



اوتوريٽي ڪيٿسائن ڪسلامتن
ڪهيٽن. دان عالم سڪيٽر

Safety, Health and Environment
National Authority

USER GUIDE

WORKPLACE SAFETY AND HEALTH (WSH) OFFICER

E-SHENA ONLINE REGISTRATION PORTAL



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INTRODUCTION

The E-SHENA Portal is an **online registration portal (ORP)** which is used for the registration of **WSH Officers**.

There are three (3) types of applications that can be made:

1. **New application**
2. **Renewal application**
3. **De-registration of WSH Officer**



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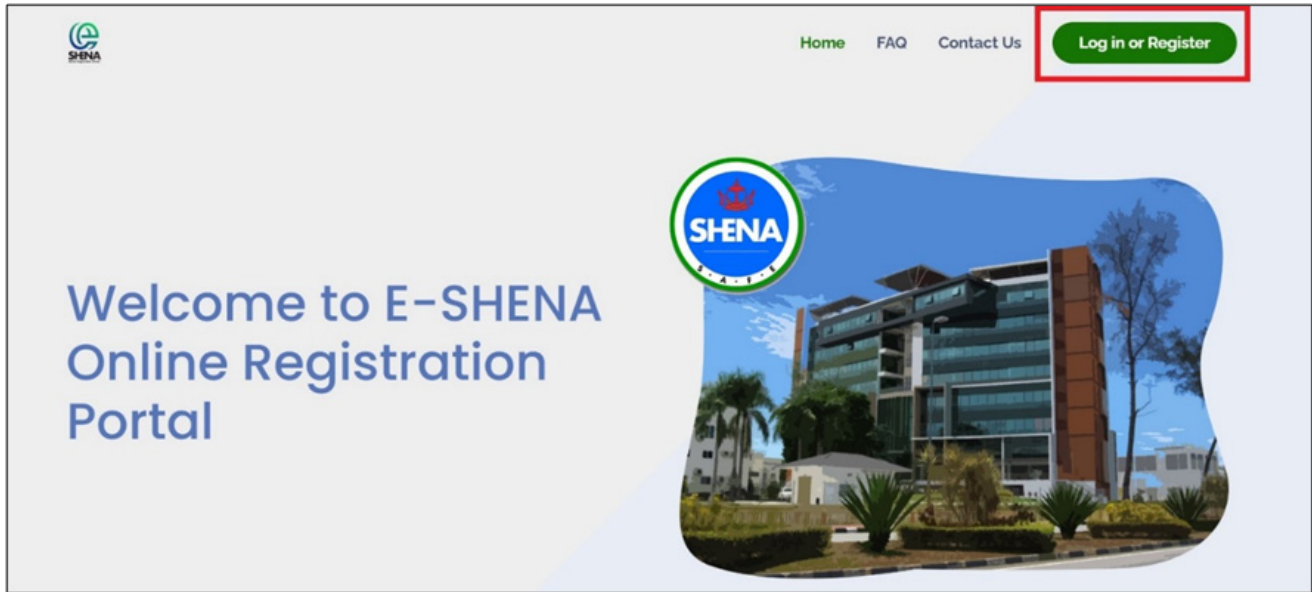
ACCOUNT REGISTRATION

| E-SHENA PORTAL

STEP 1

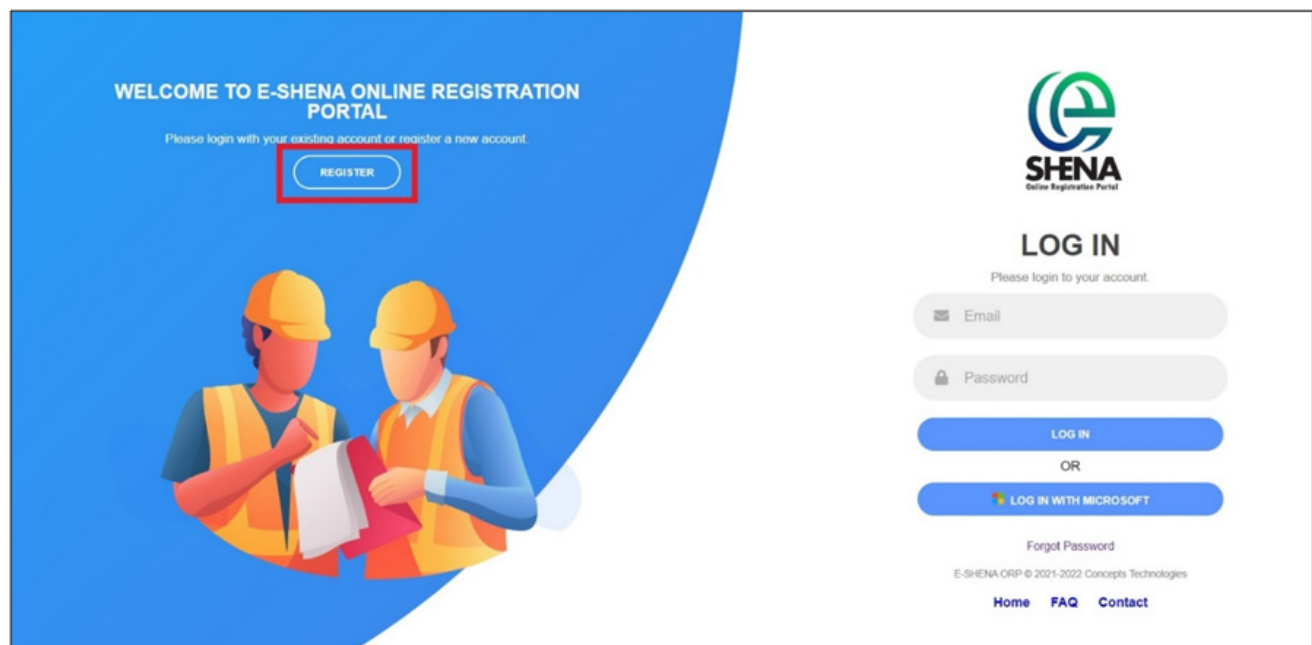
Go to <https://e-shena.shena.gov.bn/> and click **Log in** or **Register**.

Note that **one company should only have one account** in the E-SHENA portal. It is recommended to use the official company email address or a generic email address (i.e. not a personal work email address).



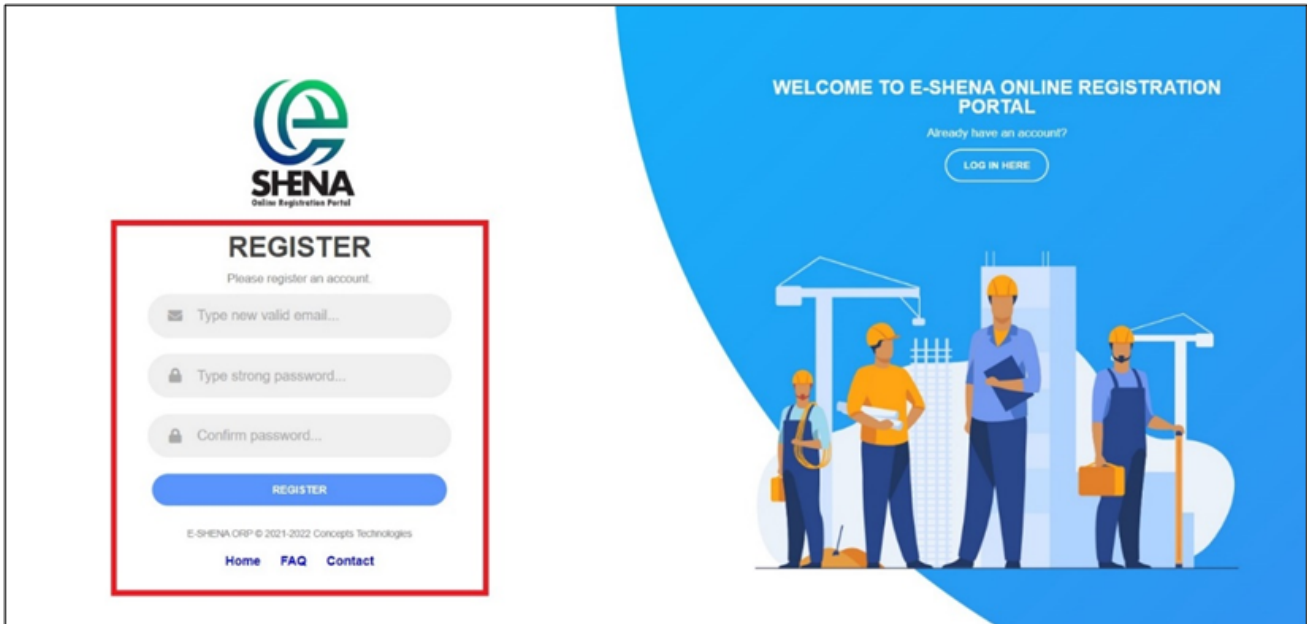
STEP 2

Click **Register**.



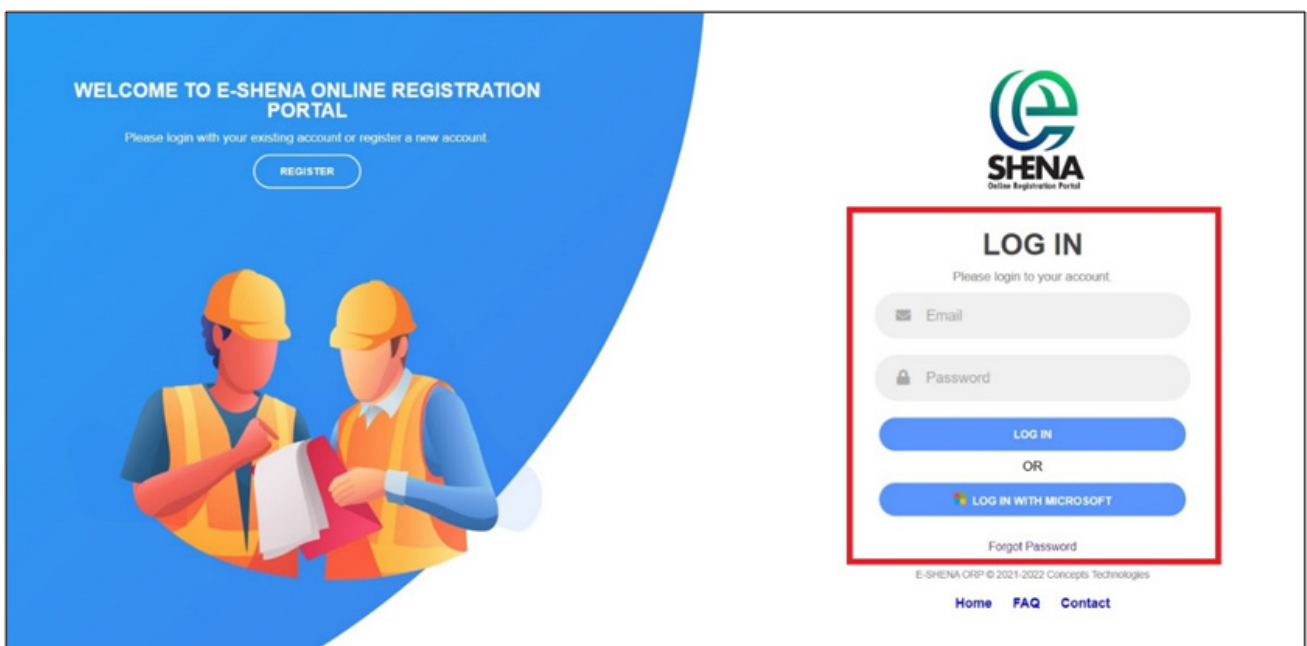
STEP 3

Register by entering your **email** and **password**. If successful, you will receive a **notification** and a **link** to **verify your email**. Please check your email for the link.



STEP 4

When you click on the **link** to verify your email, you will be re-directed to the **E-SHENA portal**. There will be a **notification** showing that verification is **successful**. Please enter your **email** and **password** to log in.





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ACCOUNT REGISTRATION

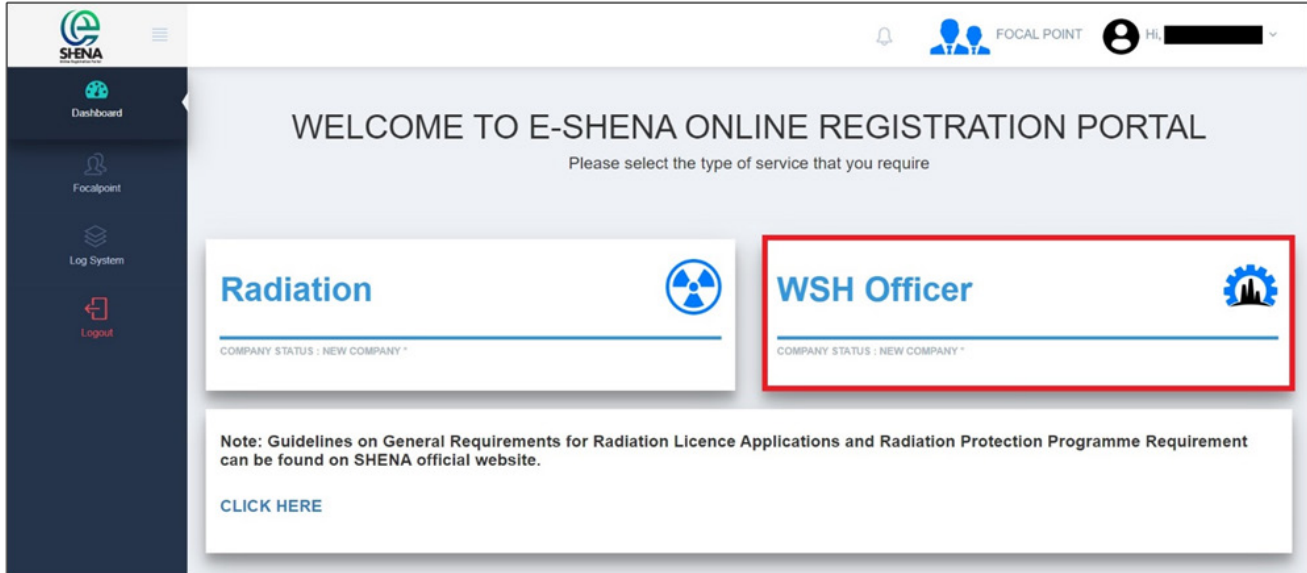
INPUT DETAILS OF FOCAL POINT(S)

INPUT DETAILS OF FOCAL POINT(S)



STEP 1

Click the **WSH Officer** box.



