



اوتوريتي كېڤسائڻ كسلامتن
كھييتن. دان عالم سكيتر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC REMINDER ON THE REQUIREMENT TO APPOINT WSH CO-ORDINATOR AND MINIMUM NUMBER OF HOURS WSH CO-ORDINATOR REQUIRED TO BE PRESENT AT WORKSITE				Reference Number: 2023/NTI/08
Approved by: Acting Director of Compliance & International Division	Endorsed by: Acting Interim CEO	Issue date: 29 th September 2023	Expiry date: None	Revision No: 1

Purpose: This Note to Industry (NTI) serves as a notice to inform all relevant stakeholders on the appointment of Workplace Safety and Health Co-Ordinator (WSH Co-Ordinator) as stipulated under the Workplace Safety and Health (Construction) Regulations, 2014.

SHENA would like to remind of the legal requirement under the Workplace Safety and Health (Construction) Regulations, 2014, that worksites where the contract sum of the building operation or works of engineering construction (BOWEC) is less than BND 10,000,000 (BND 10 million) calls on the **duty of the occupier of the worksite to appoint** a WSH Co-Ordinator [Regulations 6(1) & (2)].

Appointed and registered WSH Co-Ordinators are hereby required to be present at their respective worksite for **at least 15 hours per week** to ensure active involvement and oversight on the work activities at the workplace. To facilitate the monitoring of the number of hours and in the absence of existing attendance recording systems/ processes, worksites can use the template that appears in **Annex A**. This template serves as a standard means of recording the number of hours spent by the WSH Co-Ordinator on a particular worksite, and it may be requested as documentary evidence during SHENA's regulatory enforcement actions i.e., inspection or monitoring visit. This record will also include the weekly recommendation/ report done by the appointed WSH Co-Ordinator to the Occupier of the worksite which is **part of their legal duty** as the appointed WSH Co-Ordinator to the worksite.

Any Occupier of a worksite who fails to appoint a WSH Co-Ordinator in accordance with the Workplace Safety and Health (Construction) Regulations, 2014 shall be guilty of an offence and liable on conviction to a fine not exceeding BND 10,000 and, in the case of a continuing offence, to a further fine not exceeding BND 1,000 for each day or part thereof during which the offence continues after conviction.

In addition, no person may act as a WSH Co-Ordinator without first obtaining approval from SHENA. Any person acting in such a position without SHENA's approval shall be liable to a fine of up to BND 5,000, imprisonment term of up to 6 months, or both.

Please submit any further clarifications or query by clicking "General Enquiries" on the SHENA website: www.shena.gov.bn or contact the SHENA office on the general number +673 2382000 at any time during office hours.

WEEKLY LOG REPORT [FOR THE USE BY WSH CO-ORDINATOR]

Week 1 (Date XX MONTH YYYY - XX MONTH YYYY)

NAME OF WSH CO-ORDINATOR	
REGISTRATION NUMBER (IF APPLICABLE)	
NAME OF COMPANY	
LOCATION OF WORKSITE	

DATE	TIME IN	TIME OUT	NO. OF HOURS	SUPERVISOR SIGNATURE

WEEKLY RECOMMENDATION / REPORT COMMUNICATED TO THE OCCUPIER OF THE WORKSITE (CEO, MD, ETC.)

RECEIVED BY THE OCCUPIER OF WORKSITE
NAME / DATE / SIGNATURE

NUMBER OF HOURS	COMPANY STAMP