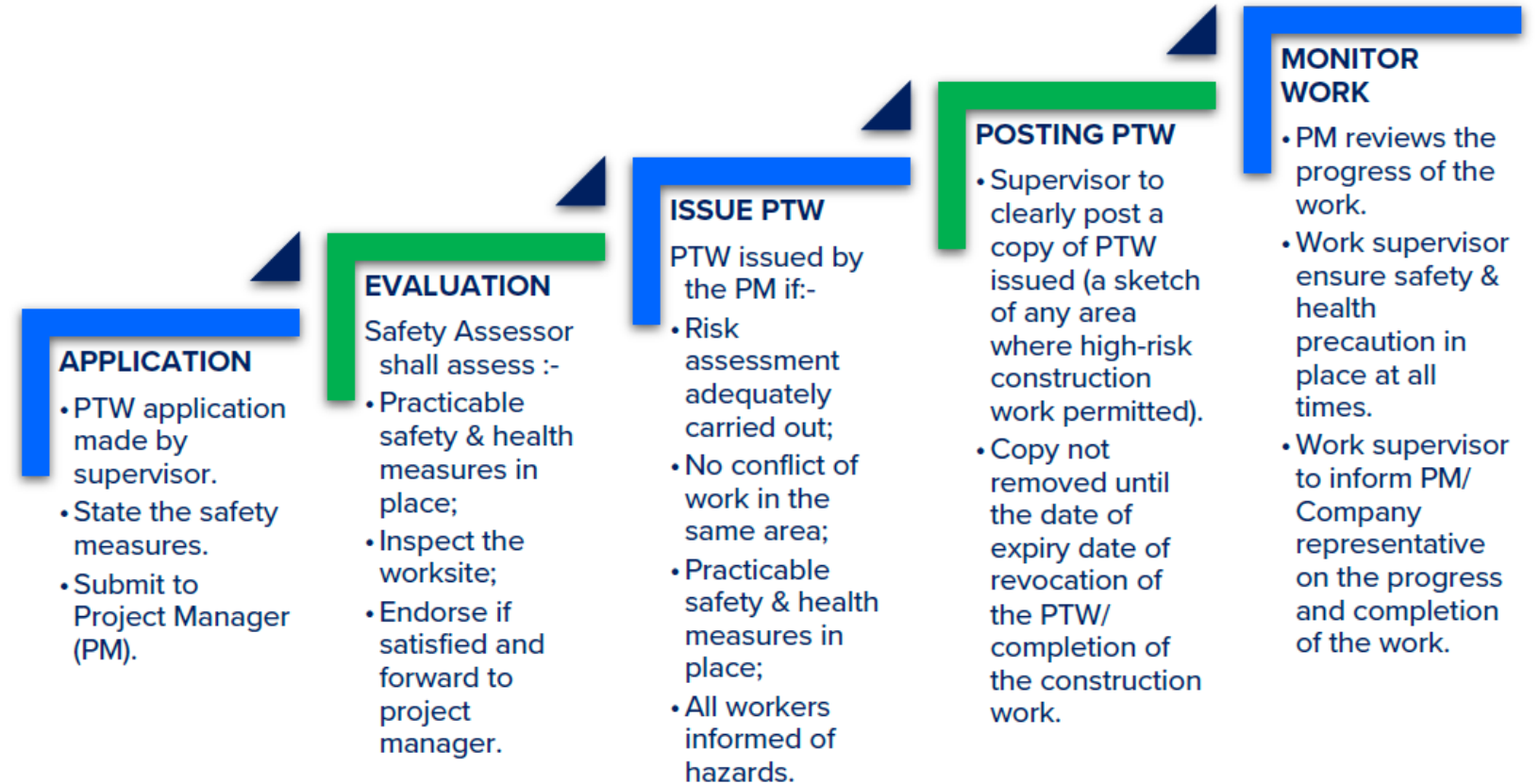




PERMIT-TO-WORK (PTW)

Documented, established and implemented for a high-risk activities in BOWEC:

- Demolition work;
- Excavation and trenching works (exceeding 1.5-metre depth);
- Lifting operations involving crane operations;
- Piling work;
- Tunnelling work;
- Work on scaffold where a person could fall more than 2 metres;
- Hazardous work at height; and
- Confined space(s).



