



اوتوريٽي ڪي بڻسائن ڪسلامتن
ڪمپيٽن ڏان عالم سڪيٽر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC COURSE SYLLABUS: MANAGEMENT OF GENERAL HAZARDOUS SUBSTANCES IN A WORKPLACE				Reference Number: 2026/NTI/03
Approved by: Director of Compliance and Registration Division	Endorsed by: Chief Executive Officer	Issue date: 30 September 2026	Expiry date: None	Revision No: 1.0

Purpose: This Note to Industry (NTI) is issued by the Safety Health Environment National Authority (SHENA) to inform all SHENA-approved Training Providers (ATPs) and relevant stakeholders of the approved training course syllabus for the course entitled: “**MANAGEMENT OF GENERAL HAZARDOUS SUBSTANCES IN A WORKPLACE**” as detailed in **Appendix A**.

COURSE OVERVIEW

The Management of General Hazardous Substances In A Workplace course is designed to equip participants with the knowledge, technical skills, and competencies required for the effective management of hazardous substances in workplaces.

The course focuses on:

- Identification of hazardous substances
- Evaluation of associated health, safety, and environmental risks
- Selection and implementation of appropriate control measures
- Systematic management of risks in accordance with SHENA-administered legislative and regulatory requirements.

Participants who successfully complete this course will be recognised as ‘**competent persons**’ for **qualification purposes** under **Regulation 41 of the Workplace Safety Health (General Provisions) Regulations**, as determined by SHENA.

SCOPE OF APPLICATION

This course applies **only to the Management of General Hazardous Substances** as defined under **Schedule 5, Part 2, Division 1 of the Workplace Safety and Health Act (Chapter 277)**.

It **does not cover the Management of Specific Hazardous Substances** listed under **Schedule 5, Part 2, Division 2**, which fall within the scope of the **Workplace Safety and Health (Facilities) (Control of Major Accident Hazard) Regulations**.

COURSE DELIVERY AND APPROVAL REQUIREMENTS

All ATPs intending to deliver this course **must obtain prior written approval from SHENA**.

Registration and Approval Process

1. ATPs shall submit an official application via the “**Licenses & Registrations**” tab on SHENA’s official website, www.shena.gov.bn.
2. SHENA will review each application and notify the applicant in writing of the outcome.
3. Upon approval, ATPs will be issued with an official approval letter authorising it to deliver the course in accordance with the prescribed syllabus.
4. SHENA will publish the list of approved ATPs and qualified trainers on SHENA’s official website.

Important Notice: No organisation shall conduct this course without first obtaining written approval from SHENA. Any unauthorised delivery will be deemed non-compliant and may result in enforcement action, including suspension or cancellation of ATP status under Section 35 (“Cancellation of Approval”) of the Workplace Safety and Health Act, Chapter 277 (WSHA).

ENQUIRIES

For further clarification, please contact SHENA at:

Email: info@shena.gov.bn

Tel: + 673 238 2000 / +673 272 2200 (office hours).

END

APPENDIX A

TRAINING COURSE SYLLABUS INFORMATION

TITLE OF TRAINING COURSE	MANAGEMENT OF GENERAL HAZARDOUS SUBSTANCES IN A WORKPLACE
TRAINING COURSE CODE	SHENA/SHC/009
TOTAL MINIMUM CREDIT HOURS	▪ Classroom Training: 24 hours (3 days x 8 hours/day) ▪ Final Assessment: 4 hours Total Course Duration: 28 hours
COURSE AIM	To equip learners with the requisite knowledge, technical skills and competencies necessary for the effective management of hazardous substances at workplaces, in compliance with SHENA-administered workplace safety and health requirements. This includes: ▪ Identification of hazardous substances ▪ Evaluation of associated health, safety, and environmental risks ▪ Selection and implementation of appropriate control measures ▪ Systematic management of risks in accordance with SHENA-administered legislative and regulatory requirements. Successful participants will be recognised as '<i>competent persons</i>' for qualification purposes under Regulation 41 of Workplace Safety and Health (General Provisions) Regulations, and as determined by SHENA.
OVERALL COURSE OBJECTIVES	By the end of the course, participants will be able to: ▪ Identify and analyse health, safety and environmental hazards and risks associated with hazardous substances in the workplaces ▪ Determine appropriate control measures based on technical data and risk assessment outcomes. ▪ Implement control measures in accordance with the hierarchy of controls and applicable legal requirements. ▪ Manage risks arising from hazardous substances using recognised risk management principles and good industry practices.