STEP 2

The **Form Company Data** will open. Ensure you select the **WSHO** tab. Fill in the details in all **three tabs (Company, Focal Point and Bank Details)** and click **Submit**. (Ensure that you receive a notification that data has been successfully submitted)

FORM COMPANY DATA

COMPANY FOCAL POINT BANK DETAILS

Radiation **WSH Officer**

ARE YOU HANDLING VESSELS? *
 YES NO

NAME OF COMPANY / INSTITUTION / ORGANIZATION *
Type your company name...

SUBMIT YOUR COMPANY REGISTRATION NUMBER *
Type your company number...

OFFICE CONTACT NUMBER *
+873

PERSONAL CONTACT NUMBER *
+873

COMPANY ADDRESS *
 Local (Brunei) Organization International (non-Brunei) Organization

International (non-Brunei) Organization:
HOUSE ADDRESS *
Type your company address...

CITY OR REGENCY *
Type your company city or regency...

PROVINCE *
Type your company province...

COUNTRY *
-- Choose a country --

MAILING ADDRESS SAME AS ABOVE? *
 Yes No

UPLOAD COMPANY LOGO *
Choose File | No file chosen
Format: PNG, JPEG, JPG | Size-Max: 2MB

Company Logo Preview:

UPLOAD COMPANY LEGAL REGISTRATION LETTER *
Choose File | No file chosen
Format: PDF | Size-Max: 2MB

Company Legal Registration Letter:

Cancel SUBMIT

FORM COMPANY DATA

COMPANY FOCAL POINT BANK DETAILS

FIRST NAME *
Type focal point first name...

LAST NAME *
Type focal point last name...

EMAIL ADDRESS *
@gmail.com

PASSWORD *
.....

PROFILE PICTURE
Choose File | No file chosen
Format: PNG, JPEG, JPG | Size-Max: 2MB

DESIGNATION
Type your designation...

Cancel SUBMIT

FORM COMPANY DATA

COMPANY FOCAL POINT BANK DETAILS

NAME OF BANK *
Type your bank name...

ACCOUNT HOLDER NAME *
Type your account holder name...

BANK ACCOUNT *
Type your bank account...

SWIFT ACCOUNT *
Type swift bank key...

BANK COUNTRY *
-- Choose a bank country --

OTHER / REMARKS *
Type other or remarks...

Cancel SUBMIT

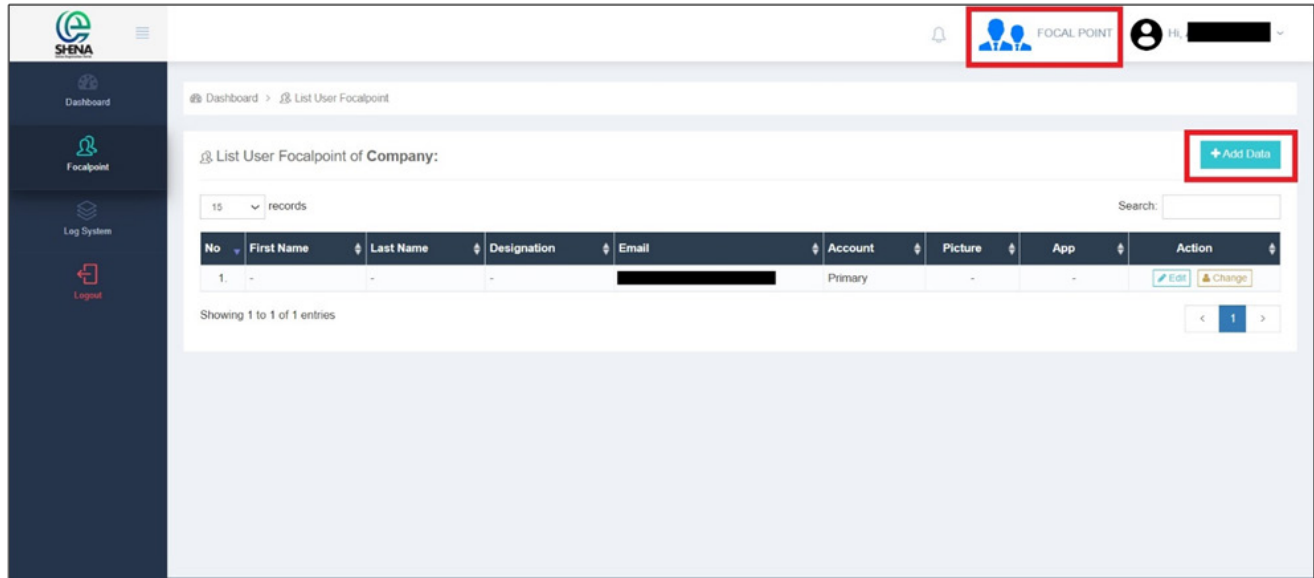
INPUT DETAILS OF FOCAL POINT(S)



STEP 3

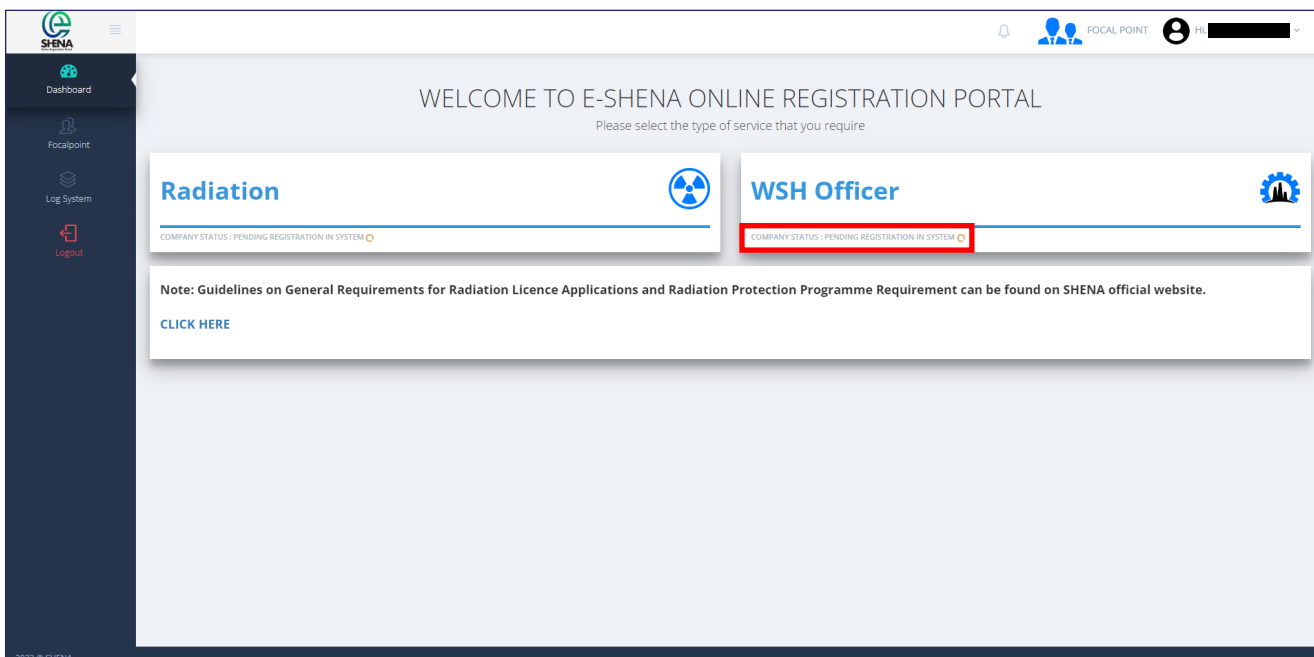
You may add **more than one Focal Point** for your company. To do so, click the **Focal Point icon**, and then click **Add Data**.

It is recommended to have at least two focal points (primary and secondary).



STEP 4

When you return to the dashboard, a **company status** will appear showing your registration is pending. The **SHENA Registration team** will verify and approve your account first before you can proceed with the application.

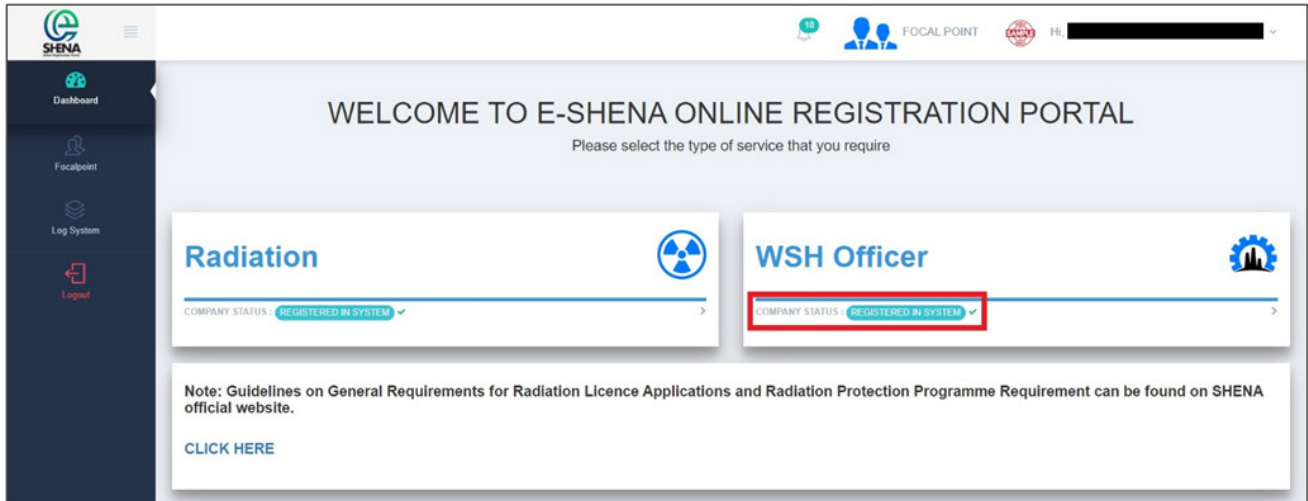


INPUT DETAILS OF FOCAL POINT(S)

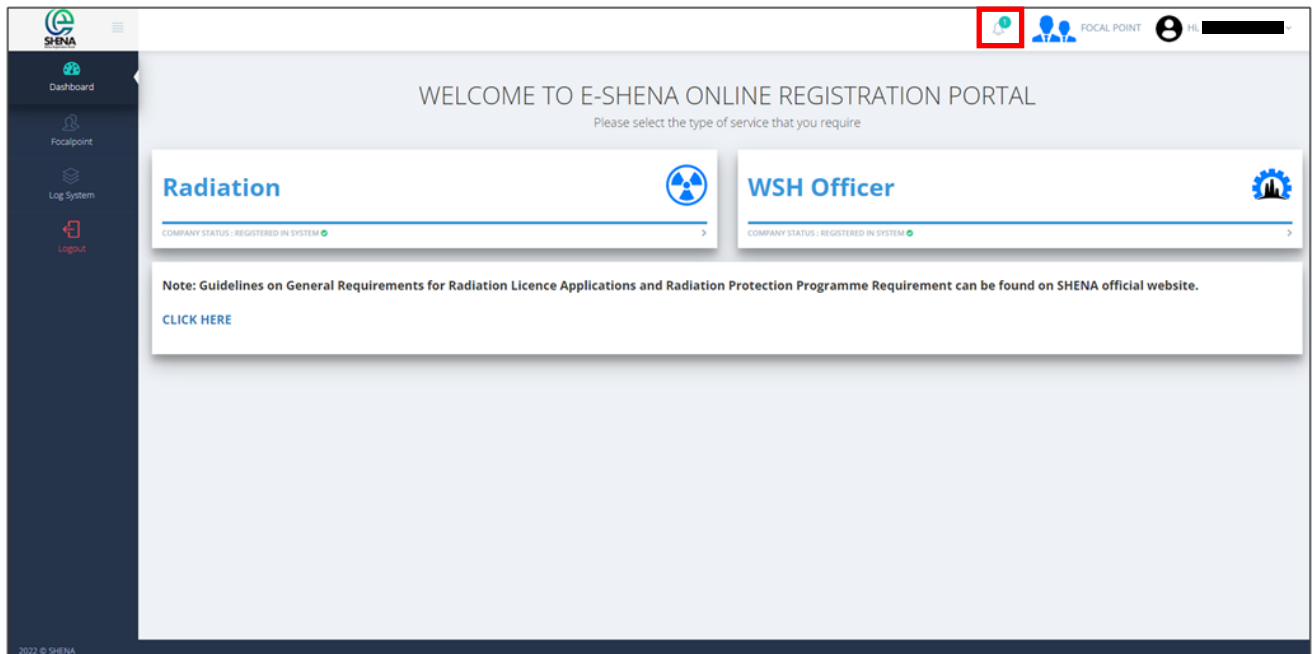


STEP 5

After the **SHENA Registration Team** has verified and approved your account, the **company status will be updated.**



You will also receive a **notification**. To view, click on the **Bell icon**.





