



اوتوريٽي ڪيٿسائن ڪسلامتن
ڪهيٽن. دان عالم سڪيٽر

Safety, Health and Environment
National Authority

OPERATIONS MAINTENANCE SAFETY NETWORK 2024

COMPLIANCE AND INTERNATIONAL AFFAIRS DIVISION (CID)
AND ENFORCEMENT DIVISION (EFD), SHENA

23
May
2024



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SCHEDULE 2 OF THE WSH (WSH OFFICERS) REGULATIONS, 2014

WSH OFFICER MUST BE APPOINTED IN:



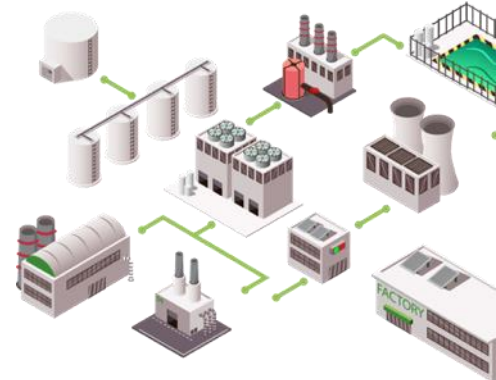
Shipyards in which any ship, tanker and other vessels are constructed, reconstructed, repaired, refitted, finished or broken up

Factories in which **Building Operations or Works of Engineering Construction (BOWEC)** of a contract sum of BND10 million or more are carried out



Factories used for **processing petroleum or petroleum products**

Any other **factories in which 100 or more persons** are employed, except those which are used for manufacturing garments





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WSH OFFICER REGISTRATION

Section 32 of the WSHO, 2009 states that no person shall act as WSH Officer or WSH Co-ordinator **except with the approval of the Authority.**

WHO CAN APPLY?

COMPANY REPRESENTATIVE / FOCAL POINT/
LINE MANAGER

VALIDITY

2 YEARS

REGISTRATION FEES

\$110 (NEW APPLICATION)

\$60 (RENEWAL)

\$10 (REPLACEMENT)

MINIMUM REQUIREMENTS

- NEBOSH IGC Cert or equivalent
- 2 years relevant health & safety experience



<https://e-shena.shena.gov.bn>

www.shena.gov.bn



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DUTIES OF WSH OFFICER



**Assist Occupier to conduct
risk assessment**

**Make recommendations to
the occupier:**

- **Eliminate & minimise risks**
- **Implement Safety & Health
Management System**



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WSH CO-ORDINATOR REGISTRATION

MANDATORY

- Worksite with contract sum less than BND 10 million of the building operation or works of engineering construction (BOWEC): Regulation 6 of WSH (Construction) Regulations, 2014

**MINIMUM
REQUIREMENTS**

- IOSH Managing Safely, NEBOSH Award, or equivalent
- 2 years relevant health & safety experience

WHO CAN APPLY?

COMPANY REPRESENTATIVE / FOCAL POINT/ INDIVIDUAL

VALIDITY

2 YEARS

REGISTRATION FEES

NO REGISTRATION FEE





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WSH (FIRST-AID) REGULATIONS, 2021

RESPONSIBILITIES OF EMPLOYER OR OCCUPIER OF THE WORKPLACE



**PROVIDE &
MAINTAIN FIRST-
AID BOXES**



**PROVIDE &
MAINTAIN FIRST-
AID ROOM (>100
PERSONS)**



**APPOINT A
TRAINED FIRST-
AIDER**



**PROVIDE AND
PROPERLY
MAINTAIN SUITABLE
FACILITIES FOR
EMERGENCY
TREATMENT**



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INDUSTRY GUIDANCE NOTE (IGN)

FIRST AID

REQUIREMENTS IN A WORKPLACE



2023/IGN/01

ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE
WWW.SHENA.GOV.BN



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PUBLICATIONS

Note to Industry (NTI)

All

Industry Guidance Note (IGN)

202

All

Workplace Safety and Health Notice (WSHN)

2024

All

2024



20



2024/WSHN/01 - Safety Precautions for working during the Northeast Monsoon period



20



2024/WSHN/02 - Injury to Workers and damage to Assets caused by Explosion of Pressurised Gas Cylinder



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HEAT STRESS

Regulation 10 of the WSH (General Provisions) Regulations, 2014
- it is the duty of the occupier of a workplace to take all reasonably practicable measures to ensure that persons at work in the workplace are protected from excessive heat or cold and harmful radiation.



