



NOTE TO INDUSTRY (NTI)

TOPIC LEGAL REQUIREMENT AND CRITERIA FOR APPROVAL TO ACT AS WORKPLACE SAFETY AND HEALTH AUDITOR				Reference Number 2023/NTI/13
Approved by: Acting Director of Compliance & International Division	Endorsed by: Acting Interim CEO	Issue date: 14 November 2023	Expiry date: None	Revision No: 1

Purpose: This Note to Industry (NTI) serves as an announcement to inform all relevant stakeholders with regard to the Workplace Safety and Health (WSH) Auditor requirements and the criteria for approval.

i) Requirement to appoint WSH Auditor

SHENA wishes to inform the requirement to appoint a WSH Auditor for certain prescribed classes or descriptions of workplaces under Section 30 of the Workplace Safety and Health Order, 2009. The function of the WSH Auditor under this section shall be to audit (in a manner as SHENA may determine) *with the view to ensure the safety, health and welfare of persons at work in the workplace:*

- The safety and health management system of the workplace;
- Any risk assessment relating to the workplace, or the work carried out in that workplace;
- Any work process at the workplace; and
- The workplace.

Below are the following categories of workplaces where it is currently required to appoint a WSH Auditor and implement a safety and health management system:

(a) **WSH (General Provisions) Regulations, 2014 (Regulation 44)**

- Factories engaged in the processing or manufacture of petroleum, petroleum products, petrochemicals, or petrochemical products;
- Factories engaged in the manufacture of semiconductor wafers; and
- Factories engaged in the manufacture of fabricated metal products, machinery or equipment, in which 100 or more persons are employed.

(b) **WSH (Construction) Regulations, 2014 (Regulation 4)**

- Building operation or works of engineering construction (BOWEC) to be carried out in a worksite is BND 30 million or more;

(Note: Appointment of WSH Auditor to audit at least once every 6 months)

In accordance with the current legislation, the safety and health management system shall include the 14 elements as specified in the Second Schedule of the WSH (General Provisions) Regulations, 2014. For the workplaces, as specified in the workplace categories seen above, SHENA has the authority to require such a number of WSH Auditors to be appointed to audit the safety and health management system in a workplace.

ii) Criteria for approval to act as WSH Auditor

SHENA has not yet begun registering WSH Auditors. In view of the shortage of WSH Auditors in Negara Brunei Darussalam, SHENA would like to announce in advance the following criteria for the registration as a WSH Auditor:

- a) An individual who is at least 25 years old and employed in Negara Brunei Darussalam.
- b) Pass the internal assessment interview with SHENA.
- c) Have the required working and practical experience based on the following:
 - i. Hold a relevant degree with at least five (5) years of working experience in workplace safety and health-related field **OR**
 - ii. Do not hold the relevant degree but has at least eight (8) years of working experience in the workplace safety and health-related field **AND**
 - iii. Have at least five (5) years of working experience in auditing-related activities (e.g. Occupational Health and Safety and/or Quality Management System and/or Environmental Management System audits).
- d) Have a minimum qualification of NEBOSH International Diploma in Occupational Health & Safety or equivalent.
- e) Successfully passed the CQI (Chartered Quality Institute) and/ or IRCA (International Register of Certificated Auditor) Lead Auditor ISO 45001 Training Course.
- f) Attended the Brunei Darussalam Workplace Safety & Health Order, 2009 Training Course and passed the examination with SHENA.
- g) Have at least five (5) years of working experience in auditing-related activities (e.g. Occupational Health and Safety and/or Quality Management System and/or Environmental Management System audits).

SHENA will provide information on the start of the WSH Auditor registration in due course. In the meantime, the workplace may independently engage the WSH Auditor with reference to the above criteria, if applicable.

Please submit further clarifications or questions by clicking on “General Enquiries” on the SHENA website: www.shena.gov.bn or contact the SHENA office on the general number +673 238 2000 at any time during office hours.

END