ENTRY PRE-REQUISITES FOR PARTICIPANTS	▪ Hold a relevant academic qualification in Occupational Safety and Health, Occupational Health, Industrial/Occupational Hygiene, Engineering, Chemistry, Environmental Science, or other related disciplines. Where an applicant does not hold such a qualification, a minimum of O-Level (or equivalent) in Biology, Chemistry or Combined Science may be considered; ▪ Demonstrate proficiency in reading, writing, and speaking English; and ▪ Relevant scientific or laboratory experience would be an advantage but is not mandatory.
REQUIREMENTS FOR INSTRUCTORS	Instructors shall meet the following minimum requirements: ▪ Hold a minimum Level 6 qualification or recognised equivalent, such as a Bachelor's degree or a recognised Level 6 professional qualification (e.g. NEBOSH Level 6 International Diploma) in Occupational Safety and Health, Industrial/Occupational Hygiene, Occupational Health, Chemical Engineering, Chemistry, Environmental Science, or other related disciplines; ▪ Demonstrate proficiency in reading, writing, and speaking English; ▪ Have a minimum of three (3) years experience in delivering structured competency-based training or adult learning programmes, including conducting learner assessments and facilitating theoretical and practical sessions. Routine workplace briefings, awareness sessions or other informal training alone are not considered sufficient; ▪ Have a minimum of three (3) years relevant industry and/or consulting experience in HSE, occupational health, industrial/occupational hygiene, hazardous substances management, or other related technical fields; ▪ The experience as a trainer and the relevant industry and/or consultancy experience may be acquired concurrently, provided that each requirement is independently demonstrated; and ▪ Hold professional membership and/or certification with a recognised professional body relevant to occupational safety, occupational health, or industrial/occupational hygiene would be an advantage but is not mandatory.

ASSESSMENT REQUIREMENTS	Classroom Attendance 100% attendance is mandatory for all classroom sessions. Final Assessment: Written examination - Open book format 2.5 hours 20 multiple-choice questions 3 descriptive questions 1 case study
CLASSROOM ACTIVITIES	- Group Discussions - Group Activities - Case Study & Tabletop Exercise - Presentations
PASSING CRITERIA	Written Examination: ≥ 70%
VALIDITY	None