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WSH OFFICER NEW APPLICATION

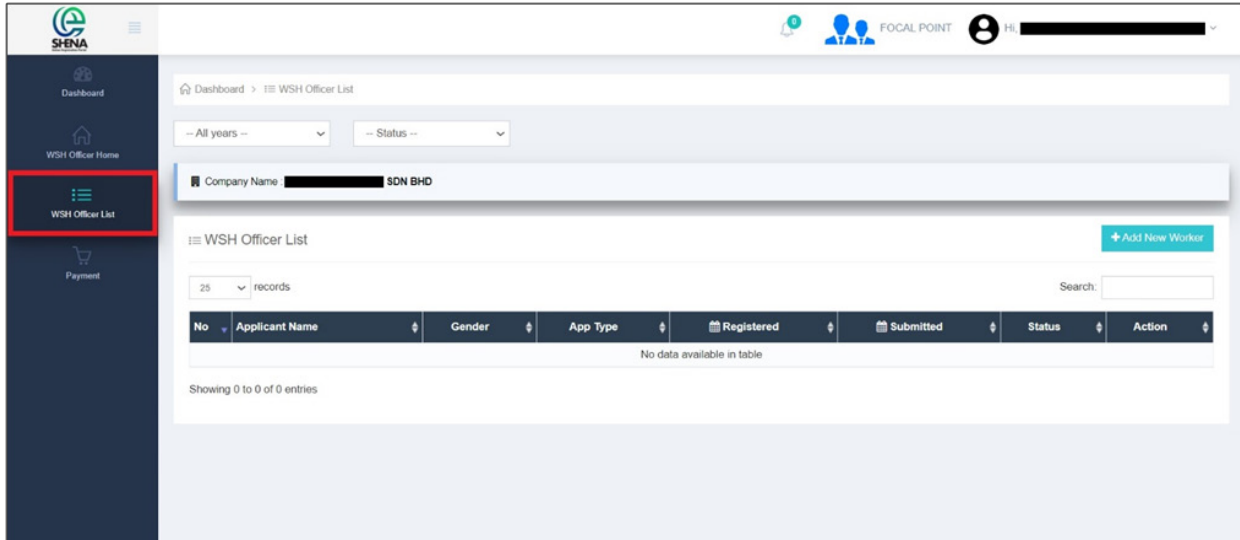
REGISTRATION OF WSH OFFICER(S)

REGISTRATION OF WSH OFFICER(S)



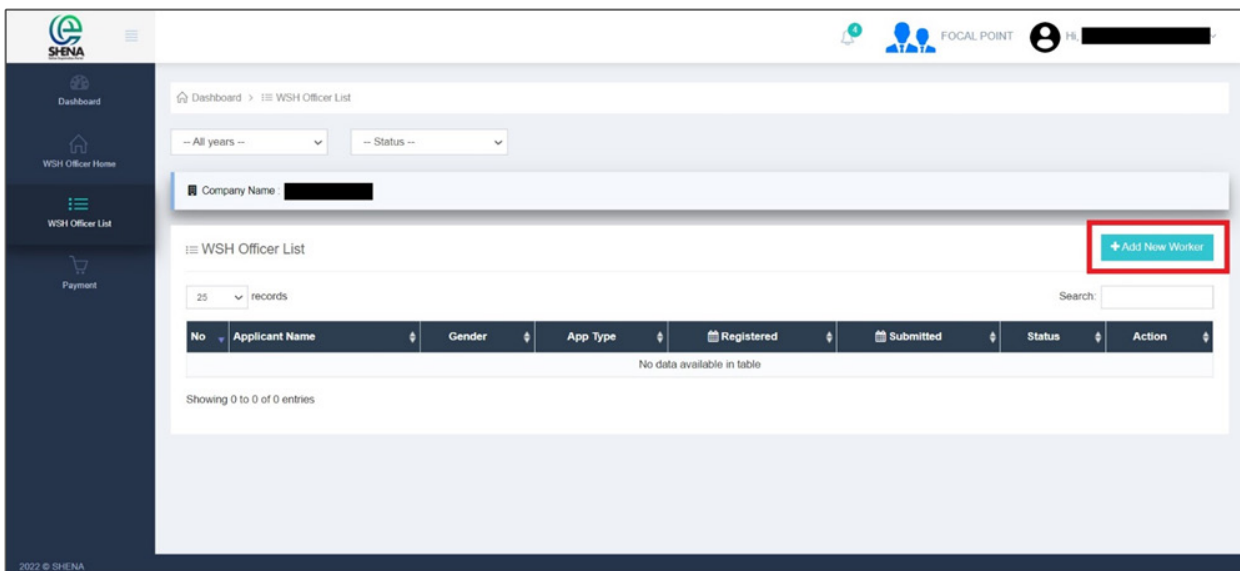
STEP 1

Click the **WSH Officer List** tab.



STEP 2

Click **Add New Worker**.



REGISTRATION OF WSH OFFICER(S)



STEP 3

Applicants must fill in all **required details** mark with (*).

Dashboard > WSH Officer List > WSH Officer New

← Back

APPLICATION TO REGISTER AS A WSH OFFICER

1 Application details 2 Current designation / job position

FIRST NAME * LAST NAME * FULL NAME AS IN IC/PASSPORT *

GENDER * DATE OF BIRTH * NATIONALITY *

ARE YOU A BRUNEI DARUSSALAM CITIZEN, PERMANENT RESIDENT OR TEMPORARY RESIDENT OF BRUNEI DARUSSALAM?

IC NUMBER * COLOUR *

STEP 4

Click **Continue** to move on to the next section.

Choose a district --

MAILING ADDRESS SAME AS ABOVE? *

E-MAIL ADDRESS *

MOBILE OFFICE * OFFICE CONTACT NUMBER *

PHOTO ON CARD *

Template :

PHOTO ON CARD (Preview) :

Notes:
File photo on card must match with template above!

Continue >

REGISTRATION OF WSH OFFICER(S)



STEP 5

Fill in the details and select the **Task and Responsibilities of WSH Officer**. Once all the details are complete, click **Submit**.

Note that the Industrial Classification follows the Brunei Darussalam Industrial Classification (BDSIC) published by the Department of Statistics and Department of Economic Planning and Development (BEDB).

WORKPLACE INDUSTRY CLASSIFICATION *
--Select a industry classification--

CURRENT JOB POSITION *

NO. OF YEARS IN CURRENT DESIGNATION *
--Select year-- YEAR --Select month-- MONTH

TASK AND RESPONSIBILITIES *

- Involve in the review, development and engagements regarding workplace safety and health policies, plans and manuals, according to the work activity
- Develop and implementation of safe work practices/procedures required in the work activity (i.e. permit-to-work systems, job hazard analysis, etc.)
- Develop training of personnel at the workplace as relevant to the work activity as according to legal requirement
- Involve in group meetings to discuss about the safety and health of the work activity
- Develop procedures for incident reporting, dangerous occurrences and investigation process in the workplace including incident investigation and root cause analysis
- Develop safety and health in-house rules within the workplace
- Conduct safety and health promotion at the workplace
- Conduct safety and health inspections in the workplace
- Involve in the review and maintenance regime for the workplace including the hand tools, plant, machinery and equipment including emergency preparedness equipment
- Conduct hazard and risk management in the workplace including risk assessment and documentation
- Involve in the on-site and off-site emergency preparedness of the workplace including identification of different emergency situation, emergency plan, establishment of emergency response personnel, conduct emergency drill exercises and fire aid programme
- Involve in the control of movement and use of hazardous substances & chemicals as applicable in the workplace
- Understanding of notes to industry, industry guidance notes and workplace safety and health notices issued by SHENA and other relevant guidance as according to the work activity
- Consistently using SHENA self-assessment checklists (i.e. Construction Self-Assessment Checklist, etc.) or relevant company checklist to ensure legal compliance on safety and health within the workplace
- Involve in the internal review of Safety Cases development and verification of its implementation within the COMAH (Control of Major Accident Hazards) facilities (as relevant for WSH Officer who is working within COMAH facilities)
- others

Submit

STEP 6

You will now be able to see the **WSH Officer(s)** that you have added. Click the **Detail** button for more information.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: [REDACTED]

WSH Officer List + Add New Worker

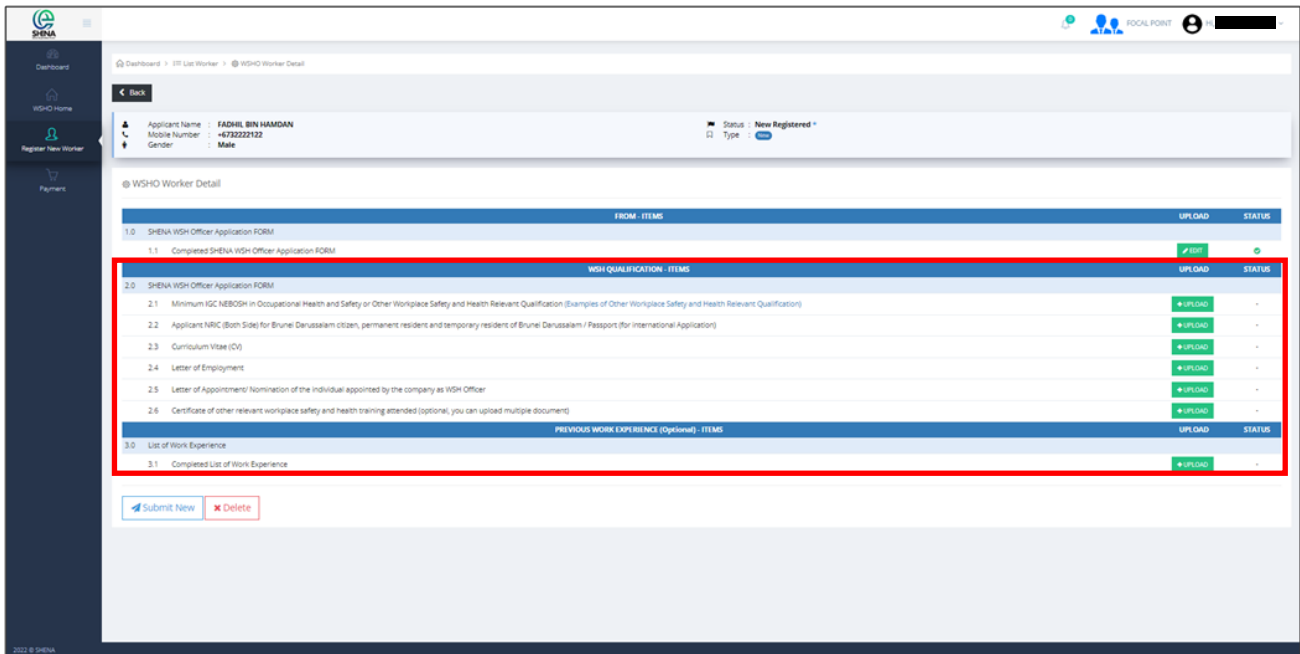
25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male	New	08 Nov 2022 09:43	08 Nov 2022 09:43	New Registered	Detail

Showing 1 to 1 of 1 entries (filtered from 3 total entries)

STEP 7

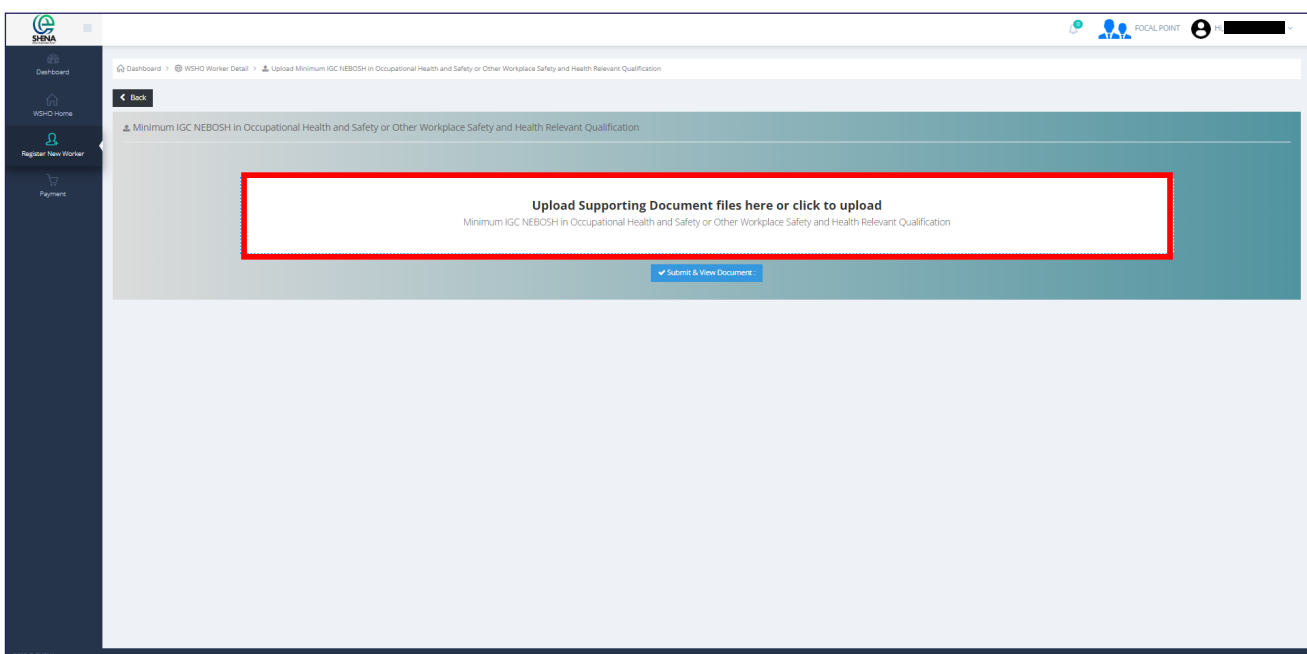
Section 1 has been automatically filled as per the details from Step 5 and Step 6. Please complete Section 2 and Section 3 (refer to Step 8 to Step 13 below).