INDUSTRY GUIDANCE NOTE (IGN)



2024/IGN/01
MANAGING
HEAT STRESS
AT WORKPLACE

ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE
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WORKPLACE SAFETY & HEALTH NOTICE (WSHN)



2023/WSHN/04
HEAT STRESS
PRECAUTION IN
THE WORKPLACE

ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE
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**ADVISORIES TO EMPLOYERS, PRINCIPALS
AND OCCUPIERS THAT CAN HELP
REDUCE THE RISK OF HEAT STRESS TO
EMPLOYERS (ESPECIALLY
OUTDOOR WORKERS)**

www.shena.gov.bn

PROTECTING WORKERS FROM HEAT STRESS

- 1 Ensure that all workers are adequately acclimatized to the hot weather / working conditions.
- 2 Re-schedule heavy outdoor physical work under the sun to the cooler parts of the day as reasonably practicable.
- 3 Perform a risk assessment that addresses working in a hot environment and work activities which produce excessive heat.
- 4 Provide flexible rest breaks away from heat.
- 5 Always provide workers with adequate cool drinking water at convenient and accessible locations.
- 6 Educate by encouraging workers to keep themselves hydrated, recognise the early symptoms of heat-related disorders and understand the risks and control measures.
- 7 Provide emergency preparedness plans and recovery measures for workers suspected of suffering from the effect of heat.
- 8 Ensure appointed first aiders in the workplace are prepared to give first aid if necessary.
- 9 Encourage workers to wear loose-fitting and light-coloured clothing.
- 10 Provide adequate ventilation for workers who are working in hot indoor environments.

Employers and medical practitioners are reminded to report work-related heat stroke cases (after a diagnosis by a medical practitioner) to SHENA by clicking "Report an Incident" button on SHENA website, www.shena.gov.bn

MELINDUNGI PEKERJA DARIPADA TEKANAN HABA

- 1 Memastikan semua pekerja menyesuaikan diri dengan cuaca panas / keadaan kerja yang panas.
- 2 Menjadualkan semula kerja yang melibatkan kegiatan fizikal yang berat di bawah sinaran matahari ke waktu yang lebih sejuk mengikut kesesuaian yang munasabah.
- 3 Melakukan penilaian risiko yang menangani aktiviti kerja dalam persekitaran yang panas dan aktiviti kerja yang menghasilkan haba yang berlebihan.
- 4 Menyediakan waktu rehat yang fleksibel dari haba.
- 5 Sentiasa menyediakan pekerja dengan air minuman sejuk yang mencukupi di tempat yang mudah untuk diakses.
- 6 Mengajar dengan mengelakkan pekerja memastikan diri mereka sentiasa terhidrat, mengenal gejala awal gangguan berkaitan haba dan memahami risiko dan langkah kawalan.
- 7 Menyediakan pelan persediaan kecemasan dan langkah-langkah pemulihan bagi pekerja yang disyaki mengalami kesan haba.
- 8 Memastikan First Aider yang dilantik di tempat kerja bersedia untuk memberikan pertolongan cemas jika perlu.
- 9 Menggalakkan pekerja untuk memakai pakaian yang longgar dan berwarna cerah.
- 10 Menyediakan pengudaraan yang mencukupi bagi pekerja yang bekerja di persekitaran yang panas dan tertutup.

