



اوتوريٽي كېڤسائن كسلالمتن  
كصيتن دان عالم سكيتر  
Safety, Health and Environment  
National Authority

## NOTE TO INDUSTRY (NTI)

TOPIC <b>COURSE SYLLABUS: RISK MANAGEMENT PLAN (RMP)</b> <b>TRAINING COURSE</b>				Reference Number <b>2025/NTI/10</b>
<b>Approved by:</b> Director of Compliance and International Division	<b>Endorsed by:</b> Chief Executive Officer (CEO)	<b>Issue date:</b> 17 July 2025	<b>Expiry date:</b> None	<b>Revision No:</b> 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.

The Safety, Health, and Environment National Authority (**SHENA**) hereby announces the course syllabus for the **Risk Management Plan (RMP)**, as detailed in [Appendix A](#). This course aims to equip learners with a comprehensive understanding of RMP at the workplace, supporting the **Workplace Safety and Health Risk Management Regulations and the Code of Practice on the Workplace Safety and Health Risk Management** in Brunei Darussalam. The RMP course aims to equip learners with the necessary knowledge and practical skills required to effectively manage workplace safety and health risks. This competency is also vital for registered WSH Officers and/or WSH Co-ordinators.

All Approved Training Providers (ATPs) intending to deliver the RMP course syllabus must first register with SHENA [by completing the online application form](#) available under the Licenses & Registrations tab on SHENA's official website, [www.shena.gov.bn](http://www.shena.gov.bn).

Upon submission, SHENA will review the application and provide updates on the application status accordingly. Once approved, the ATP will receive an official letter from SHENA, allowing the ATP to run the course using the attached syllabus. SHENA will also publish the list of approved ATPs with qualified trainers on SHENA's official website.

SHENA would like to remind all **training providers that no organisation is permitted to deliver the RMP course** until the official approval letter has been issued. Any training provider found to be conducting the course without prior approval may be subject to suspension of ATP status in accordance with Section 35 ("Cancellation of Approval") of the Workplace Safety and Health Act, Chapter 277 (WSHA).

Should any further clarification be required on this matter, please email your enquiries to [wshapplication@shena.gov.bn](mailto:wshapplication@shena.gov.bn) or contact the SHENA Office at **+673 238 2000** or **+673 272 2200** during office hours.

**END**

# APPENDIX A

## TRAINING COURSE SYLLABUS INFORMATION

<b>TITLE OF TRAINING COURSE</b>	<b>RISK MANAGEMENT PLAN (RMP)</b>
<b>TRAINING COURSE CODE</b>	<b>SHENA/SHC/008</b>
<b>TOTAL MINIMUM NO. OF CREDIT HOURS</b>	<b>12 HOURS</b>
<b>COURSE AIM</b>	<b>TO FAMILIARISE LEARNERS WITH THE KNOWLEDGE AND SKILLS NECESSARY TO DEVELOP AND IMPLEMENT A COMPREHENSIVE RISK MANAGEMENT PLAN IN THE WORKPLACE IN ACCORDANCE WITH BRUNEI DARUSSALAM'S WORKPLACE SAFETY AND HEALTH (RISK MANAGEMENT) REGULATIONS AND THE CODE OF PRACTICE ON WORKPLACE SAFETY AND HEALTH (RISK MANAGEMENT).</b>
<b>OVERALL COURSE OBJECTIVES</b>	<b>BY THE END OF THE COURSE, PARTICIPANTS WILL BE ABLE TO:</b> <ul style="list-style-type: none"><li>▪ <b>UNDERSTAND LEGAL REQUIREMENTS APPLICABLE TO RISK MANAGEMENT.</b></li><li>▪ <b>RECOGNISE THE FUNDAMENTAL PRINCIPLES AND IMPORTANCE OF RISK MANAGEMENT PLANS WITHIN THE WORKPLACE.</b></li><li>▪ <b>FORM AND LEAD A RISK MANAGEMENT TEAM WITH CLEAR ROLES AND RESPONSIBILITIES.</b></li><li>▪ <b>IDENTIFY AND ASSESS WORKPLACE HAZARDS THROUGH PREFERRED RISK ASSESSMENT METHODOLOGIES</b></li><li>▪ <b>CONDUCT EFFECTIVE RISK ASSESSMENTS.</b></li><li>▪ <b>DEVELOP AND IMPLEMENT EFFECTIVE RISK CONTROL MEASURES.</b></li><li>▪ <b>FORMULATE A COMPREHENSIVE RISK MANAGEMENT PLAN.</b></li><li>▪ <b>EFFECTIVELY COMMUNICATE RISK MANAGEMENT PROCESSES AND MEASURES TO STAKEHOLDERS.</b></li><li>▪ <b>MONITOR AND REVIEW THE EFFECTIVENESS OF RISK MANAGEMENT PLANS AND MAKE NECESSARY ADJUSTMENTS</b></li></ul>