FROM - ITEMS	UPLOAD	STATUS
1.0 SHENA WSH Officer Application FORM		
1.1 Completed SHENA WSH Officer Application FORM	<input type="checkbox"/>	
WSH QUALIFICATION - ITEMS		
2.0 SHENA WSH Officer Application FORM		
2.1 Minimum IGC NEBOSH in Occupational Health and Safety or Other Workplace Safety and Health Relevant Qualification (Examples of Other Workplace Safety and Health Relevant Qualifications)	<input type="checkbox"/>	
2.2 Applicant NRIC (Both Side) for Brunei Darussalam citizen, permanent resident and temporary resident of Brunei Darussalam / Passport (for international Application)	<input type="checkbox"/>	
2.3 Curriculum Vitae (CV)	<input type="checkbox"/>	
2.4 Letter of Employment	<input type="checkbox"/>	
2.5 Letter of Appointment/ Nomination of the individual appointed by the company as WSH Officer	<input type="checkbox"/>	
2.6 Certificate of other relevant workplace safety and health training attended (optional, you can upload multiple document)	<input type="checkbox"/>	
PREVIOUS WORK EXPERIENCE (Optional) - ITEMS		
3.0 List of Work Experience		
3.1 Completed List of Work Experience	<input type="checkbox"/>	

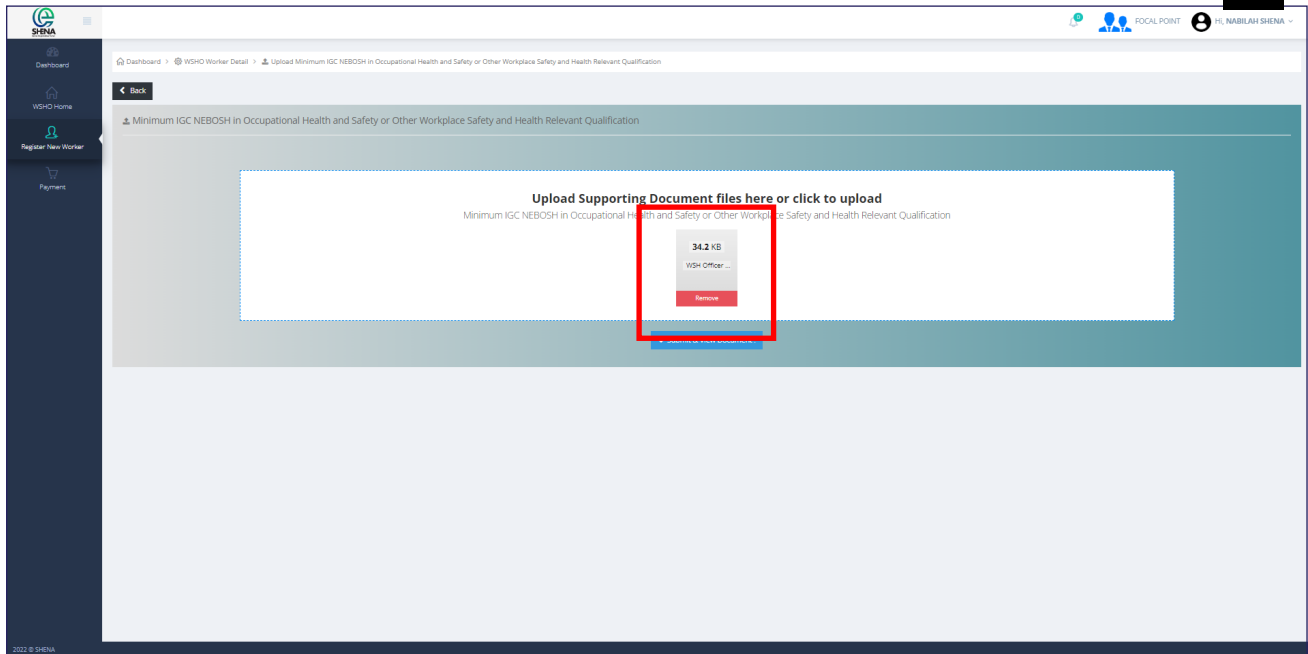
STEP 8

To upload supporting document, click the white box. Select a document to upload.



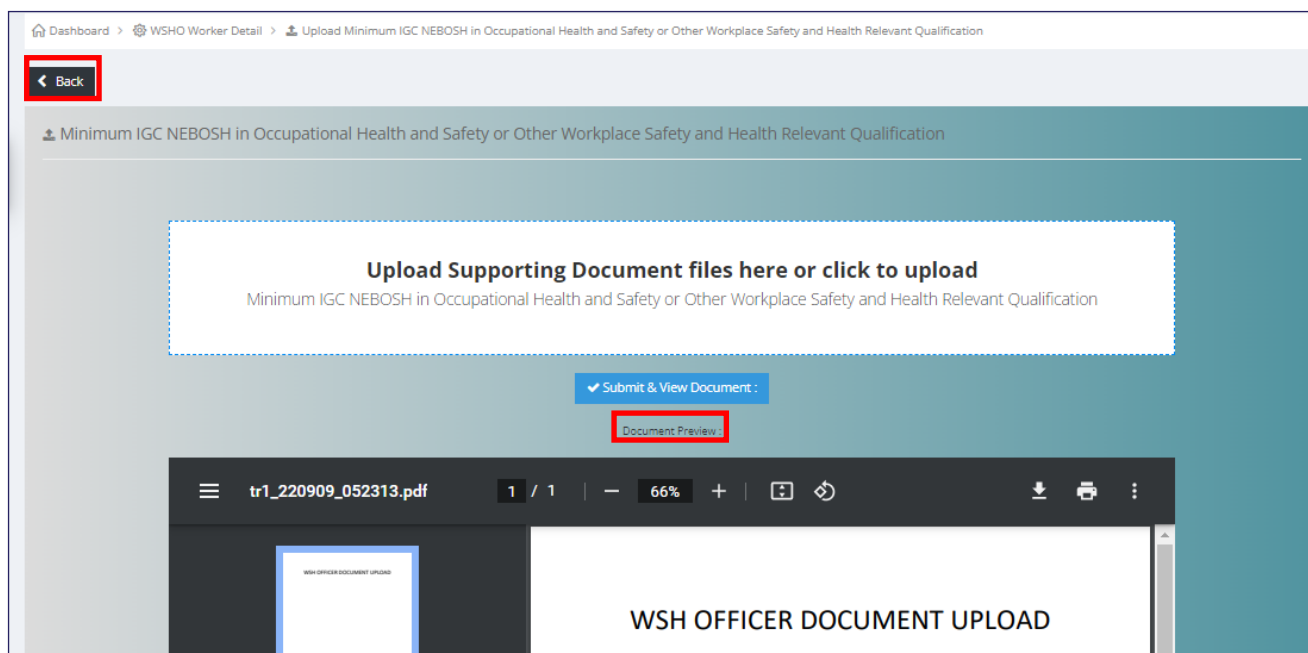
STEP 9

Once the document has been uploaded, the following **document icon** will appear. Click **Submit** and **View Document**.



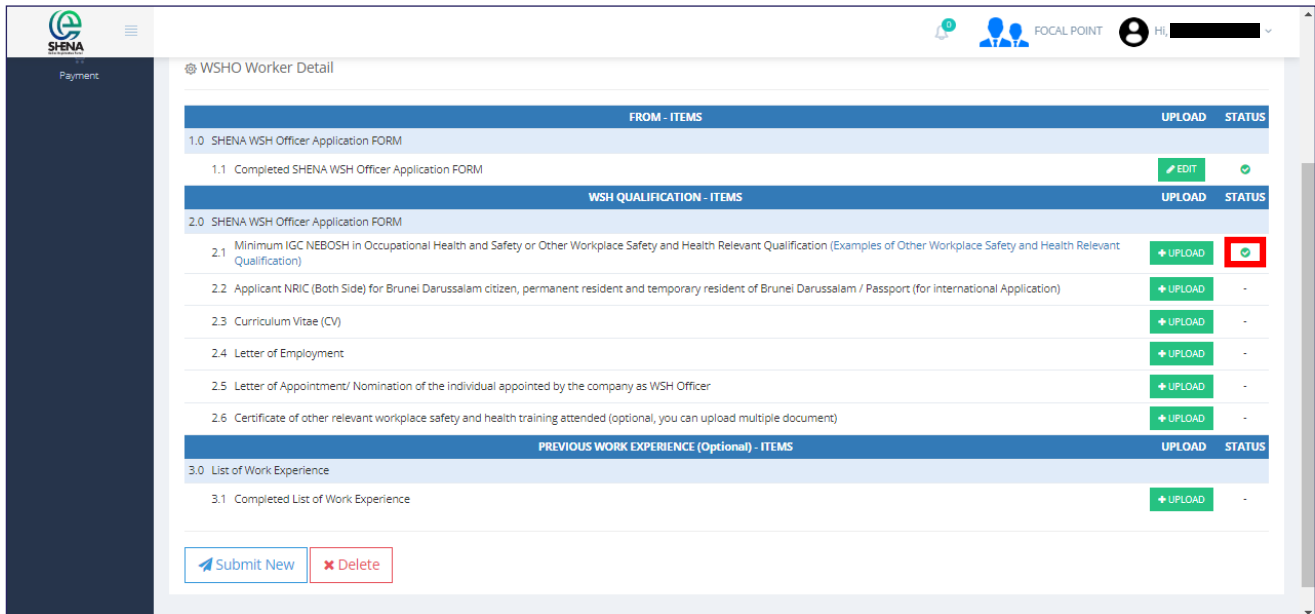
STEP 10

If upload is successful, you will see a preview of the document as shown below. Click **Back** to continue.



STEP 11

You will see a **green tick** to show that your upload is successful. Complete **Section 2** by uploading the required documents.



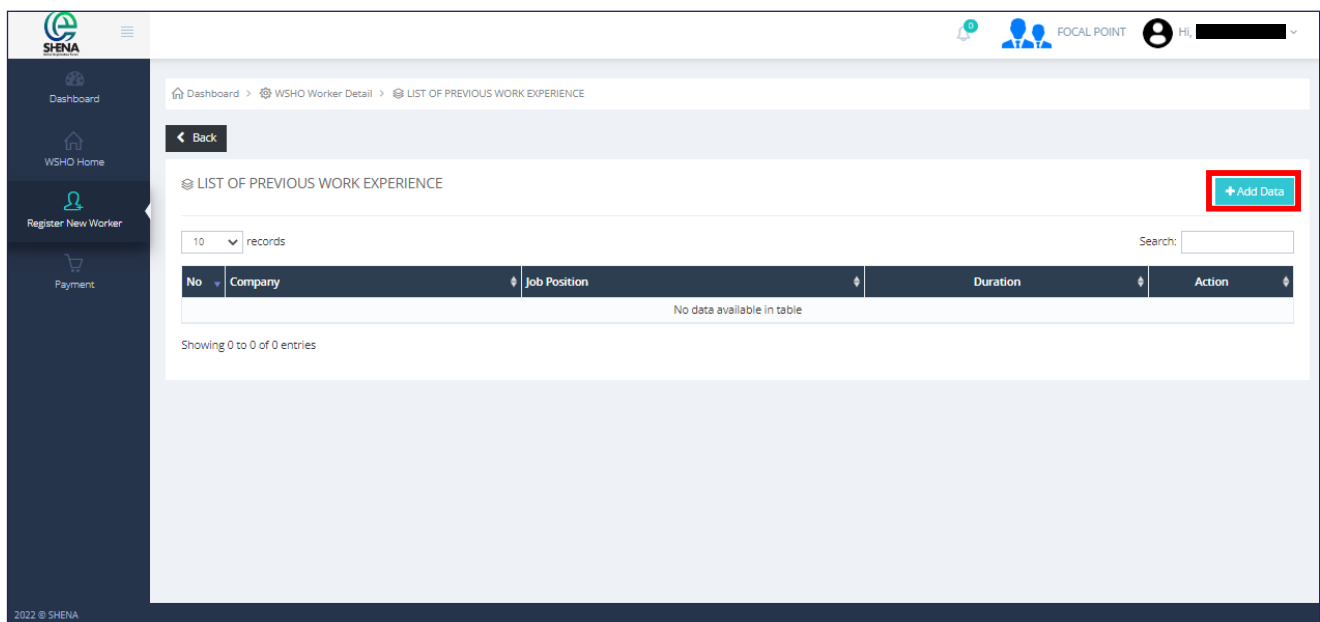
The screenshot shows the 'WSHO Worker Detail' page. It features three main sections for document uploads:

- FROM - ITEMS:** Contains item 1.0 'SHENA WSH Officer Application FORM' with sub-item 1.1 'Completed SHENA WSH Officer Application FORM'. Item 1.1 has a green 'EDIT' button and a green checkmark status.
- WSH QUALIFICATION - ITEMS:** Contains items 2.1 through 2.6. Item 2.1 'Minimum IGC NEBOSH in Occupational Health and Safety or Other Workplace Safety and Health Relevant Qualification' has a '+ UPLoad' button and a green checkmark status. Items 2.2 through 2.6 have '+ UPLoad' buttons and a '-' status.
- PREVIOUS WORK EXPERIENCE (Optional) - ITEMS:** Contains item 3.0 'List of Work Experience' with sub-item 3.1 'Completed List of Work Experience'. Item 3.1 has a '+ UPLoad' button and a '-' status.