Majikan dan pengamal perubatan diingatkan untuk melaporkan kes strok haba yang berkaitan dengan pekerjaan selepas diagnosis dari pengamal perubatan kepada SHENA dengan menekan butang "Report an Incident" di laman sesawang SHENA, www.shena.gov.bn



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ENFORCEMENT UPDATES

1 JANUARY - 31 MARCH 2024

10

REGULATORY INSPECTIONS

10 General Industries

3

ENFORCEMENT ACTIONS

1 Warning Letter | 1 Remedial
Order | 1 Stop Work Order

14

MONITORING VISITS

9 Construction | 1 Wholesale & Retail Trade
1 Education | 3 Accommodation
& Food Services





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IMPLEMENTATION OF COMPOUND FINES

COMPOUND FINES FOR NON-APPOINTMENT OF WSH OFFICER OR CO-ORDINATOR

Prescribed workplaces and contractors registered
under Classes 4, 5 and 6 by:
1st April 2024

Contractors registered under
Classes 1,2 and 3 by:
1st October 2025

COMPOUND FINES FOR BREACH OF FIRST AID REQUIREMENTS

Required of all workplaces by:
1st April 2024



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WHY COMPOUND FINE?



DETERRENCE



ENFORCEMENT OF REGULATIONS



ACCOUNTABILITY



PROMOTION OF SAFETY CULTURE





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CONTRAVENTIONS TO WSH (FIRST-AID) REGULATIONS, 2021



Empty FA box



Inadequate FA content



Inadequate FA content



First aider photograph not displayed



FA box not readily accessible



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FIRST-AID FOR EXPOSURE TO TOXIC/CORROSIVE SUBSTANCES



- × No maintenance of emergency shower & eyewash station
- × Not in operational readiness (delayed & low water pressure)



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COMPLIANCE TO WSH (FIRST-AID) REGULATIONS, 2021



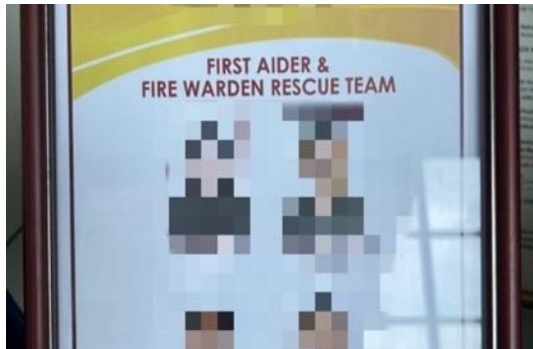
Availability of first-aid room



Use of first-aid contents checklist



Presence of first-aid facilities



Names and photos of first-aiders displayed



Clearly labelled first-aid box with evidence of inspected contents



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FREQUENTLY ASKED QUESTIONS (FAQs)

NO	QUESTION	ANSWER	REMARKS
1	<p>1.1 Who is applicable to the compound fines announced?</p> <p>1.2 What are the exact requirements under each regulation?</p>	<p>Refer to NTI/2024/01: Enforcement of Compounding of Offences For Failure To Appointment of Workplace Safety And Health (WSH) Officer, WSH Co-Ordinator And Breaches Of First-Aid Requirements</p>	<p>Note To Industry (NTI)</p>
2	<p>2.1 How can we check compliance to the requirements?</p> <p>2.2 How do I know if my workplace falls under such requirement?</p>	<p>1. For WSH Officer/Coordinator: Refer to SHENA/Publications/WSH Self Assessment Checklist/WSH OFFICER / CO-ORDINATOR.</p> <p>2. For WSH First-aid: Refer to SHENA/Publications/SELF-ASSESSMENT CHECKLIST: FIRST AID REQUIREMENT AT THE WORKPLACE</p>	<p>Self-assessment checklist.</p>
3	<p>3.1 Is there any guide/information on how to meet these requirements?</p> <p>3.2 Where can I find information to assist me in complying with these requirements?</p>	<p>1. For WSH Officer/Coordinator: Refer to 2022/IGN/02(01) Requirements Of Workplace Safety And Health Officer & Workplace Safety And Health Co-Ordinator.</p> <p>2. For WSH First-aid: Refer to 2023/IGN/01 First Aid Requirements in a Workplace.</p>	<p>Industry Guidance Note (IGN)</p>
4	<p>4.1 How much is the compound amount?</p>	<p>Any person reasonably suspected of having committed such offence(s) may be compounded with a sum not exceeding one-half of the amount of the maximum fine that is prescribed for the offence or a sum of \$5,000, whichever is the lower.</p>	<p>-</p>



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THANK
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