



اوتوريٽي ڪيٿسائن ڪسلامتن
ڪسيٽن. ڊان عالم سڪيٽر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC: REVISION TO THE INITIAL INCIDENT NOTIFICATION (IIN) REPORTING PROCESS				Reference Number: 2023/NTI/05
Approved by: Director of Investigation and Response Division	Endorsed by: Acting Interim CEO	Issue date: 21 st September 2023	Expiry date: None	Revision No: 1.0

The purpose of this Note to Industry (NTI) is to inform all stakeholders, in particular employers, occupiers, self-employed persons and registered medical practitioners, on the revised Initial Incident Notification (IIN) reporting process to the Safety, Health and Environment National Authority (SHENA).

To ensure easier access using a more efficient and structured approach to incident reporting, a new portal accessible through the SHENA website is now fully operational and serves as the primary platform for the submission of the Initial Incident Notification (IIN) Form.

The following steps are applicable with immediate effect for incident reporting as required under the Workplace Safety and Health (Incident Reporting) Regulations, 2014:

Step 1 – Call the Authority's Incident Reporting Duty phone on +673 733 2200.

Step 2 – Complete the online IIN Form on the SHENA website.

Step 3 – Submit the completed IIN Form and receive an acknowledgement from SHENA.

Employers, occupiers and registered medical practitioners are hereby reminded of the legal obligation under the Workplace Safety and Health (Incident Reporting) Regulations, 2014, as summarised below:

EMPLOYER	<ul style="list-style-type: none">Every employer shall, as soon as reasonably practicable, notify and submit the IIN Report to SHENA <u>not later than 10 days</u> after the accident at the workplace in the event of the death of any employee.
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	<ul style="list-style-type: none"> ▪ Every employer shall notify and submit the IIN Report to SHENA <u>no later than 10 days after the accident</u> as per the following: <ul style="list-style-type: none"> ○ where an employee meets with an accident (leading to injury) at a workplace and is <u>given more than 3 days of sick leave</u>, in relation to the accident, by a registered medical practitioner. ○ where an employee is <u>admitted to a hospital for at least 24 hours for observation or treatment</u>. ○ when an employee <u>suffers an occupational disease at a workplace</u>.
<p>OCCUPIER</p>	<ul style="list-style-type: none"> ▪ Every occupier shall, as soon as reasonably practicable, notify and submit the IIN Report to SHENA <u>no later than 10 days after the accident in the event of the death of any employee</u>. ▪ Every occupier shall notify and submit an IIN Report to SHENA <u>no later than 10 days after the accident, in the event, that a person or self-employed person is injured and taken to hospital for treatment</u>. ▪ Every occupier shall as soon as it is reasonably practicable, <u>notify SHENA of any dangerous occurrence that occurs at the workplace and submit an IIN Report to SHENA, no later than 10 days after the dangerous occurrence</u>.
<p>REGISTERED MEDICAL PRACTITIONER</p>	<ul style="list-style-type: none"> ▪ Every registered medical practitioner shall submit an IIN Report to SHENA, <u>no later than 10 days after the diagnosis of any employee or patient with occupational disease related to a workplace</u>.

All employers, occupiers and registered medical practitioners are hereby reminded of the offence under Regulation 9 of the Workplace Safety and Health (Incident Reporting) Regulations, 2014 whereby any employer, occupier, and registered medical practitioner who contravenes the regulations is guilty of an offence and liable upon conviction to a fine not exceeding BND5,000 for the first offence and BND10,000, imprisonment not exceeding 6 months or both subsequently for a second offence.

Should further clarifications be required, please click the General Enquiries button at www.shena.gov.bn or contact the SHENA Office general line at +673 238 2000.

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