



اوتوريتي كبحسأن كسلامتن
كصيتت: دن عالم سكيتتر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC UPDATES ON SAFETY AND HEALTH-RELATED TRAINING COURSES REQUIRED TO BE REGISTERED WITH SHENA				Reference Number 2023/NTI/07
Approved by: Acting Director of Compliance & International Division	Endorsed by: Interim CEO	Issue date: 26 th September 2023	Expiry date: None	Revision No: 1

Purpose: This Note to Industry (NTI) seeks to update all Approved Training Providers (ATP) and relevant stakeholders with regard to the safety and health-related training courses in Brunei Darussalam that are required to be registered with SHENA. In addition, this NTI also serves as a general reminder to ensure compliance with the Workplace Safety and Health Order, 2009 (WSHO, 2009) and the regulations thereunder.

SHENA would like to clarify that the relevant workplace safety and health-related training courses, which are required to be registered with SHENA by ATPs, **do not include 'skills training'** i.e. training that requires the person to be skilled in their particular work.

The following examples are non-exhaustive and are provided as a guide to the types of training courses that must be registered with SHENA:

NO.	CATEGORY	EXAMPLE(S)
1	Workplace Safety and Health (WSH) Professional & Practitioner Qualification as follows (but not limited to): <ul style="list-style-type: none">▪ WSH Officer;▪ WSH Co-Ordinator; and▪ WSH Auditor.	NEBOSH IGC in Occupational Health & Safety, IOSH Managing Safely, NEBOSH Award in Health Safety or any equivalent course that runs in Brunei Darussalam.

2	Material Handling	Crane & Machinery Safety Inspection, and Safe Handling of Forklift.
3	Working at Height	Working Safely at Height, Perform Metal Scaffold Erection, and Supervise Metal Scaffold Erection.
4	High Pressure-related work	Safe Operation of High-pressure Water Jetting.
5	Emergency Response Training	Occupational First Aid, Fire Marshal, Rescue at Height, Radiological Emergency Response, and Confined Space Rescue.
6	Hazardous Substance	Safe Handling of Hazardous Substance and, Safe Management of Hazardous Substance.
7	Radiation	Radiation Protection Officer and, Radiation Protection/ Safety Awareness.
8	Occupational Health	Authorised Gas Tester, Occupational Hygiene, Indoor Quality Assessor, Noise Risk Assessor, Ergonomic awareness, Asbestos and, Mental Health Awareness.

Other safety and health at workplace-related training courses include (but are not limited to):

- 1) Any relevant safety and health awareness training courses covering workplace safety and health legislation;
- 2) Construction safety;
- 3) Manual handling;
- 4) Electrical safety;
- 5) Incident reporting;
- 6) Incident investigation;
- 7) Safe use of chemicals;
- 8) Mental health at work;
- 9) Process safety; and
- 10) Basic Office safety.

Flexibility of venue is also granted for ATPs that do not have their own premise or facility to run the training course. ATPs that do not have their own permanent premise are required to provide documentary evidence to SHENA such as rental contract or agreement letter that leads the rental arrangements. This is subject to the type of training course.

If ATPs are using the services of part-time, invited or ad-hoc trainers, the ATPs are required to provide documentary evidence to SHENA on the agreed arrangements made between the ATP and the trainers. This includes a letter of appointment from the ATP to the trainer, as well as a copy of written acceptance from the trainer to the ATP. Regardless the trainer will remain accountable of his/her mobile involvement and should also seek permission from trainer's main employer.

Training providers are reminded to adhere to the checklist and requirements as stated on the online form for the registration to become an approved training provider with SHENA <https://shena.gov.bn/licenses-and-registration/wsh-applications/approved-training-provider-atp>

If you require further clarification, you may email your enquiries to wshapplication@shena.gov.bn or contact SHENA Office general line at +673 2382000 anytime during office hours.

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