



اوتوريٲى كبحسان كسلامتن
كصيتن دن عالمسكيتر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC COURSE SYLLABUS: WORKPLACE SAFETY AND HEALTH COMMITTEE				Reference Number 2024/NTI/10
Approved by: Acting Director of Compliance & International Affairs Division	Endorsed by: Chief Executive Officer (CEO)	Issue date: 31st October 2024	Expiry date: None	Revision No: 1.0

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 **Workplace Safety and Health Committee**, as detailed in [Appendix A](#). This course aims to provide learners with a comprehensive understanding of Workplace Safety and Health Committees in Brunei Darussalam including the duties and responsibilities of individuals appointed as members of such Committee in their workplace. It is specifically tailored for every workplace in which 50 or more persons are ordinarily at work.

Approved Training Providers (ATP) who intend to deliver the course syllabus must first be registered with SHENA [using the online form](#) available on 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 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 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 + 673 238 2000 / + 673 272 200 anytime during office hours.

END

APPENDIX A

TRAINING COURSE SYLLABUS INFORMATION

TITLE OF TRAINING COURSE	WORKPLACE SAFETY AND HEALTH COMMITTEE (WSH COMMITTEE)
TRAINING COURSE CODE	SHENA/SHC/007
TOTAL MINIMUM NO. OF CREDIT HOURS	06 HOURS
COURSE AIM	<p>TO PROVIDE LEARNERS WITH KNOWLEDGE ON THE FUNCTION OF THE WSH COMMITTEE AND SKILLS REQUIRED TO PERFORM THEIR RESPONSIBILITIES AS WSH COMMITTEE MEMBERS AS REQUIRED BY THE WORKPLACE SAFETY AND HEALTH (WORKPLACE SAFETY AND HEALTH COMMITTEES) REGULATION, 2014.</p> <p>UPON COMPLETION OF THIS COURSE, LEARNERS WILL HAVE A BASIC KNOWLEDGE OF THE LEGAL REQUIREMENTS, GENERAL WORKPLACE SAFETY AND HEALTH INSPECTION AND SUBSEQUENTLY CONTRIBUTE TOWARDS THE EFFECTIVE IMPROVEMENT OF SAFETY AND HEALTH AT THE WORKPLACE.</p>
OVERALL COURSE OBJECTIVES	<p>BY THE END OF THE COURSE, PARTICIPANTS WILL BE FAMILIAR AND ABLE TO:</p> <ul style="list-style-type: none"> ▪ UNDERSTAND THE WORKPLACE SAFETY AND HEALTH (WORKPLACE SAFETY AND HEALTH COMMITTEES) REGULATIONS, 2014 AND DUTIES/ ROLES OF MEMBERS IN THE WSH COMMITTEE. ▪ PERFORM AND CARRY OUT DUTIES AS WSH COMMITTEE ▪ CONDUCT WORKPLACE INSPECTIONS EFFECTIVELY. ▪ CONTRIBUTE EFFECTIVELY TO THE PROMOTION OF SAFE CONDUCT AT WORK IN THE WORKPLACE.
ASSESSMENT REQUIREMENT	<p>10 MULTIPLE-CHOICE QUESTIONS OR QUIZ {OR ESSAY / DESCRIPTIVE QUESTIONS} ON WORKPLACE SAFETY AND HEALTH (WORKPLACE SAFETY AND HEALTH COMMITTEES) REGULATION, 2014</p> <p>[N.B: THERE IS NO PASSING MARK AS THIS IS AN AWARENESS COURSE, HOWEVER APPLICANT WILL BE REQUIRED TO COMPLETE THE ASSESSMENT MENTIONED AT THE END OF THE COURSE]</p>

CLASSROOM ACTIVITIES REQUIRED	<p>SUCCESSFUL COMPLETION OF ONE (1) CLASSROOM GROUP WORK ACTIVITY WHICH CONSIST OF:</p> <ul style="list-style-type: none"> ▪ FORMATION OF WSH COMMITTEE ▪ CONDUCT A MEETING (WITH MINUTES OF MEETING) ▪ PLANNING & FURNISH OF REPORT: <ul style="list-style-type: none"> • CONDUCT GENERAL INSPECTION OF THE WORKPLACE; • INSPECTION OF WORKPLACE AFTER ACCIDENT/ DANGEROUS OCCURRENCE; ▪ ORGANISING ACTIVITIES TO PROMOTE SAFE CONDUCT OF WORK IN WORKPLACE. ▪ CONDUCT GENERAL INSPECTION
VALIDITY	NONE