WSH (Construction) Regulations

MAINTENANCE REGIME

Organisation should have a documented inventory and systematic maintenance regime for its plant, machinery, equipment and hand tools

- **A maintenance programme (preventive and corrective).**
 - Inventory of the plants, machinery, equipment and hand tools;
 - Schedule of inspection and maintenance;
 - Policy/ Procedure for breakdown and repair;
 - Personal Protective Equipment
 - Record of inspection and maintenance
- **Set under the manufacturer's recommendations.**
- **Defects and malfunctions that are identified during inspection shall be recorded and documented.**



An effective procedure is required during the breakdown and repair:

- Repairs **carried out by competent persons** and conform to the manufacturer's recommendations;
- To **display warning signs and notices** at respective locations of the plants, machinery, equipment and hand tools;
- **Prohibition on the usage** of the plants, machinery, equipment and hand tools which are under maintenance;
- **Removal of the machinery, equipment or hand tools from the workplace** where it is required; and
- **Certification by a competent person** prior to re-use.

MANAGEMENT OF HAZARDOUS SUBSTANCES

shall include the stages of its storage, transportation, use and disposal.

- Procedure for the proper management of hazardous substances.
- **SDS** available to all persons who are liable to be exposed to the substance.
- Hazardous substances shall be placed under the control of a **competent person**.
- The use of the **Globally Harmonised System (GHS)**.
- Hazards associated with the hazardous substances should be **communicated** accordingly to users



Design proper and secured storage areas for the hazardous substances

Permissible Exposure Level (PEL)

Procedures for the disposal of hazardous substances

Health surveillance

Emergency response procedures for medical and spill incidents.



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OCCUPATIONAL HEALTH PROGRAMME

to protect workers from various occupational health hazards such as fatigue, noise, hazardous substances, radiation and excessive heat

- Plan and implement an **occupational health programme** which typically involves a combination of policies, procedures and initiatives that are aimed at protecting the physical and mental health of workers.
- **Health risk assessment.**
- Engage a **competent person** to monitor, test or assess the environment of any workplace for potential health hazards at sufficient intervals for workplaces in which toxic substances are manufactured, handled, used or given off.



- Hearing conservation programme;
- Respiratory protection programme;
- Ergonomics programme;
- Mental health at work awareness programme;
- Heat stress management programme;
- Infection control programme; and
- Health/ Medical surveillance programme (including medical examination requirement for specific personnel involved in hazardous occupation).



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CHECK

12. Safety and Health Inspection 13. Incident Investigation and Analysis

- *Legal Requirement Evaluation*
- *Internal Review of WSH Management System*
- *Internal Audit*
- *External Audit*



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SAFETY & HEALTH INSPECTION

aim to verify the WSH provisions and implementation which conform to relevant statutory requirements and WSH regulations

- **Establish and maintain documented procedures** for WSH inspections at such intervals which is reasonably practicable to **identify any unsafe practices and conditions at the workplace** and **implement corrective actions**.
- Should include the following:
 - Routine inspection;
 - WSH Committee inspection;
 - Plant, machinery, equipment, and hand tools inspection;
 - Inspection arising from the occurrence of an incident(s);
 - Inspection arising from risk assessment;
 - Inspection of specialised operation and equipment; and
 - Other specified inspections as required by the authorities.



- Planned accordingly with a **suitable checklist** to facilitate the efficiency and consistency of its deliverables.
- Result of the inspection should be **recorded, reported and communicated** to the person responsible.
- Procedures to implement the corrective actions from the inspection should be developed and include the following:
 - Investigation of the contributing factors leading to unsafe practices and/or conditions;
 - Determination of actions required to eliminate the contributing factors of non-conformities;
 - Effective control measures (with a target timeline) in dealing with corrective actions; and
 - Monitoring the progress of corrective actions to ensure its sustainability.

