



DOC NO.:
2024/NTI/12
SEPTEMBER 2025

This self-assessment checklist is a tool in reference to SHENA's Code of Practice (COP): Workplace Safety and Health Management System (SHENA/CID/COP/3-222). The objective of this checklist is to ensure that all relevant stakeholders, particularly employers and occupiers are aware of the requirement under the COP. This checklist serves as a guide only and should not be construed as implying any liability. It also should not be taken to encapsulate all the responsibilities and obligations of the Principals, Occupiers, Employers, Employees, and Self-employed persons under the law. You may need to complete more than one (1) checklist, and you are advised to reassess your workplace as and when required to ensure you maintain a safe workplace at all times.

A copy of the completed checklist should be kept and maintained by your company or at the worksite.

NAME OF ORGANISATION

WORKPLACE CATEGORY

- ☐ Construction work sites;
- ☐ Factories engaged in the processing or manufacturing of petroleum, petroleum products; petrochemicals, or petrochemical products;
- ☐ Factories engaged in the manufacturing of semiconductor wafers;
- ☐ Factories engaged in the manufacturing of fabricated metal products; or
- ☐ Factories engaged in the manufacturing of fabricated metal products, machinery or equipment, in which one hundred (100) or more persons are employed.
- ☐ Others:

Page 1 of 7

EVIDENCE		YES	NO	N/A	REMARKS/JUSTIFICATION/ EXPLANATION
B	RISK ASSESSMENT				
2	i. Availability of a documented methodology and criteria for hazard identification and risk assessment.				
	ii. Availability of a documented list of all work activities (especially high-risk activities) associated with activities of all employees and persons at the workplace.				
	iii. Availability of documented risk assessment template (including completed assessments) to: <ul style="list-style-type: none"> Identify hazards (associated with the workplace); Evaluate risks associated with the hazards and other risks; and Determine suitable mitigation measures (controls) to reduce and manage risks. 				
	iv. Using and applying hierarchy of control to control the risks on the risk assessment.				
	v. Documenting and safekeeping the results of hazard identification, risk assessment and control measures that are up to date on a register.				
C	COMPETENCY, CONTINUOUS EDUCATION, TRAINING, AND AWARENESS				
3	i. Availability of documented training matrix which include legal, mandatory, and specific training requirement for employees to attend (as per 5.3.2 in the COP).				
	ii. Availability of documented evidence of internal Safety and Health induction/orientation and awareness training done for new employees and indirect contract workers (as relevant).				
D	EMERGENCY PREPAREDNESS				
4	i. Availability of emergency preparedness plan.				
	ii. Documented evidence of communication and coordination flow in the case of emergency (in forms of flowchart or procedure).				
	iii. Adequate emergency equipment and items provided (based on risk assessment).				
	iv. Availability of emergency response team and formal appointment is documented.				
	v. Emergency drills and exercises are conducted at defined intervals to measure the effectiveness of the emergency plans (fire, medical cases, etc.)				
	vi. Emergency drills are well-recorded for evaluation and continuous improvement.				

EVIDENCE		YES	NO	N/A	REMARKS/JUSTIFICATION/ EXPLANATION
E	SAFETY FOR EVALUATION, SELECTION AND CONTROL OF CONTRACTORS				
5	i. Availability of documented procedure/evidence in the Evaluation and Selection of Contractors.				
	ii. Evidence of risk assessment obtained from the contractors engaged by the organisation.				
	iii. Documented evidence is available which indicates communication and coordination between the workplace and contractor to communicate hazards and measures to prevent and control them before work commences.				
	iv. Documented procedures available for Contractor to: <ul style="list-style-type: none"> Report work-related fatalities, injuries, ill health, diseases, and incidents among contractor's workers while performing work; Conduct awareness training; and Monitoring of incident statistics. 				
F	GROUP MEETINGS				
6	i. Availability of documented minutes of meetings for WSH Committee Meetings (for 50 or more employees).				
	ii. Documented and photographic evidence of workers' involvement in group meetings.				
	iii. Availability of documented evidence for Coordination Meetings done on the work site (for BOWEC).				
	iv. Availability of documented evidence of toolbox talk done before the activity commenced.				
G	SAFETY AND HEALTH PROMOTION				
7	i. Availability of documented WSH programme which is developed and maintained aims to promote WSH at the workplace which shall include promotional activities. Note: Documented evidence can be in form of the attendance record or photograph evidence of the promotional programme				
H	SAFE WORK PRACTICES AND PROCEDURES				
8	i. Availability of documented Safe Work Procedures (step-by-step guide to safely perform a task from beginning to end) made available for the safe execution of related work activities through all stages.				