ASSESSMENT REQUIREMENT	<p><b>CLASSWORK PRACTICAL ASSESSMENT: PARTICIPANTS WILL BE REQUIRED TO DEVELOP A RISK MANAGEMENT PLAN FOR A HYPOTHETICAL OR REAL WORKPLACE SCENARIO (70%)</b></p> <p><b>WRITTEN EXAMINATION: 20 MULTIPLE CHOICE QUESTIONS (30%)</b></p> <p><b><i>NOTE: PARTICIPANTS MUST DEMONSTRATE 100% ACTIVE PARTICIPATION IN CLASS ACTIVITIES AND COMPLETE ALL ASSIGNED CLASSWORK TO ENSURE FULL UNDERSTANDING AND APPLICATION OF COURSE MATERIAL.</i></b></p>
CLASSROOM ACTIVITIES REQUIRED	<ul style="list-style-type: none"> <li>▪ <b>GROUP DISCUSSIONS:</b> FACILITATED DISCUSSIONS ON CASE STUDIES AND REAL-WORLD SCENARIOS.</li> <li>▪ <b>ROLE-PLAYING:</b> SIMULATED EXERCISES WHERE PARTICIPANTS TAKE ON ROLES TO PRACTICE COMMUNICATION AND IMPLEMENTATION OF RISK MANAGEMENT PLANS.</li> <li>▪ <b>GROUP ACTIVITY:</b> CONDUCT A RISK ASSESSMENT EXERCISE.</li> <li>▪ <b>PRESENTATIONS:</b> PARTICIPANTS PRESENT THEIR RISK MANAGEMENT PLANS FOR PEER REVIEW AND FEEDBACK.</li> </ul>
PASSING MARK	70%
VALIDITY	NONE

LESSON NO	CONTENT	LEARNING OBJECTIVE	TOTAL NO OF HOURS
1	Legal Requirement of Risk Management	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Understand the key components of WSH Risk Management Regulations <i>(including definitions of key terms in risk management)</i>.</li> <li>Recognize the importance of compliance with WSH Risk Management Regulations</li> <li>Identify the legal responsibilities of Employer, Principal and Self-Employed Persons in WSH Risk Management Regulations</li> <li>Understand the implication of non-compliance and contraventions of the act/ regulations</li> </ul>	1 Hour
2	Principles and importance of risk management in the workplace	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Explain the purpose and importance of risk management in ensuring workplace safety and health</li> <li>Understand the benefits of proactive risk management</li> <li>Recognise the importance of organizational commitment in effective risk management</li> <li>Understand the process of developing Organizational WSH policy</li> </ul>	1 Hour
3	Form and Lead Risk Management Team	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Form and lead an effective risk management team</li> <li>Identify the key responsibilities of risk management team leader</li> <li>Define the duties and responsibilities for successful risk management</li> </ul>	1 Hour

