



NOTE TO INDUSTRY (NTI)

TOPIC COURSE SYLLABUS: APPLY WORKPLACE SAFETY AND HEALTH IN CONSTRUCTION (FOR WORKERS)				Reference Number 2024/NTI/06
Approved by: Acting Head of Compliance & International Affairs Division	Endorsed by: Interim CEO	Issue date: 2nd August 2024	Expiry date: None	Revision No: 0

Purpose: This Note to Industry (NTI) seeks to inform training providers and relevant stakeholders concerning the provisions and updates of safety and health related training courses in Brunei Darussalam.

SHENA is pleased to announce the course syllabus for **Apply Workplace Safety and Health in Construction (for Workers)** as per [Appendix A](#). This course aims as to provide learners with familiarisation of the basic workplace safety and health responsibilities and safe work procedures in construction that comply with Brunei Darussalam's workplace safety and health legislation.

Approved Training Providers (ATP) who intend to deliver the course syllabus must first be registered with SHENA [using the online form](#) which is available on the SHENA's website under Licenses & Registrations tab.

Once the submission is made, SHENA will review and update the status of the application accordingly. Upon approval, the ATP will receive an official letter from SHENA allowing the ATP to run the course using the syllabus as attached. SHENA will also publish the list of ATPs with the qualified trainers on SHENA's official website www.shena.gov.bn.

SHENA would like to remind that **no training provider is permitted to run the training course** until an approval letter is issued. Training providers that fail to adhere to the requirement above may be subject to the suspension of the approval as approved training providers with SHENA as per Section 35 ("Cancellation of Approval") of WSHO, 2009.

Should there be any further clarifications on this matter, please email your enquiries to wshapplication@shena.gov.bn or contact the SHENA Office general line at + 673 2382000 / + 673 272200 anytime during office hours.

END



APPENDIX A TRAINING COURSE SYLLABUS INFORMATION

TITLE OF TRAINING COURSE	APPLY WORKPLACE SAFETY AND HEALTH IN CONSTRUCTION (FOR WORKERS)
TRAINING COURSE CODE	SHENA/SHC/006
TOTAL MINIMUM NO. OF CREDIT HOURS	6 HOURS
COURSE AIM	TO FAMILIARISE LEARNERS WITH BASIC WORKPLACE SAFETY AND HEALTH RESPONSIBILITIES AND SAFE WORK PROCEDURES IN CONSTRUCTION IN COMPLIANCE WITH BRUNEI DARUSSALAM'S WORKPLACE SAFETY AND HEALTH LEGISLATION.
OVERALL COURSE OBJECTIVES	BY THE END OF THE COURSE, PARTICIPANTS WOULD BE FAMILIAR AND ABLE TO: <ul style="list-style-type: none">▪ IDENTIFY ROLES AND RESPONSIBILITIES AS AN EMPLOYEE IN CONSTRUCTION INDUSTRY.▪ FOLLOW AND APPLY SAFE WORK PROCEDURES.▪ IDENTIFY AND APPLY RELEVANT RISK CONTROL MEASURES IN CONSTRUCTION INDUSTRY.▪ RESPOND TO INCIDENT AND EMERGENCY.▪ UNDERSTAND THE IMPORTANCE OF WELLNESS.
ASSESSMENT REQUIREMENT	WRITTEN EXAMINATION: 30 MULTIPLE CHOICE QUESTIONS
CLASSROOM ACTIVITIES REQUIRED	<ul style="list-style-type: none">▪ PERFORM IDENTIFICATION OF UNSAFE WORK CONDITION AND UNSAFE WORK PRACTICE.▪ OBSERVE PERSONAL PROTECTIVE EQUIPMENT.▪ PRACTICAL ON THE TECHNIQUE TO INTERVENE AND SPEAK OUT TO RAISE CONCERN.
PASSING MARK	50%
VALIDITY	3 YEARS



LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
1	Roles and responsibilities of an employee in Construction.	To be able to: <ul style="list-style-type: none"> ▪ Identify the legal requirement of employees in Brunei’s Workplace Safety and Health Order 2009 and its regulations; ▪ Identify penalties for any non-compliances; ▪ Identify own rights under the legislation; ▪ Identify the purpose and importance of participating in toolbox meetings and other safety and health programmes; and ▪ Identify the importance of workers involvement to speak out and raise concerns on safety and health matters. 	1 Hour
2	Apply safe work precautions when working with different hazards in construction sites.	To be able to: <ul style="list-style-type: none"> ▪ Differentiate between hazard and risk; ▪ Outline the importance of workers involvement and intervention in unsafe work practice and unsafe condition; ▪ Identify hazards when working at the construction site including (but not limited to): <ul style="list-style-type: none"> • Working-at height (including dropped objects); • Lifting activities, • Handling hazardous substances; • Manual/ Material handling and storage; • The use of machinery, tools and equipment (including electricity); • Vehicular movement; • Working in a hot climate; and • Excavation. 	3.5 Hours



LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
		<ul style="list-style-type: none"> ▪ Identify relevant risk control measures implemented to mitigate the hazards; ▪ Identify different types of safety signage on the construction site; ▪ Follow “Permit-to-work” or any related procedure in accordance with organisational procedure; ▪ Identify the importance of housekeeping; and ▪ Identify the purpose and correct use of Personal Protective Equipment (including safety harness). 	
3	Respond to incident and emergencies.	<p>To be able to:</p> <ul style="list-style-type: none"> ▪ Follow evacuation procedures based on the incident at the site; ▪ Identify and apply correct types of fire extinguishers, to use in the event of fire; and ▪ Respond to the medical emergency and effective communication with relevant personnel. 	0.5 Hour
4	Importance of wellness	<p>To be able to:</p> <ul style="list-style-type: none"> ▪ Identify the importance of dehydration especially in the hot climate; ▪ Understand fatigue management; ▪ Identify the importance of taking rest breaks and under what circumstances; ▪ Raise concern about the challenges of inadequate welfare facilities; and ▪ Identify the importance of sharing common problems with other workers. 	1 hour