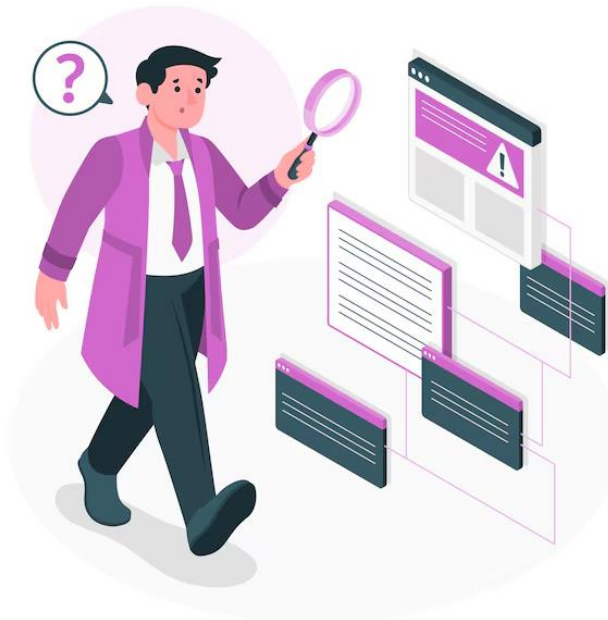


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INCIDENT INVESTIGATION AND ANALYSIS

Establish, implement and maintain documented procedures to notify, report, investigate, record, analyse and record-keeping of all workplace related incidents

- Investigation procedures may include (but are not limited to):
 - Procedure of notification and reporting to SHENA;
 - Types of incidents to be investigated;
 - Prompt notification/reporting of incidents to designated persons/authorities;
 - Identification of immediate causes, underlying factors and root causes;
 - Recommendation and implementation of follow-up actions;
 - Review of the effectiveness of corrective actions; and
 - Review of risk assessment for the affected work process.

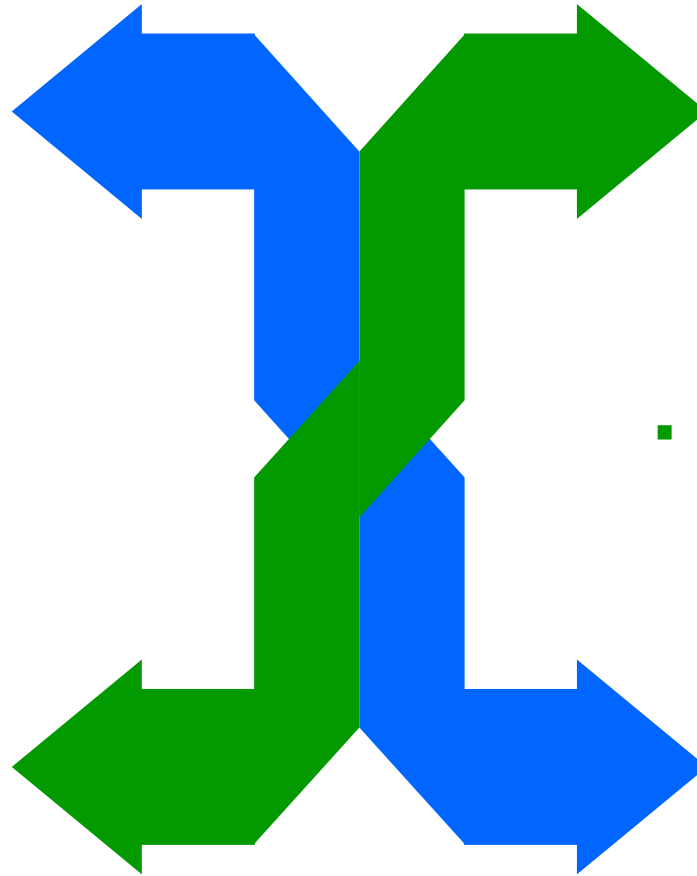


- Investigations should be carried out by **competent persons, with appropriate participation from employees and their representatives.**
- The outcome of the investigations and any recommendation should be addressed and communicated to the relevant parties involved including:
 - *The need for corrective action(s);*
 - *The implementation of corrective action, which prevents incidents from recurring;*
 - *Analysis, trend and statistical comparison; and*
 - *Lesson learnt and sharing from the investigations.*



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EVALUATION OF ORGANIZATIONAL PERFORMANCE FOR CONTINUOUS IMPROVEMENTS



■ Evaluation against Legal Requirement

- Availability of a legal requirements register
- Determine and evaluate up-to-date local WSH legal requirements
- Integration with other management system

■ Internal Review of WSH Management System

- To verify that the WSH Management System is **appropriate, sufficient, and efficient.**
- **Shall include:**
 - WSH Policies;
 - WSH targets and objectives performance status;
 - WSH plan and objectives;
 - Root causes from the incident investigation;
 - Follow-up items from the previous review; and
 - New legal or other regulatory requirements as set by the country.