At the bottom, there are 'Submit New' and 'Delete' buttons.

STEP 12

Section 3 is details of previous work experience. Click **Add Data**.



The screenshot shows the 'LIST OF PREVIOUS WORK EXPERIENCE' page. It includes a breadcrumb trail: Dashboard > WSHO Worker Detail > LIST OF PREVIOUS WORK EXPERIENCE. A '+ Add Data' button is highlighted with a red box. Below the button, there is a dropdown menu set to '10 records' and a search field. A table with columns 'No', 'Company', 'Job Position', 'Duration', and 'Action' is shown, but it contains no data, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'.

STEP 13

Fill in the details accordingly. Click **Submit**.

+ Add Data Experience X

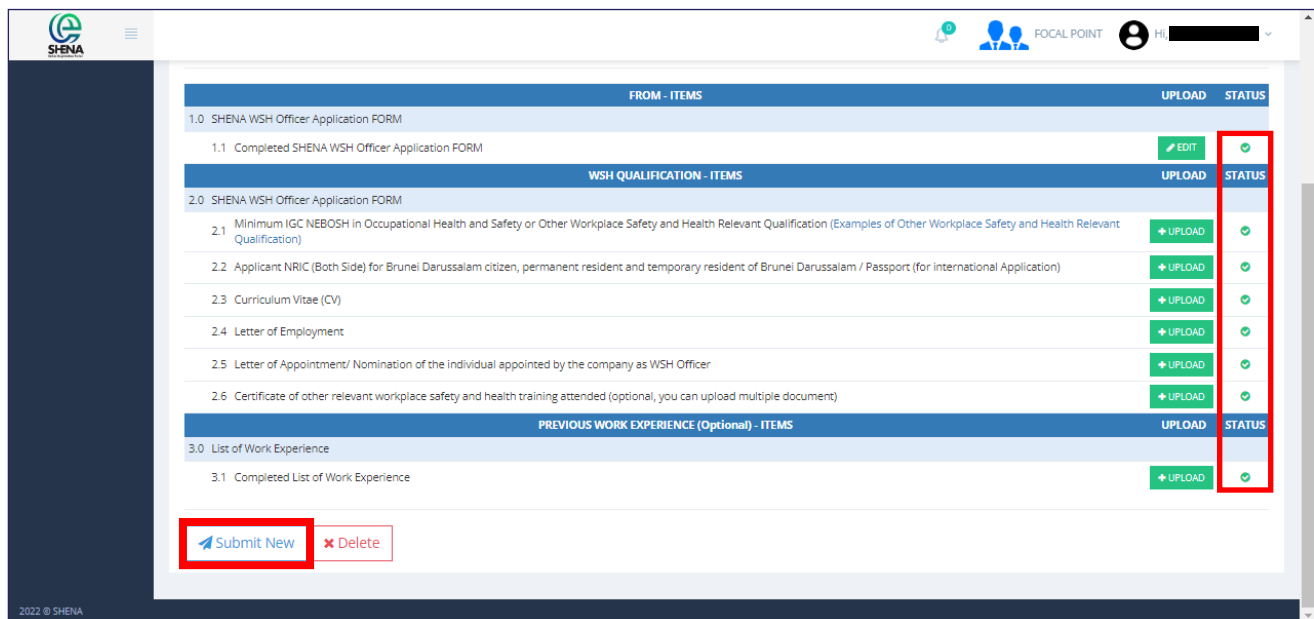
NAME OF COMPANY *

JOB POSITION *

DURATION * ▼ **Years** ▼ **Months**

STEP 14

Once all sections are complete (all with **green ticks**), click **Submit New**.



The screenshot shows the SHENA application form completion screen. The form is divided into several sections, each with a 'FROM - ITEMS' header and 'UPLOAD' and 'STATUS' columns. The 'STATUS' column for all items is marked with a green checkmark, indicating completion. A red box highlights the 'Submit New' button at the bottom left.

FROM - ITEMS	UPLOAD	STATUS
1.0 SHENA WSH Officer Application FORM		
1.1 Completed SHENA WSH Officer Application FORM	<input type="button" value="EDIT"/>	<input checked="" type="checkbox"/>
WSH QUALIFICATION - ITEMS		
2.0 SHENA WSH Officer Application FORM		
2.1 Minimum IGC, NEBOSH in Occupational Health and Safety or Other Workplace Safety and Health Relevant Qualification (Examples of Other Workplace Safety and Health Relevant Qualification)	<input type="button" value="+ UPLOAD"/>	<input checked="" type="checkbox"/>
2.2 Applicant NRIC (Both Side) for Brunei Darussalam citizen, permanent resident and temporary resident of Brunei Darussalam / Passport (for international Application)	<input type="button" value="+ UPLOAD"/>	<input checked="" type="checkbox"/>
2.3 Curriculum Vitae (CV)	<input type="button" value="+ UPLOAD"/>	<input checked="" type="checkbox"/>
2.4 Letter of Employment	<input type="button" value="+ UPLOAD"/>	<input checked="" type="checkbox"/>
2.5 Letter of Appointment/ Nomination of the individual appointed by the company as WSH Officer	<input type="button" value="+ UPLOAD"/>	<input checked="" type="checkbox"/>
2.6 Certificate of other relevant workplace safety and health training attended (optional, you can upload multiple document)	<input type="button" value="+ UPLOAD"/>	<input checked="" type="checkbox"/>
PREVIOUS WORK EXPERIENCE (Optional) - ITEMS		
3.0 List of Work Experience		
3.1 Completed List of Work Experience	<input type="button" value="+ UPLOAD"/>	<input checked="" type="checkbox"/>

REGISTRATION OF WSH OFFICER(S)



STEP 15

Please read the **Declarations** and ensure both boxes are ticked. Click **Submit**.

DECLARATION FOR SUBMITTING WORKER

DECLARATION BY EMPLOYEE IN SUPPORT OF APPLICATION +
We support the application for the individual to be registered as an Workplace Safety and Health Officer (WSH Officer). S/He shall be bound by Workplace Safety and Health (Workplace Safety and Health Officers) Regulations, 2014 when exercising the privileges of a WSH Officer. We agree and knowledge that the approval of this application is in the Authority's sole and absolute discretion and that the Authority may decline this application without giving any reasons. We undertake to inform SHENA when the WSH Officer is no longer required to exercise his privileges, relinquished his role or ceased to be employed by the organisation. The information provided in this application form has been verified.

DECLARATION BY COMPANY / FOCAL POINT +
I, declare that all particulars and information provided in this application and the documents attached hereto are true to the best of my knowledge and belief, and I understand that the Safety, Health and Environment National Authority (SHENA) reserves the right to reject this application if, at any stage, the information provided is false and incorrect. Should verification is required on any information provided in this application, I hereby authorise SHENA to carry out the necessary investigations.

Cancel **SUBMIT**

STEP 16

The **Status** and **Action** will be updated. The **SHENA Registration team** will verify your submission first before you can proceed with the payment.

Dashboard > List WSHO Worker List

Year 2022 -- Status --

List WSHO Worker List [Add New Worker](#)

10 records Search:

No.	Company Name	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	ORP SOCIALISATION	DARWIN HAALAND	Male	New	09 September 2022 15:17	09 September 2022 15:17	New Registered *	Detail
2.	ORP SOCIALISATION	HAKIM ZIYECH	Male	New	09 September 2022 10:11	09 September 2022 13:06	Submitted	On Progress
3.	ORP SOCIALISATION	FADHIL BIN HAMDAN	Male	New	09 September 2022 09:37	10 September 2022 08:29	Submitted	On Progress

Showing 1 to 3 of 3 entries

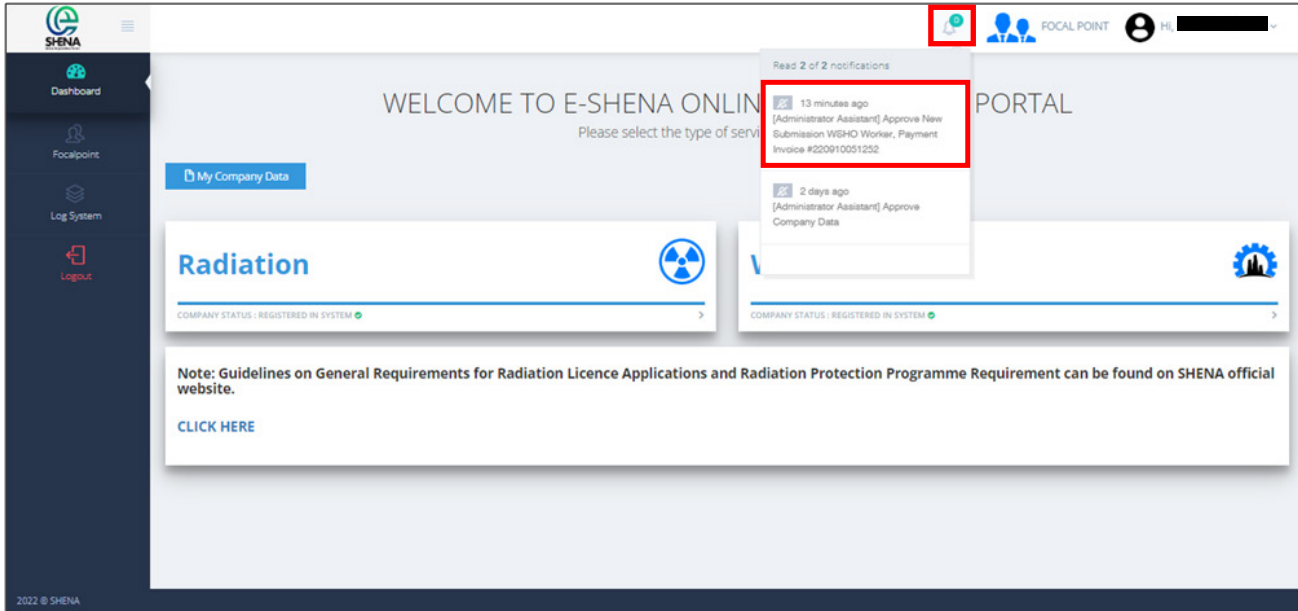


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WSH OFFICER NEW APPLICATION | PAYMENT PROCESS

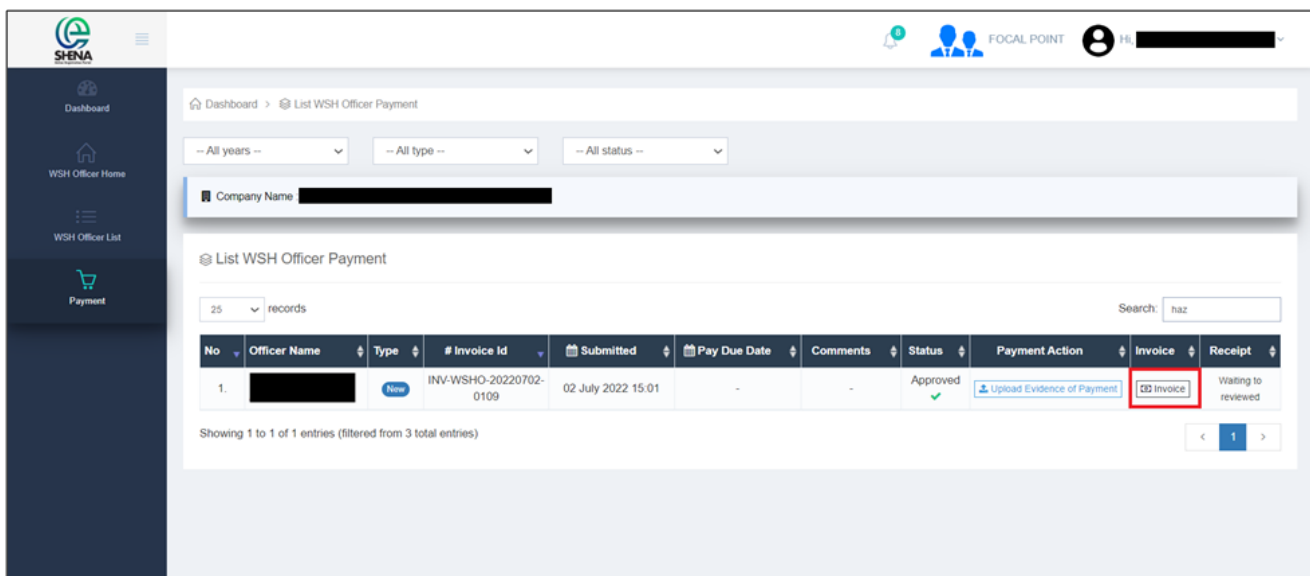
STEP 1

Once the **SHENA Registration Team** has verified your initial submission, you will receive a notification. If your submission is complete, you will be notified to make payment. Click on the **Notification** icon.



