



اوتوريٽي ڪيٽيگري ڪملا مٿن  
ڪصيتن دان عالم سڪيٽر  
Safety, Health and Environment  
National Authority

## NOTE TO INDUSTRY (NTI)

TOPIC <b>UPDATE ON BRUNEI DARUSSALAM WORKPLACE SAFETY &amp; HEALTH ACT CHAPTER 277 COURSE SYLLABUS</b>				Reference Number <b>2025/NTI/06</b>
Approved by: <b>Director of Compliance &amp; International Division</b>	Endorsed by: <b>CEO</b>	Issue date: <b>21 May 2025</b>	Expiry date: <b>None</b>	Revision No: <b>1</b>

**Purpose:** This Note to Industry (NTI) serves to inform training providers of updates regarding the safety and health-related training courses in Brunei Darussalam.

SHENA is pleased to update the course syllabus for the Brunei Darussalam Workplace Safety and Health Act Chapter 277 as per [Appendix A](#). This course aims to provide learners with a good understanding of the Workplace Safety and Health legislation in Brunei Darussalam.

Key updates to the syllabus include:

- The revised title of the legislation: Workplace Safety and Health Act, Chapter 277 - [2024/NTI/12](#)
- Newly gazetted regulations:
  - Workplace Safety and Health (Work at Heights) Regulations, 2025
  - Workplace Safety and Health (Workplace Safety and Health Officers) (Amendment) Regulations, 2025
- Feedback provided by participants and training providers

Approved Training Providers (ATPs) currently offering the course are required to update their training materials in accordance in this NTI. All relevant documentation must be submitted to [wshapplication@shena.gov.bn](mailto:wshapplication@shena.gov.bn).

The implementation of the updated syllabus will take effect for all courses commencing on or after **1<sup>st</sup> July 2025**.

Should there be any further clarification, please do not hesitate to email [wshapplication@shena.gov.bn](mailto:wshapplication@shena.gov.bn) or contact the SHENA Office general line at +673 238 2000.

**END**

## APPENDIX A

### TRAINING COURSE INFORMATION

<b>TITLE OF TRAINING COURSE</b>	<b>WORKPLACE SAFETY AND HEALTH ACT, CHAPTER 277.</b>
<b>TRAINING COURSE CODE</b>	<b>SHENA/SHC/004.</b>
<b>TOTAL MINIMUM NO. OF CREDIT HOURS</b>	<b>12 HOURS (2 DAYS).</b>
<b>COURSE AIM</b>	<b>TO PROVIDE LEARNERS WITH A GOOD UNDERSTANDING OF BRUNEI DARUSSALAM'S WORKPLACE SAFETY AND HEALTH LEGISLATIONS.</b>
<b>OVERALL COURSE OBJECTIVES</b>	<ul style="list-style-type: none"><li>▪ <b>UNDERSTAND LEGISLATIONS REQUIREMENTS RELATED TO WORKPLACE SAFETY AND HEALTH.</b></li><li>▪ <b>ABLE TO FLUENTLY EXPLAIN SALIENT LEGISLATION AND OTHER REQUIREMENTS TO MANAGEMENT AND EMPLOYEES AT THE GENERAL WORKPLACE.</b></li></ul>
<b>CLASSROOM ACTIVITIES REQUIRED</b>	<ul style="list-style-type: none"><li>▪ <b>GROUP DISCUSSION TO UNDERSTAND THE CASE STUDIES/SCENARIOS</b></li><li>▪ <b>SMALL MINI EXERCISES WHICH INCLUDE MOCK EXAMINATION (MULTIPLE CHOICE QUESTIONS &amp; SHORT ANSWER QUESTIONS).</b></li></ul>
<b>VALIDITY</b>	<b>3 YEARS</b>