■ Internal Audit

- to **verify** whether the safety and health activities and programmes **comply with the WSH Management System.**
- Personnel conducting the audit should be competent and independent of the areas being audited.

■ External Audit

- A comprehensive assessment that is conducted by a **third-party auditor** who is not affiliated with the organisation being audited.
- A qualified Workplace Safety Health Auditor (registered with SHENA) shall be engaged and appointed.
- Workplace to implement, as far as is reasonably practicable, the recommendations of the WSH Auditor appointed without undue delay.



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14. In-house Safety and Health Rules and Regulations

- *Corrective actions for nonconformities*
- *Continual improvement process*

ACT



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IN-HOUSE SAFETY AND HEALTH RULES AND REGULATIONS

written safety rules and regulations that are specifically relevant to workplace business and operations to provide instruction for achieving safety management objectives

Examples:

- Good general housekeeping including clear passageways;
- Provision, use and maintenance of personal protective equipment requirement at certain areas in the workplace;
- Use, storage and disposal of hazardous substances;
- Safety signage and colour coding systems;
- Intervention/ reporting of hazards and incidents;
- Evacuation plan;
- Traffic management plan;
- Use of handrails;
- Safe handling and movement of materials;
- Smoking rules; and
- Provision of designated rest areas and rest breaks.



- **Communication**
- **a review process** in place to update the in-house safety rules and regulations when required which can be embedded as part of the outcome of corrective action



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CORRECTIVE ACTIONS AND CONTINUAL IMPROVEMENT

- Identification of WSH opportunities.
- Corrective actions for nonconformities – ***to prevent recurrence with reasonable timeline.***
- A continual improvement and ongoing process:
 - Review the WSH policy.
 - Foster an open WSH culture with active participation from workers and management.
 - Sharing and communicating information/ feedback with workers.
 - Maintain and retain all documented information and relevant records



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APPENDIX B

SUMMARY OF EVIDENCE REQUIRED FOR THE COMPLIANCE OF THE CODE OF PRACTICE: WORKPLACE SAFETY AND HEALTH MANAGEMENT SYSTEM

■ Checklist:
**Evidence required for
 Compliance of COP**

NO.	EVIDENCE	YES	NO	N/A	REMARKS
1	WORKPLACE SAFETY AND HEALTH POLICY, INCLUDING THE ALLOCATION AND RESPONSIBILITY FOR SAFETY AND HEALTH				
	a) Availability of documented WSH Policy.				
	b) Accessibility and communication of WSH Policy with the following criteria: <ul style="list-style-type: none"> Available and accessible as documented information; and Documented evidence to show it has been effectively communicated within the organisation; 				
	c) Availability of documented WSH Objectives (consistent with WSH Policy) which include: <ul style="list-style-type: none"> Title of the Objective/ Target; Resources required; Responsible person; 				



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2

REGISTRATION OF WSH AUDITOR

YANG MULIA NABILAH BINTI HAJI ABDUL RAHIM
REGISTRY & LICENSING UNIT
COMPLIANCE & INTERNATIONAL AFFAIRS DIVISION



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LEGAL REQUIREMENT

- In reference to, **Section 30 of the Workplace Safety and Health Act, Chapter 277**, the function of the WSH Auditor under this section shall be **to audit** (in a manner as SHENA may determine):
 - *The safety and health management system of the workplace;*
 - *Any risk assessment relating to the workplace, or the work carried out in that workplace;*
 - *Any work process at the workplace; and*
 - *The workplace.*



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WHO NEEDS A WSH AUDITOR?

Categories of workplaces legally required to appoint WSH Auditor:



- BOWEC **BND 30 million or more;**
- Factories engaged in the **processing or manufacture of petroleum, petroleum products, petrochemicals, or petrochemical products;**
- Factories engaged in the **manufacture of semiconductor wafers;** and
- Factories engaged in the **manufacture of fabricated metal products, machinery or equipment, in which 100 or more persons** are employed.