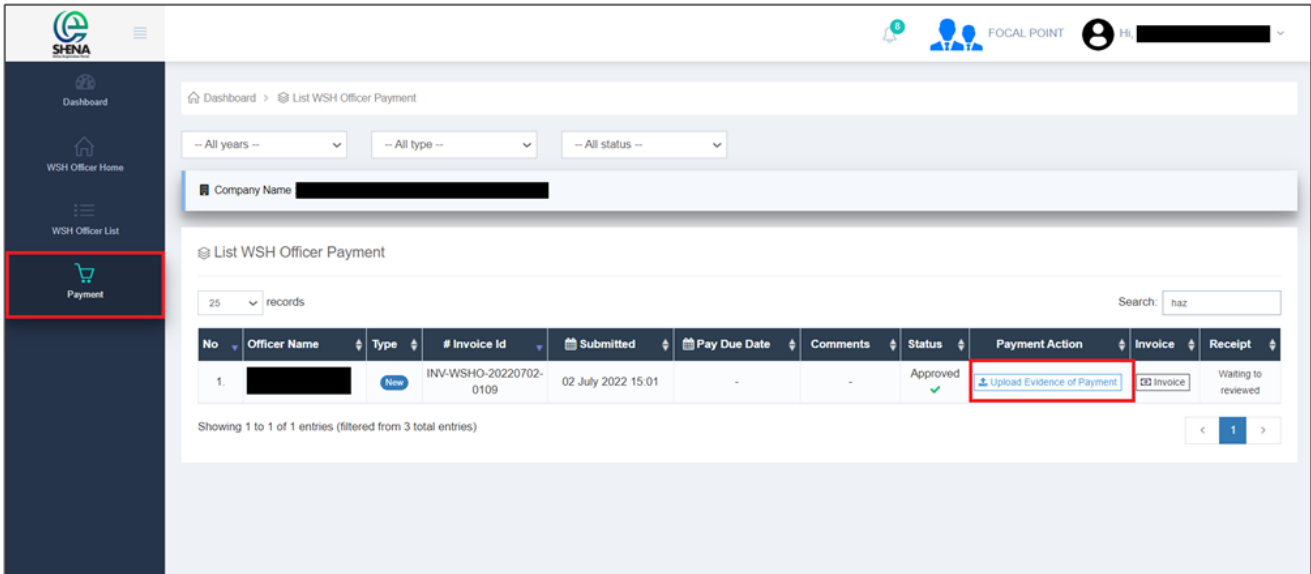
STEP 2

Click **Invoice** and take note of the details for your further action.



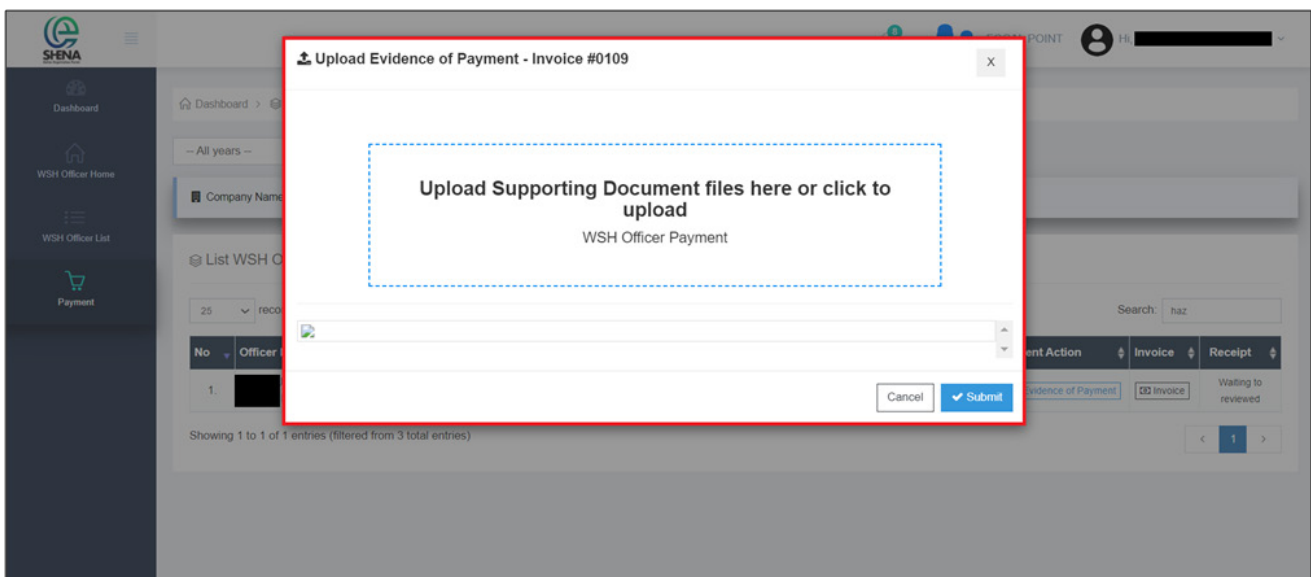
STEP 3

Make the payment according to the details in the invoice. Once payment is made, please upload the evidence by clicking the **Upload Evidence of Payment**.



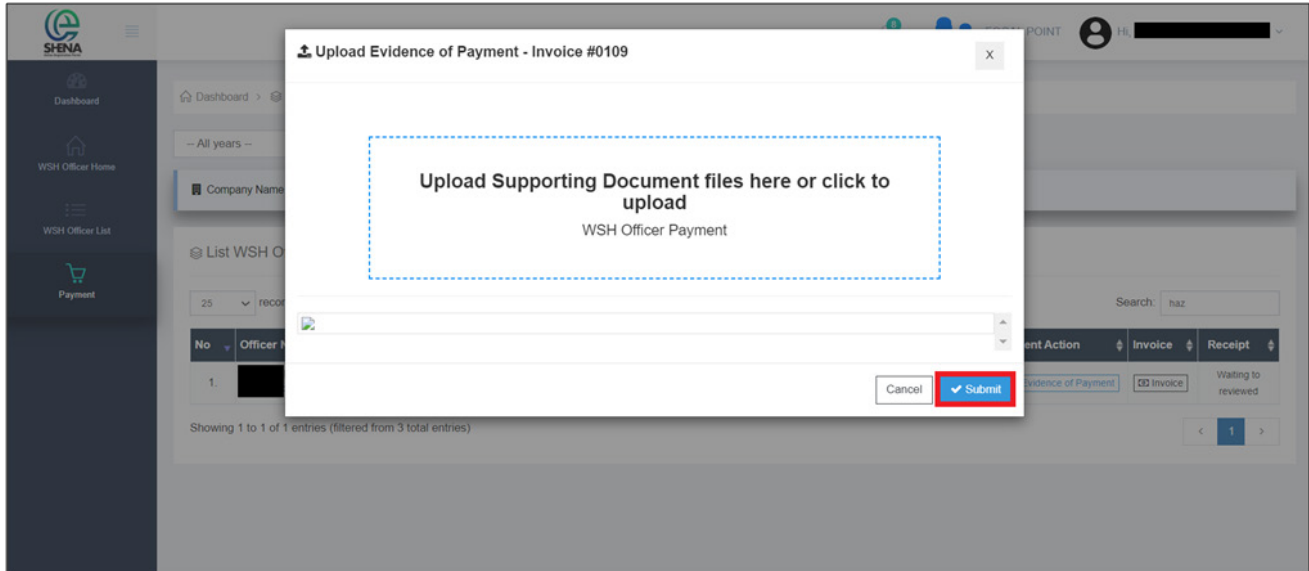
STEP 4

Click on the **white box** and upload **payment evidence**.



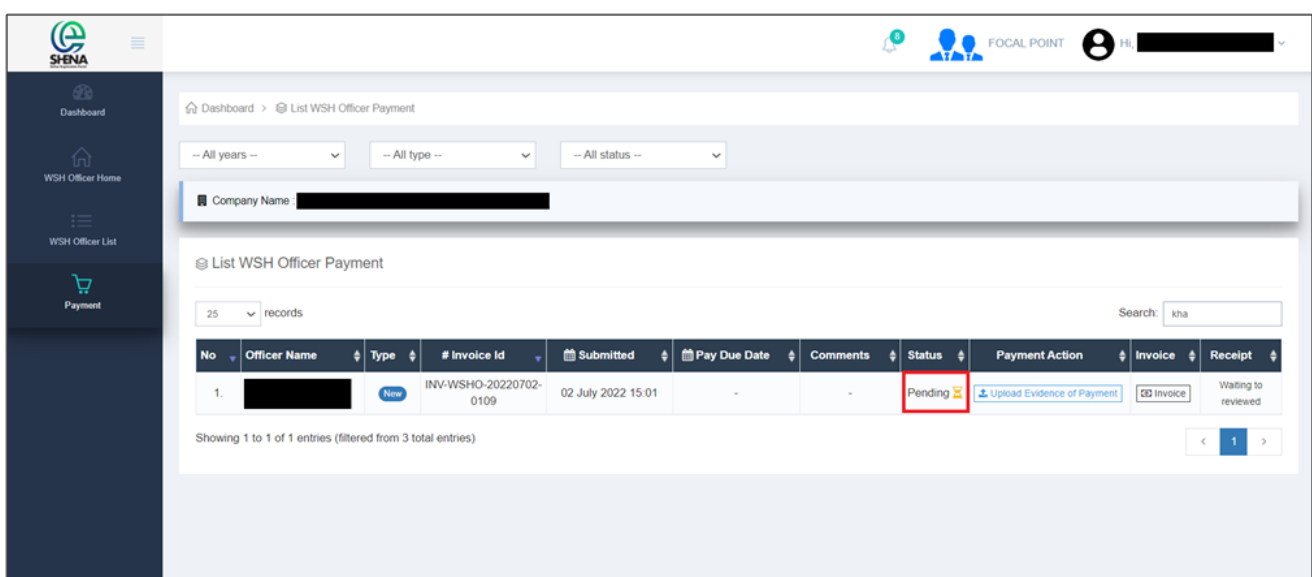
STEP 5

Once file has been uploaded, click **Submit**.



STEP 6

The status will change to **Pending**. The **SHENA Finance Team** will review the payment before you can proceed to the next step.