LESSON NO	CONTENT	LEARNING OBJECTIVE	TOTAL NO OF HOURS
		<ul style="list-style-type: none"> <li>Understand competencies required for effective leadership and teamwork within the team</li> <li>Establish a risk management team to manage workplace risks</li> <li>Understand the roles and responsibilities of team members</li> </ul>	
4	Establish Risk Assessment Methodology	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Identify various types of workplace hazards</li> <li>Apply appropriate hazard identification methods based on the size, activities, complexities of operations, risk profiles and available resource</li> <li>Use systematic approaches for hazard identification including inspection reports, checklists, employees feedback, incident/accident reports etc.)</li> <li>Understand the potential impacts and consequences of identified hazard</li> <li>Identify hazards associated with tools, equipment, materials and machines</li> <li>Classify and recognise hazards associated with work processes/activities, workplace conditions and environment</li> <li>Identify: <ul style="list-style-type: none"> <li>Hazardous conditions</li> <li>Hazardous atmosphere e.g. presence of mist, fume or dust</li> <li>Conditions that expose a person to risks e.g. struck by or against objects, fall from height</li> <li>At-risk behaviours e.g. horseplay, misuse of equipment)</li> </ul> </li> </ul>	2 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVE	TOTAL NO OF HOURS
5	Effective Risk Assessment	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Understand the fundamental concept of risk assessment</li> <li>• Recognize the importance of risk assessment in effective risk management</li> <li>• Learn the steps involved in conducting a risk assessment (identification, evaluation, and risk levels)</li> <li>• Apply appropriate risk assessment methodologies</li> <li>• Conduct thorough risk assessments</li> <li>• Use appropriate tools and techniques to evaluate and prioritise risks</li> <li>• Understand how to evaluate, categorise and communicate risk levels effectively</li> </ul>	2 Hours
6	Implement Effective Risk Control Measures	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Develop and implement effective risk control measures</li> <li>• Understand and apply the hierarchy of controls in risk management</li> <li>• Manage the risks level to a level “As low as reasonably practicable” (ALARP)</li> <li>• Manage residual risks appropriately</li> <li>• Develop and implement safe work procedures</li> <li>• Establish training for risk control and able to communicate nature of risks involved to all affected person</li> <li>• Track progress of risk control measures by establishing mechanism and protocol for tracking progress of risk control measures, evaluating the</li> </ul>	2 Hours

LESSON NO	CONTENT	LEARNING OBJECTIVE	TOTAL NO OF HOURS
		effectiveness of risk control measures, and maintenance of risk control measures	
<b>7</b>	Formulating a Comprehensive Risk Management Plan	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Identify steps required to develop and document a comprehensive risk management plan</li> <li>• Define the scope of the workplace risk management</li> <li>• Identify the key components of a comprehensive risk management plan</li> <li>• Understand the steps process of developing a risk management plan</li> <li>• Understand the need to gather relevant information/sources of information for the development of risk assessment</li> <li>• Understand how to document and communicate the risk management plan effectively to various stakeholders</li> </ul>	<b>1 Hour</b>
<b>8</b>	Communicate Risk Management Processes and Measures	<p>To be able to:</p> <ul style="list-style-type: none"> <li>• Learn effective communication strategies for risk management</li> <li>• Communicate risk management processes clearly and effectively</li> <li>• Engage employees in the implementation of risk management measures</li> <li>• Understand the importance of engaging both internal and external stakeholder</li> </ul>	<b>1 Hour</b>

LESSON NO	CONTENT	LEARNING OBJECTIVE	TOTAL NO OF HOURS
		<ul style="list-style-type: none"> <li>Train and involve employees in risk management</li> </ul>	
9	Monitoring and Reviewing Risk Management Plans	<p>To be able to:</p> <ul style="list-style-type: none"> <li>Monitor and evaluate the effectiveness of risk control measures</li> <li>Understand the importance of continuous monitoring in risk management</li> <li>Review and update risk management plans to ensure continual improvement</li> <li>Understand the importance of regular updates to ensure ongoing effectiveness</li> </ul>	1 Hour

REFERENCE/ STANDARD/ MATERIALS	<ul style="list-style-type: none"> <li>Workplace Safety and Health Act, Chapter 277</li> <li>Workplace Safety and Health (Risk Management) Regulations</li> <li>Code of Practice on Risk Management</li> <li>Workplace Safety and Health Council (2021). Code of Practice on Workplace Safety and Health (WSH) Risk Management (Third Revision). Singapore: Workplace Safety and Health Council</li> </ul>
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