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
1	<b>Workplace Safety and Health Act Cap. 277 (including amendment):</b> <ul style="list-style-type: none"> <li>Duty of occupier, employers, principals and persons at work;</li> <li>General penalty and penalty for repeat offenders;</li> <li>Forgery of certificates, false entries and false declarations; and</li> <li>List of Dangerous Occurrences (schedule 2), Occupational Disease (Schedule 3) &amp; Machinery, Equipment &amp; Hazardous Substance (Schedule 5).</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Explain the Duty of occupier, employers, principals and persons at work.</li> <li>State the General penalty and penalty for repeat offenders under the order.</li> <li>State the consequence of Forgery of certificates, false entries and false declarations.</li> <li>Identify the list of dangerous occurrences, Occupational disease, machinery, equipment &amp; hazardous substance under the schedule of the order.</li> </ul>	1 Hour
2	<b>Workplace Safety and Health (WSH Officer) Regulations &amp; Workplace Safety and Health (WSH Officer) (Amendment) Regulations, 2025:</b> <ul style="list-style-type: none"> <li>Duties &amp; Powers of WSH Officer; and</li> <li>List of workplace required to appoint WSH Officer.</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Describe the duties &amp; powers of WSH Officer.</li> <li>State the workplace required to appoint WSH Officer.</li> </ul>	1 Hour
3	<b>Workplace Safety and Health (Risk Management) Regulations:</b> <ul style="list-style-type: none"> <li>Definition of hazard, risk &amp; risk assessment;</li> <li>The hierarchy of control;</li> <li>Records, provision of information and review of risk assessment; and</li> <li>Offences for contravention of the regulation.</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Describe explain hazard, risk and risk assessment.</li> <li>Explain Hierarchy of control.</li> <li>Explain the legal requirement of recording, provision of information and review of risk assessment.</li> <li>State the offence for contravention of the regulation.</li> </ul>	2 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
4	<p><b>Workplace Safety and Health (General Provisions)</b>  <b>Regulations &amp; Workplace Safety and Health (General Provisions) (Amendment) Regulations:</b></p> <ul style="list-style-type: none"> <li>• General provisions relating to health;</li> <li>• Machinery safety (prime movers, electric generator, motor, transmission machinery, etc.);</li> <li>• Importance of fencing or other safeguards in machinery;</li> <li>• Safety procedure of electrical installation and equipment;</li> <li>• Lock-out procedures;</li> <li>• Requirement of hoist and lifts including lifting gears;</li> <li>• Measures to be taken to prevent falls;</li> <li>• Safety requirement of storage of goods;</li> <li>• Safety requirement working in confined space;</li> <li>• Safety precautions with regard to explosive or flammable dust, gas, vapour or substance;</li> <li>• Safety requirement of steam boiler, steam receiver and steam containers;</li> <li>• Safety provision in case of fire;</li> <li>• Safety provisions in relation to toxic dust, fumes or other contaminants;</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Describe the general provision relating to health as required under the regulation.</li> <li>• State the legal requirement involving machinery safety which include: <ul style="list-style-type: none"> <li>○ Prime movers;</li> <li>○ Electric generator;</li> <li>○ Motor;</li> <li>○ Transmission machinery;</li> <li>○ Fencing or other safeguards in machinery;</li> <li>○ electrical installation and equipment;</li> <li>○ Lock-out procedures; and</li> <li>○ Hoists and lift including lifting gears.</li> </ul> </li> <li>• State the legal requirement on measures required in: <ul style="list-style-type: none"> <li>○ Prevention of falls;</li> <li>○ Storage of goods;</li> <li>○ Working in Confined Space;</li> <li>○ Explosive or flammable dust, gas, vapour or substance;</li> <li>○ Steam boiler, steam receiver and steam containers;</li> </ul> </li> <li>• Outline the safety provision in case of fire.</li> <li>• State the safety provision in relation to toxic dust, fumes or other contaminants.</li> <li>• Briefly explain permissible exposure level of toxic substances and give an example.</li> <li>• Outline the legal requirement on the safety provision of hazardous substance including warning labels and safety datasheet.</li> <li>• State the legal requirement of safety and health management system including the 14 elements.</li> </ul>	3 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
	<ul style="list-style-type: none"> <li>• Permissible exposure levels of toxic substances;</li> <li>• Safety provisions of hazardous substances, warning labels and safety data sheet; and</li> <li>• Safety and health management system.</li> </ul>		
5	<b>Workplace Safety and Health (WSH Committee) Regulations:</b> <ul style="list-style-type: none"> <li>• Formation of WSH Committee;</li> <li>• Meetings of WSH Committee;</li> <li>• Functions of WSH Committee; and</li> <li>• Offences for contravention of the regulation.</li> </ul>	To be able to: <ul style="list-style-type: none"> <li>• State the legal requirement in the formation of WSH Committee.</li> <li>• Identify the frequency of WSH Committee meeting.</li> <li>• Outline the function of WSH Committee.</li> <li>• State the offence for contravention of WSH Committee Regulation.</li> </ul>	1 Hour
6	<b>Workplace Safety and Health (Incident Reporting) Regulations:</b> <ul style="list-style-type: none"> <li>• Notification and reporting of workplace fatality and dangerous occurrences;</li> <li>• Reporting of workplace injuries and occupational disease; and</li> <li>• Offences for contravention of the regulation.</li> </ul>	To be able to: <ul style="list-style-type: none"> <li>• Outline the legal requirement in:               <ul style="list-style-type: none"> <li>○ Notification and reporting of workplace fatality and dangerous occurrence; and</li> <li>○ Reporting of workplace injuries and occupational disease.</li> </ul> </li> <li>• State the process of initial incident notification (IIN) with SHENA.</li> <li>• Identify the offences for contravention of incident reporting regulations.</li> </ul>	1 Hour