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WSH OFFICER NEW APPLICATION

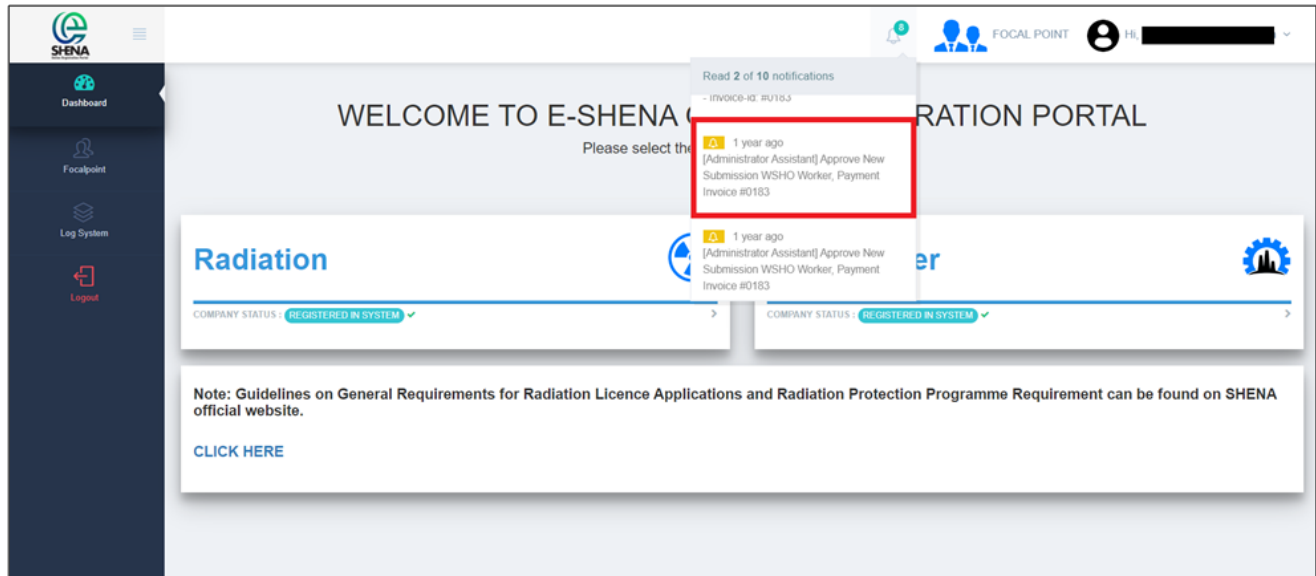
RECEIVE PAYMENT RECEIPT

RECEIVE PAYMENT RECEIPT



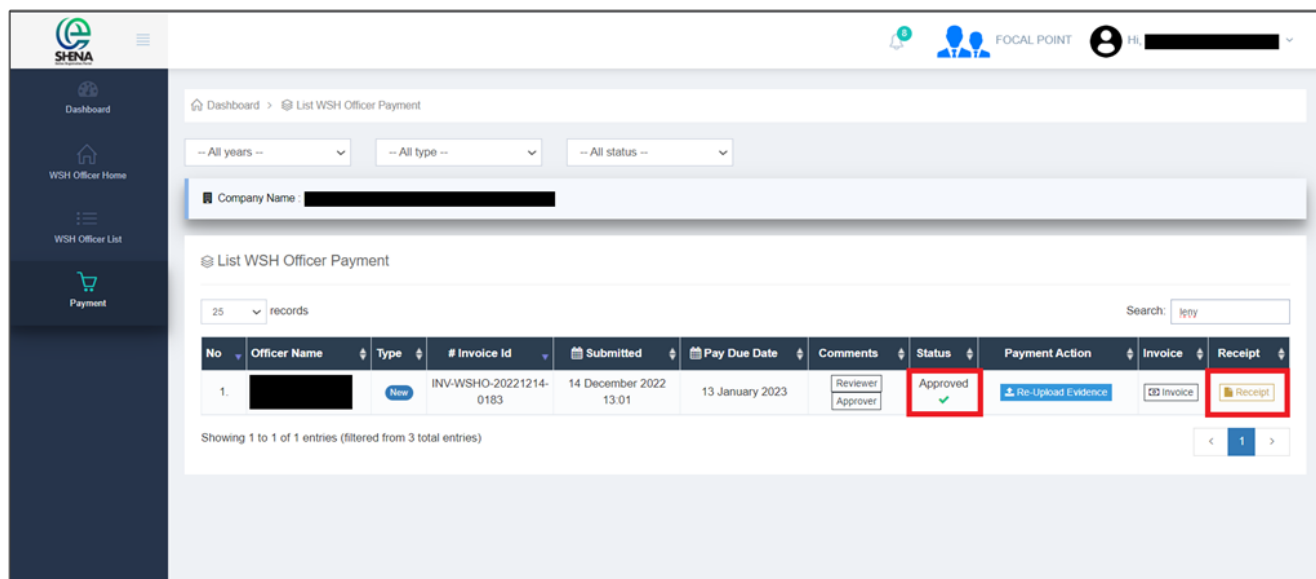
STEP 1

Once payment is verified and approved, you will receive a notification. Click on the **Notification** icon.



STEP 2

The status will show as **Approved** and you will receive a Receipt. The **SHENA Registration Team** will then proceed to assess the WSH Officer application.





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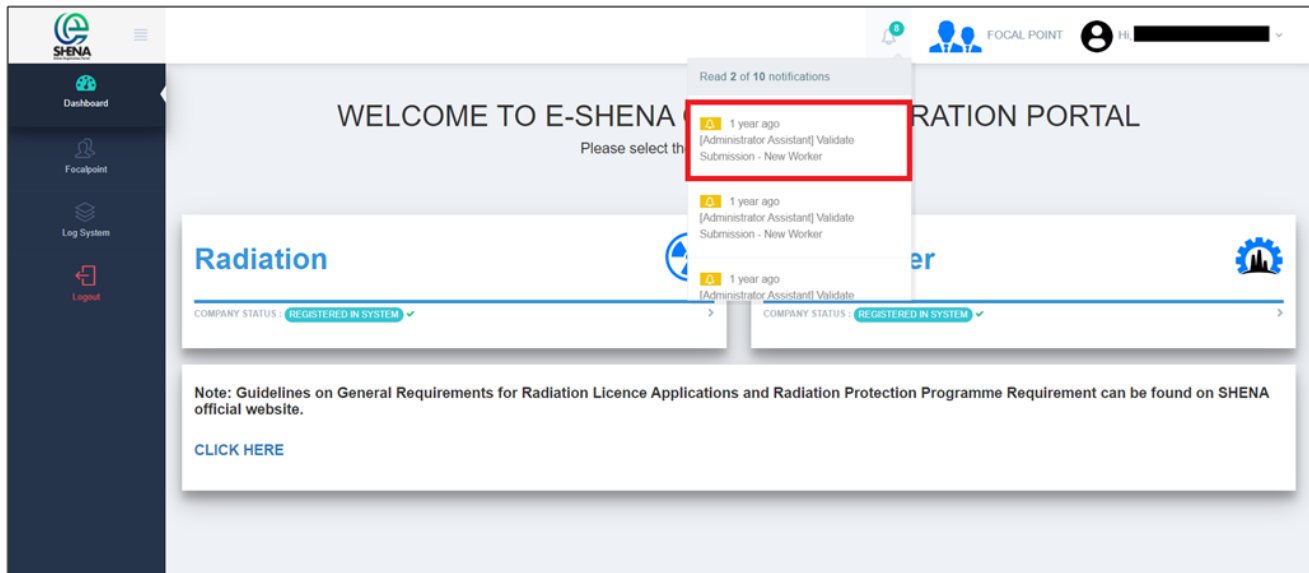
WSH OFFICER NEW APPLICATION | REGISTRATION STATUS

REGISTRATION APPROVED



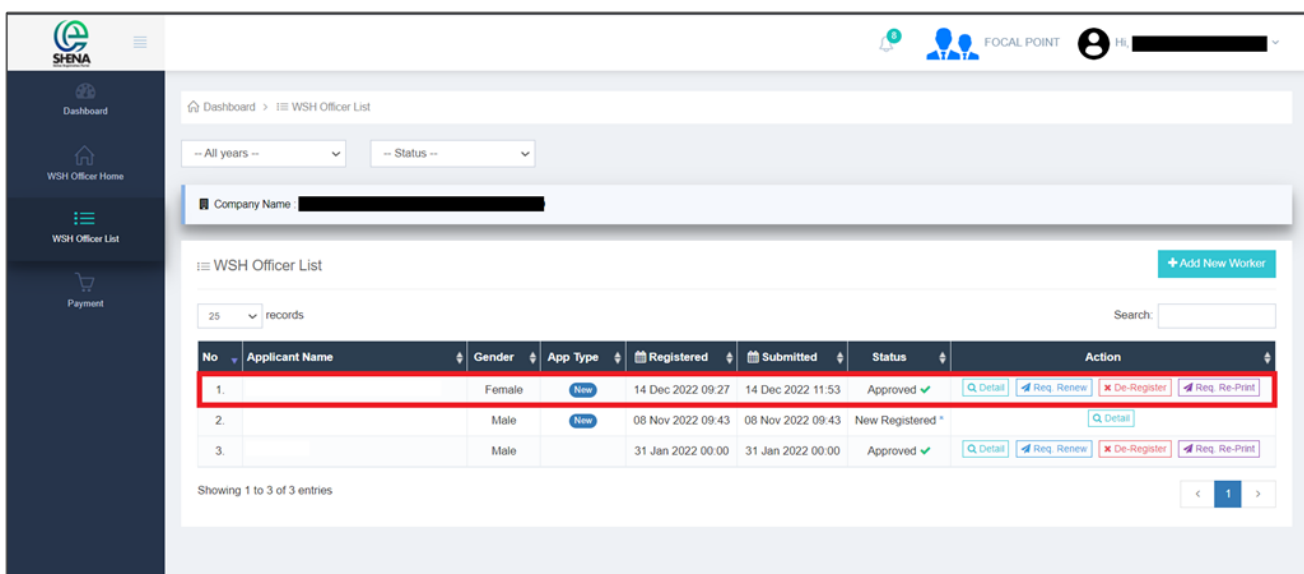
STEP 1

Once the assessment is complete, you will receive a notification. Click on the **Notification** icon.



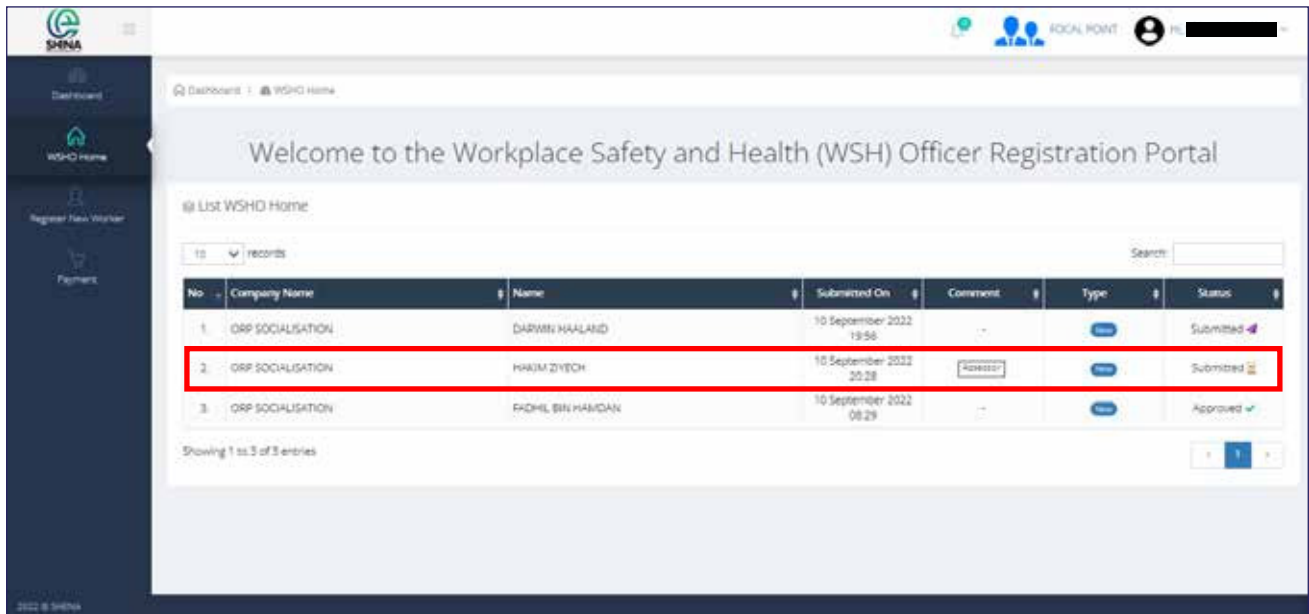
STEP 2

The status will be updated to **Approved**. The **SHENA Registration Team** will contact the **Focal Point** when the letter and card are ready for collection.



STEP 1

Registration may require further verification if criteria are **not fulfilled**.

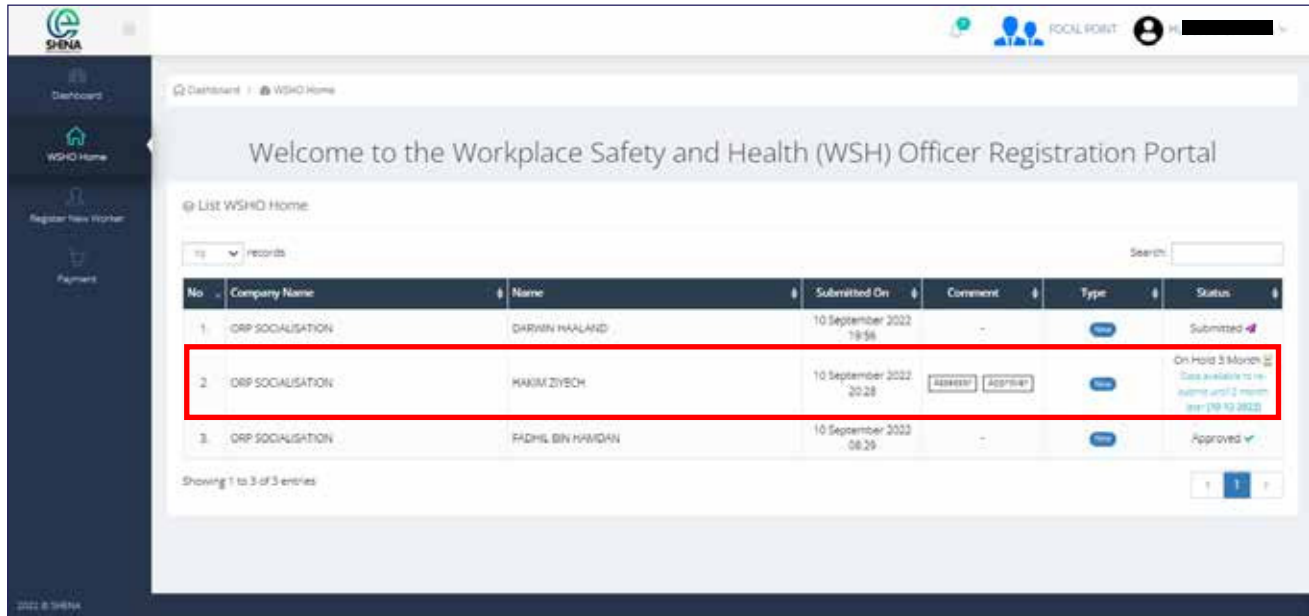


NOTE

- The applicant will need to attend an **interview assessment**.
- This will be done **physically/face-to-face** at SHENA office.
- Information regarding the interview assessment will be **informed via email**.
- The **outcome of the interview assessment** will be used to determine the status of the registration.
- The **registration status** can either be one of the following:
 - Approved
 - On Hold for Three (3) Months
 - On Hold for Six (6) Months
 - Rejected

STEP 2

Once the **SHENA Registration Team** has completed the further verification assessment, the application **status** will be updated.