LESSON NO	CONTENT	LEARNING OBJECTIVES	NO. OF HOURS
1	LESSON 1: LEGAL REQUIREMENTS FOR HAZARDOUS SUBSTANCES MANAGEMENT	Upon completion of this lesson, participants shall be able to: - Identify and interpret applicable workplace safety and health legislation and regulations governing hazardous substances management in Brunei Darussalam. - Recognise the roles and responsibilities of SHENA and other relevant regulatory authorities. - Apply applicable legal and regulatory requirements taking into account recognised international standards to support effective and compliant management of hazardous substances in workplaces. - Translate statutory and regulatory requirements into practical control measures and compliance actions.	8 hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	NO. OF HOURS
		Risk Management: - Identify and explain the legal responsibilities of Employers, Principals and Self-Employed Persons under the WSH (Risk Management) Regulations. - Apply SHENA-issued Codes of Practice and risk management frameworks to manage risk associated with hazardous substances. - Demonstrate understanding of good risk management practices, including consultation, communication, and continual improvement. - Explain the implications of non-compliance, including offences and enforcement actions under the WSH Act (Chapter 277) and its subsidiary legislation. - Apply the principles of the semi-quantitative risk assessment methodology to support hazard identification, exposure assessment and risk management for hazardous substances, including recognising when specialised exposure monitoring or assessment should be undertaken by a competent person meeting SHENA's competency requirements.	
2	LESSON 2: ANALYSE HEALTH, SAFETY AND ENVIRONMENTAL HAZARDS AND RISKS	Upon completion of this lesson, participants shall be able to: - Identify and interpret the classification of hazardous substances under WSH Act (Schedule 5, Part 2, Division 1), including classification criteria and associated physical, health, and environmental hazards. - Recognise the routes of entry of hazardous substances and their	12 hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	NO. OF HOURS
		potential adverse acute and chronic health effects on the human body. ▪ Explain the fundamental principles of occupational toxicology, including toxicokinetics (Absorption, Distribution, Metabolism, and Excretion (ADME)), target organs, dose-response relationships, and toxicity indicators. ▪ Apply occupational toxicology principles to evaluate hazard severity and potential toxicity. ▪ Interpret and utilise Safety Data Sheets (SDS), the Globally Harmonized System of Classification and Labelling of Chemicals (GHS), International Chemical Safety Cards (ICSC), Permissible Exposure Levels (PELs) prescribed under Schedule 1 of the Workplace Safety and Health (General Provisions) Regulations, and other recognised information sources to identify information on chemical hazards, exposure limits, and applicable regulatory requirements for hazardous substances. ▪ Apply hazard, toxicological and exposure information, including occupational exposure limits and exposure monitoring data, to conduct hazard identification, exposure assessment, risk assessment, and select appropriate risk control measures, in accordance with Regulations 39 and 40 of the Workplace Safety and Health (General Provisions) Regulations.	
3	LESSON 3: DETERMINE AND IMPLEMENT CONTROL MEASURES FOR HAZARDOUS SUBSTANCES	Upon completion of this lesson, participants shall be able to: ▪ Explain and apply the hierarchy of controls to eliminate or minimise risks arising from hazardous substances.	4 hours

LESSON NO	CONTENT	LEARNING OBJECTIVES	NO. OF HOURS
		▪ Evaluate and recommend appropriate engineering, containment, administrative and personal protective equipment (PPE) controls based on the nature of the hazardous substance, exposure and work activities. ▪ Explain the principles of engineering controls, including ventilation systems and containment measures, evaluate their effectiveness, and recognise when specialist design or ventilation calculations are required. ▪ Apply control measures throughout the hazardous substance lifecycle. ▪ Utilise Safety Data Sheets (SDS) and other recognised information sources to determine appropriate control measures, safe handling requirements, emergency response and health protection measures. ▪ Develop and implement a hazardous chemical management programme aligned with SHENA requirements. ▪ Demonstrate the ability, through practical activities and case studies to analyse Safety Data Sheets (SDS), apply the hierarchy of controls, recommend appropriate risk control measures for hazardous substances, and outline emergency preparedness and incident response measures for hazardous substance-related incidents. ▪ Apply the “SHENA Self-Assessment Checklist (SAC) on Managing General Hazardous Substances in the Workplace” to assess workplace inspections and evaluate compliance with hazardous substances management requirements.	

REFERENCES/ STANDARDS/ MATERIALS

- Workplace Safety and Health Act, Chapter 277
- Workplace Safety and Health (General Provisions) Regulations
- Workplace Safety and Health (Risk Management) Regulations
- SHENA Industry Guidance Note (IGN): Managing General Hazardous Substances in a Workplace
- SHENA Self-Assessment Checklist (SAC) on Managing General Hazardous Substances in a Workplace
- SHENA Code of Practice (COP) Risk Management
- Occupational Health and Safety references:
 - ILO Encyclopaedia / ILO International Chemical Safety Card (ICSC)
 - Agency for Toxic substances and Disease Registry (ATSDR)
 - International Program on Chemical Safety – Inchem
 - Registry of Toxic Effects of Chemical Substances (RTECS)
 - International Agency for Research on Cancer (IARC)
- HSE sources of information:
 - United States Occupational Safety and Health Administration (OSHA)
 - United States National Institute for Occupational Safety and Health (NIOSH)
 - United States Environmental Protection Agency (EPA)
 - United Kingdom Health and Safety Executive (HSE UK)
 - Canadian Centre of Occupational Health and Safety (CCOHS)
- International organisations:
 - World Health Organisation (WHO)
 - International Labour Organisation (ILO)
 - European Agency for Safety and Health at Work