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CRITERIA FOR APPROVAL



Employed in Brunei



- Relevant degree* qualification with at least 5 years of working experience in WSH-related field;
- OR
- 8 years working experience in WSH-related field (if no degree qualification)



At least two (2) years working experience in auditing/ consultancy-related activities (e.g. Occupational Health and Safety and/or Quality Management System and/or Environmental Management System audits)



Minimum qualification of NEBOSH International Diploma in Occupational Health & Safety (or equivalent)



ISO45001:2018 Lead Auditor Course - Chartered Quality Institute (CQI) / International Register of Certificated Auditor (IRCA) Certified Course



Attended the Brunei Darussalam WSH Act, Chapter 277 training course AND Passed the examination with SHENA



Passed internal assessment interview with SHENA

Note:

*Relevant degree refers to any degree in engineering, physics, chemistry, environmental studies, occupational safety & health and other acceptable degree by the Authority.



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- About SHENA
- Legislation
- Licenses & Registrations
- Safety Case
- Enforcement
- Radiation
- Publications

Report an Incident Search

1

Workplace Safety and Health (WSH) Applications

- Approved Training Providers (ATP)
- Authorised Examiner for Lifting Equipment
- Conduct SHENA's Registered Safety & Health Training Course
- Third-Party Inspection Agency for Lifting Equipment (TPIA)

Workplace Safety and Health Auditor →

- Workplace Safety and Health Officer
- Workplace Safety and Health Co-Ordinator

Radiation Application

- Radiation License
- Radiation Import/Export Authorisation
- Radiation Workers

2

Application Form



Workplace Safety and Health Auditor's Application Form

3

HOW TO APPLY

4

Workplace Safety and Health Auditor's Application Form

APPLICANT'S DETAILS

APPLICATION TYPE*

New* Renewal*

DETAILS OF APPLICANT

Applicant's Name (as per IC / Passport)*

IC No. (For Brunei Citizen, Permanent Resident or Temporary Resident) / Passport No (Foreign Application)

Date of Birth*

Gender*

Male* Female*

Residential Address*

Mailing Address*

Contact No. (Mobile Number)*

Contact No. (Office Number)*



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APPLICATION REQUIREMENTS

FOR NEW APPLICATION

- Copy of IC / Passport.
- Copy of Latest Curriculum Vitae (CV).
- Photo with white background.
- Copy of highest academic certificate qualification.
- Copy of NEBOSH International Diploma in Occupational Health & Safety or equivalent.
- Copy of Certificate Chartered Quality Institute (CQI) and/ or International Register of Certificated Auditor (IRCA) Lead Auditor ISO 45001 Training Course.
- Copy of WSH Act (Cap 277) Course Certificate Attendance.
- Copy of transcript of passing the examination on WSH Act (Cap 277).
- Copy of auditing checklist (in reference to the COP).
- Copy of Consent/ Acknowledgement Letter from Employer/ Top Management for the applicant to register as WSH Auditor.

FOR RENEWAL APPLICATION

- Copy of Auditing Checklist (updated).
- WSH Auditor Log Form.



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APPLICATION PROCESS

- WSH Auditor applicant will undergo **Internal Assessment Interview** after primary initial assessment done by SHENA.
- Successful applicant will receive:
 - Letter of Approval.
 - Softcopy of WSH Auditor Certificate.

Name of WSH Auditor	
IC/ Passport No.	
Date of Approval as WSH Auditor with SHENA	
Validity Until	

PART A: Auditing History Log

No	Date	Company Audited	Industry	No of Hours performing auditing
1				
2				
3				
4				

* Please submit evidence related to the auditing activities as applicable (i.e. letter of appointment, attendance log, etc.)

PART B: Continuing Professional Development

Minimum of 60 hours in 2 years of attending relevant training, workshops, seminars, or conferences.

No	Date	Name of training, workshops, seminars, or conferences.	No of Hours	*Evidence of attendance
1				
2				
3				
4				

* Please submit evidence related to the auditing activities (i.e. photos, certificates, email notification, attendance log, etc.)

**WSH Auditor Log Form Template
As CPD record/ evidence**





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THANK
YOU