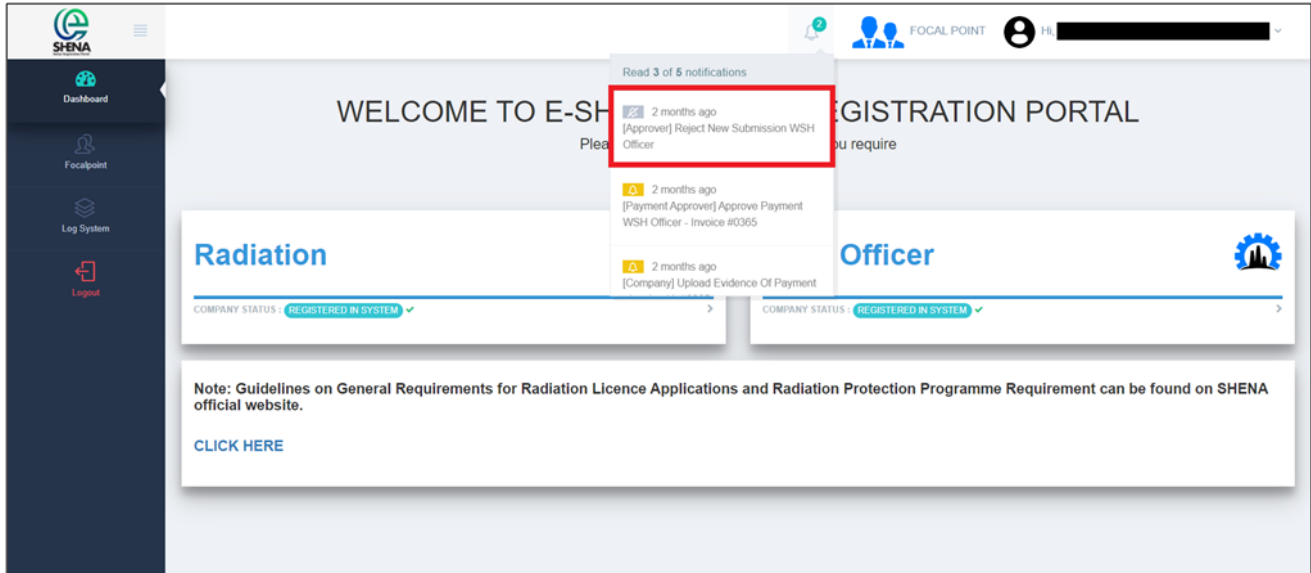


REGISTRATION REJECTED



STEP 1

Registration can be rejected if applicants do not meet multiple criteria, or if applicants fail the interview assessment.





اوتوریتی کے بحران کسلا مین
کھیتی: دان عالم سکیٹر
Safety, Health and Environment
National Authority

WSH OFFICER RENEWAL APPLICATION

| RENEWAL PROCESS

RENEWAL PROCESS



STEP 1

To renew **WSH Officer Registration**, go to **WSH Officer List** tab.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: [REDACTED] SDN BHD

WSH Officer List + Add New Worker

25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print

Showing 1 to 2 of 2 entries

STEP 2

Click on **Req. Renew** button.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: [REDACTED] SDN BHD

WSH Officer List + Add New Worker

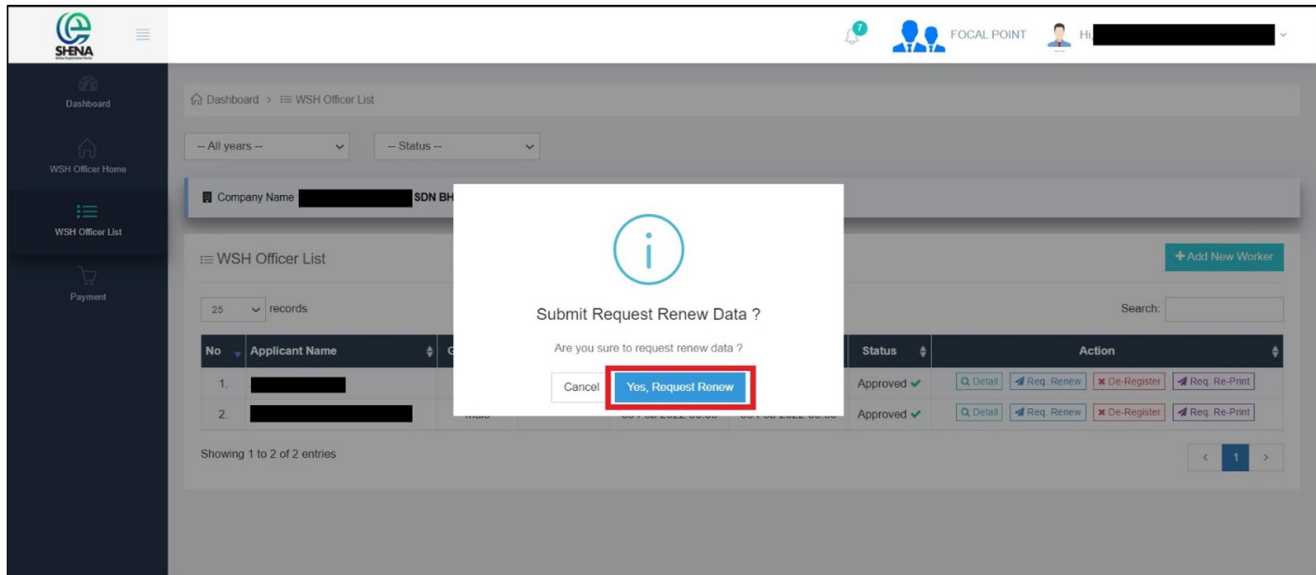
25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print

Showing 1 to 2 of 2 entries

STEP 3

Click on **Yes, Request Renew** option to submit Request Renew data.



NOTE

Before submitting the renewal application, please ensure to complete the following:

1. Continuing Professional Development (CPD)

- Applicant must complete a **minimum of 30 hours each** for Continuing Education, Delivering and Teaching, and Inspection, Audit and Review.
- Evidence must be recorded, verified and **uploaded into the E-SHENA portal**.

2. Pass the Brunei Darussalam Workplace Safety and Health Order, 2009 Examination

- Applicant must first attend the **Brunei Darussalam Workplace safety and Health Order, 2009 training course**. The training course is conducted by SHENA's Approved Training Provider.
- Upon successful completion of the training, the applicant must then sit for the **examination organised by SHENA**.
- An examination transcript will be issued to the applicant, and this transcript must be **uploaded into the E-SHENA portal**.



اوتوریتی کے بحران کسلامت
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Safety, Health and Environment
National Authority

WSH OFFICER DE-REGISTRATION

DE-REGISTRATION PROCESS

DE-REGISTRATION PROCESS



STEP 1

To de-register a WSH Officer, go to **WSH Officer List** tab.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: [REDACTED] SDN BHD

WSH Officer List

+ Add New Worker

25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print

Showing 1 to 2 of 2 entries

STEP 2

Click on the **De-Register** on the Action section.

Dashboard > WSH Officer List

-- All years -- -- Status --

Company Name: [REDACTED] SDN BHD

WSH Officer List

+ Add New Worker

25 records Search: [REDACTED]

No	Applicant Name	Gender	App Type	Registered	Submitted	Status	Action
1.	[REDACTED]	Male		31 Jan 2022 00:00	31 Jan 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print
2.	[REDACTED]	Male		03 Feb 2022 00:00	03 Feb 2022 00:00	Approved ✓	Detail Req. Renew De-Register Req. Re-Print

Showing 1 to 2 of 2 entries

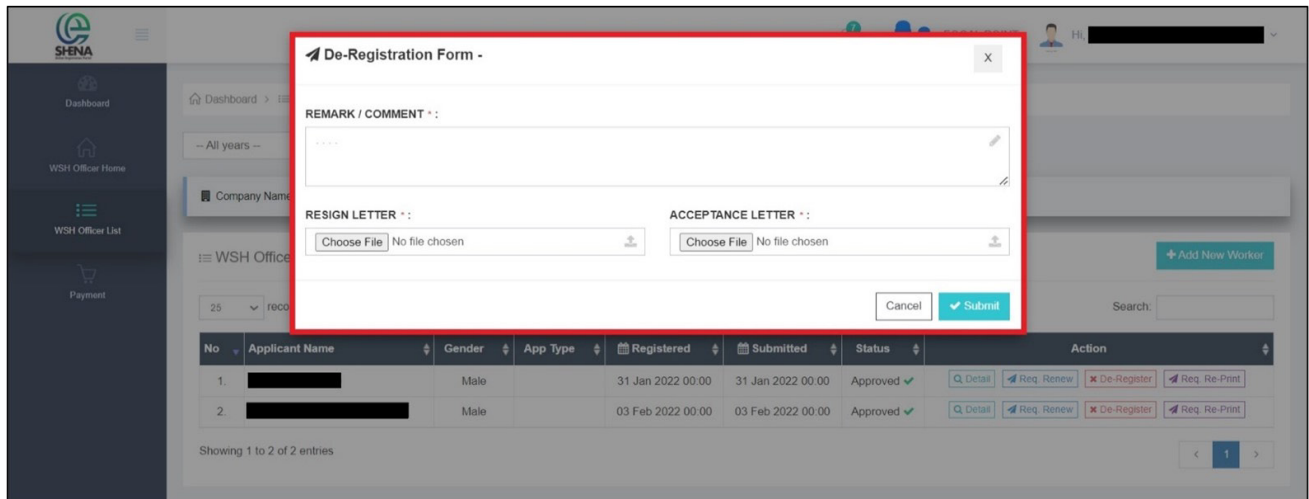
DE-REGISTRATION PROCESS



STEP 3

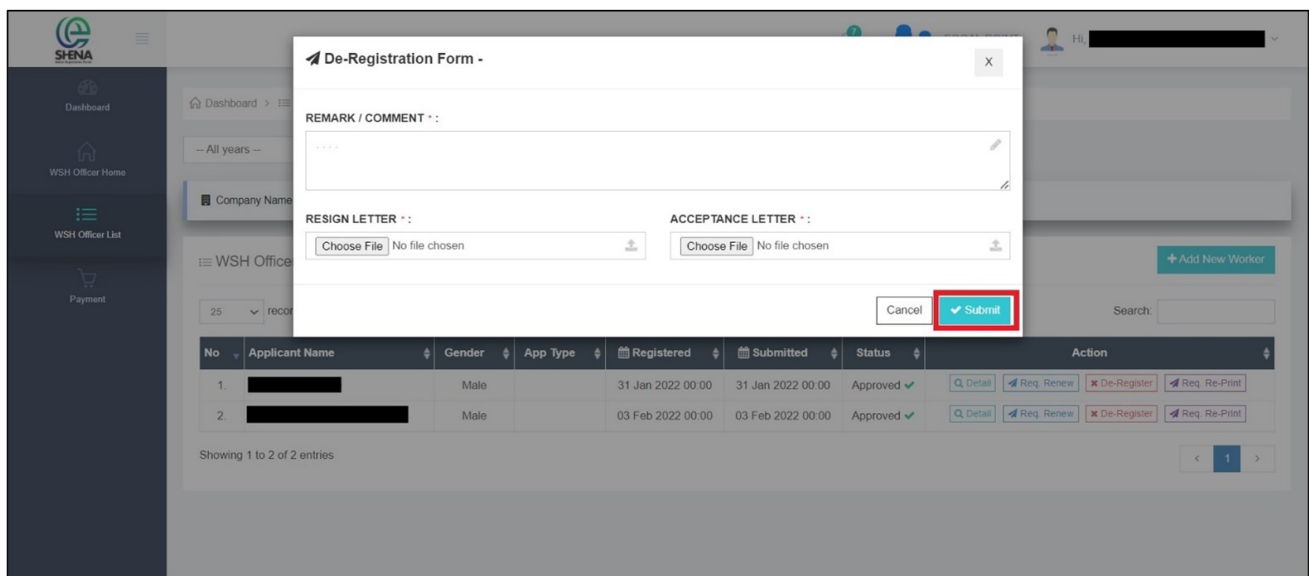
Fill in the **Remark/Comment** and upload the **Resignation** and **Acceptance Letter**.

The resignation letter is the letter provided by the WSH Officer to the company. The acceptance letter is the letter provided by the company to the applicant in response to the resignation letter.



STEP 4

Once the files are uploaded, click **Submit**.



NOTE


De-registration of WSH Officers applies to the following:

1. **Resigning** from the current company.
2. **Resigning** from the current company and **moving to a different company**:
 - In this case, the new company is **not required to submit a new application** for the WSH Officer.
 - The SHENA Registration Team will **transfer the WSH Officer's data** from the previous company to the new company.
 - The **new company is required to provide the following documents to SHENA** via email wshapplication@shena.gov.bn:
 - WSH Officer employment letter (must include job designation and start date)
 - WSH Officer nomination letter
3. WSH Officers who are **no longer appointed as WSH Officers** in their company.
4. WSH Officers who are taking a **new role in the same company**, and will **not be appointed as WSH Officers** in their new role.



QUERIES

- Should you have any **queries** regarding the registration process and the use of **E-SHENA Portal**, please send an email to wshapplication@shena.gov.bn
- If you experience any technical issues, the **SHENA Registration Team** will liaise with the software developer to rectify them.

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