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
7	<b>Workplace Safety and Health (First-Aid) Regulations:</b> <ul style="list-style-type: none"> <li>• Provision of first-aid boxes and first-aid room;</li> <li>• Duty and requirement of First-aider;</li> <li>• First-aid for exposure to toxic or corrosive substances; and</li> <li>• Offences for contravention of the regulation.</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Outline the legal requirement in the provision of first-aid boxes and first-aid room.</li> <li>• State the duty and requirement of first-aider.</li> <li>• State the legal requirement on first-aid for exposure to toxic or corrosive substance.</li> <li>• Identify the offences for contravention of first-aid regulations.</li> </ul>	0.5 Hour
8	<b>Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations:</b> <ul style="list-style-type: none"> <li>• Workforce Consultation Process for Safety Case</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Outline the workforce consultation process of the safety case that involves effective consultation and participation of WSH Officer for the facility.</li> </ul>	0.5 Hour
9	<b>Workplace Safety and Health (Work at Heights) Regulations, 2025:</b> <ul style="list-style-type: none"> <li>• General provisions on work at height;</li> <li>• Permit-to-work system for hazardous</li> <li>• Industrial rope access system</li> </ul>	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Know the definition of responsible person.</li> <li>• Outline general provisions required for work at height: <ul style="list-style-type: none"> <li>○ Duty of responsible person to avoid work at height.</li> <li>○ Fall Prevention Plan.</li> <li>○ Training for persons at work.</li> <li>○ Supervision of work at height.</li> <li>○ Open sides and openings.</li> <li>○ Cover, guard-rail and barrier to prevent fall.</li> <li>○ Travel Restraint System.</li> <li>○ Fall Arrest System.</li> <li>○ Inspection.</li> <li>○ Staircases.</li> </ul> </li> </ul>	2 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	TOTAL NO OF HOURS
		<ul style="list-style-type: none"> <li>○ Safe means of access and egress between different working levels in building or structures.</li> <li>○ Teagle openings.</li> <li>○ Work on roof.</li> <li>○ Fragile surfaces.</li> <li>○ Ladders.</li> <li>● Outline permit-to-work system for hazardous work at height.</li> <li>● Outline industrial rope access system.</li> <li>● Identify offences for contravention of work at height regulation.</li> </ul>	
TOTAL HOURS			12 HOURS

**Reference/ Standard/  
Materials**

- Workplace Safety and Health Act Chapter 277
- Workplace Safety and Health (Facilities) (Control of Major Accidental Hazard) Regulations.
- Workplace Safety and Health (Risk Management) Regulations.
- Workplace Safety and Health (General Provisions) Regulations.
- Workplace Safety and Health (WSH Committee) Regulations.
- Workplace Safety and Health (Incident Reporting) Regulations.
- Workplace Safety and Health (First-Aid) Regulations.
- Workplace Safety and Health (Work at Heights) Regulations, 2025.
- Workplace Safety and Health (WSH Officers) Regulations and its Amendment
- Code of Practice: Workplace Safety and Health Management System.
- Industry Guidance Note (IGN): Guidance to Risk Management
- Industry Guidance Note (IGN): Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-Ordinator
- Industry Guidance Note (IGN): First Aid Requirements in the Workplace