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
1	Workplace Safety and Health (WSH Committees) Regulations, 2014	<p>To be able to:</p> <ul style="list-style-type: none"> ▪ Understand Workplace Safety and Health (Workplace Safety and Health Committees) Regulations, 2014 ▪ Identify which workplace requires WSH Committees ▪ Identify the requirement to appoint: <ul style="list-style-type: none"> • Chairman, • Secretary and • Members. ▪ Outline the duties of the Workplace Safety and Health Officer of a workplace (if appointed) to act as the secretary of the WSH Committee. If none, to appoint from the WSH Committee members. ▪ Understand the composition of Committees Members: <ul style="list-style-type: none"> • Representatives from both management and employees, with the number of Management Representatives ≤ Employee Representatives 	0.5 Hour

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
		<ul style="list-style-type: none"> ▪ Empower the members of the Committee to understand their roles, responsibilities and functions ▪ Establish Terms of References (TOR) of the WSH Committee 	
2	<p>Meeting of WSH Committee</p> <ul style="list-style-type: none"> ▪ Duty of Occupier & secretary of WSH Committee ▪ Minutes of Meeting ▪ Matters to be discussed at meetings 	<p>To be able to:</p> <ul style="list-style-type: none"> ▪ Identify the frequency of meetings to discuss matters relating to the safety and health of the workplace. ▪ Outline the duties and responsibilities of the Secretary, Chairman and Occupier. ▪ Outline meeting plan and agenda to discuss observations. ▪ Draft minutes of meeting (including a sample of formatting) <ul style="list-style-type: none"> • Record of matters to be discussed during the meetings and the recommended actions. • Emphasise the Follow- Up and open items and be able to track the progress of the meeting agenda. ▪ Identify the circumstances when the non-member of WSH Committee may attend the meeting. 	2.5 Hour
3	<p>Functions of WSH Committee:</p> <ul style="list-style-type: none"> ▪ General inspection of the workplace ▪ Actions on the furnished report 	<p>To be able to:</p> <ul style="list-style-type: none"> ▪ Identify the frequency of WSH Committee General Inspection. ▪ Carry out general workplace inspections. <ul style="list-style-type: none"> • Basic technique of workplace inspection. • Discussion of observation of members during inspection; 	3.0 Hour

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
	<ul style="list-style-type: none"> ▪ Inspection of the workplace after an accident or dangerous occurrence. ▪ Promotion of safe conduct at work ▪ Issue Workplace Safety and Health Guidelines ▪ Powers of the WSH Committee 	<ul style="list-style-type: none"> • Record in report any deficiency in terms of the safety and health of persons at work. • Recommendations on the actions to be taken to ensure the safety and health of persons at work. ▪ Outline the duty of the occupier in ensuring the execution of WSH Committee to carry out inspection of the workplace where any accident or dangerous occurrence has taken place in any workplace. ▪ Outline the duty of the WSH Officer appointed (if there is one been appointed) to conduct investigation into the accident or dangerous occurrence. ▪ Identify the duty of the Chairman of WSH Committee after an inspection has been carried out and/or after an accident or dangerous occurrence. ▪ Outline reporting of unsafe conditions and recommendation in a report. ▪ Outline examples of contest, competitions, or other activities for the purpose of promoting the safe conduct of work in the workplace. ▪ Role of the WSH Committee to issue a set of guidelines to promote workplace safety and health (give examples to candidates). ▪ Identify the duty of an occupier in ensuring members of the WSH Committee have a basic understanding and knowledge of the functions and duties of WSH committee. ▪ Identify the powers of the WSH Committee. 	

**REFERENCES/
STANDARDS/
MATERIALS**

- Workplace Safety and Health Order, 2009
- Workplace Safety and Health (Workplace Safety and Health Committees) Regulations, 2014
- Workplace Safety and Health (Incident Reporting) Regulations, 2014
- 2022/IGN/02 (01) - Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-ordinator
- 2023/IGN/02 - Guidance on Establishment of Workplace Safety and Health Committee in a Workplace
- Note to Industry (NTI): Investigation Power for Workplace Safety and Health Officer & Workplace Safety and Health Co-ordinator