EVIDENCE		YES	NO	N/A	REMARKS/JUSTIFICATION/ EXPLANATION
	ii. Evidence of documented Permit-to-Work (PTW) System Execution for high-risk activities (in BOWEC) for the following construction and work at height-related activities: <ul style="list-style-type: none"> • Demolition work; • Excavation and trenching works (exceeding 1.5 meters depth); • Lifting operations involving tower, mobile or crawler crane; • Piling work; • Tunneling work; • Work on a scaffold where a person could fall more than 2 meters; • Confined spaces; and/or • Hazardous work at height where a person could fall more than 3 metres. 				
I MAINTENANCE REGIME					
9	i. Availability of documented inventory of the plants, machinery, equipment and hand tools.				
	ii. Availability of the documented maintenance procedure for plant, machinery, equipment and hand tools which indicate: <ul style="list-style-type: none"> • Schedule of inspection and maintenance; • Policy/ procedure for breakdown/repair; • Maintenance set as per manufacturer's recommendation; • Defects and malfunctions identified are well documented and recorded; and • Record of inspection/maintenance. 				
	iii. Documented evidence of any defects and malfunctions identified during inspection.				
	iv. Relevant equipment has undergone third-party thorough examination as per legal requirement.				
J MANAGEMENT OF HAZARDOUS SUBSTANCES					
10	i. Procedures available for the management of hazardous substances in a stage below as relevant to the workplace: <ul style="list-style-type: none"> • Storage; • Transportation; • Usage; and • Disposal. 				
	ii. Safety Data Sheets (SDS) is made available and accessible.				
	iii. Appoint a competent person to manage the storage and use of hazardous substances.				
	iv. Establish procedures for labelling with the use of the Globally Harmonised System (GHS) during issuance, distribution, and use, in accordance with national requirements.				

EVIDENCE		YES	NO	N/A	REMARKS/JUSTIFICATION/ EXPLANATION
	v. Evidence of communication of hazards associated with hazardous substances to users, and measures to mitigate such as but not limited to WSH training, instruction for users, and proper use of PPE.				
	vi. Designate proper and secured storage areas, considering: <ul style="list-style-type: none"> Ventilation requirements; Flammable storage/cabinet requirements; Protection from spillage; and Emergency equipment requirements. 				
	vii. Establish and implement procedures for the disposal of hazardous substances in accordance with manufacturer's recommendations.				
	viii. Establish emergency response procedures for medical and spill incidents involving hazardous substances.				
	ix. Availability of the programme/schedule for workers who are exposed to hazardous substance to undergo pre-employment and periodic medical examination.				
K	OCCUPATIONAL HEALTH PROGRAMME				
11	i. Planning and implementation of occupational health programs which typically involve a combination of policies, procedures and/or initiatives aimed at protecting the physical and mental health of workers.				
	ii. Availability of documented plan, procedure, schedule and record available for: <ul style="list-style-type: none"> Hearing conservation programme; Respiratory protection programme; Ergonomics programme; Mental health awareness programme; Heat stress management programme; and Medical surveillance programme. 				
	iii. Availability of documented Health Risk Assessment.				
	iv. Promotion of physical activity and exercise in the workplace (applicable for workers who often spend prolonged hours sitting at a desk or in meetings, with little opportunity for physical activity).				
L	SAFETY AND HEALTH INSPECTIONS				
12	i. There is an established documented procedure for WSH inspections at such intervals which is reasonably practicable to identify any unsafe practices and conditions at the workplace and implement corrective actions as well as identification of areas for improvement.				
	ii. Inspection template/checklist is available to inspect.				

EVIDENCE		YES	NO	N/A	REMARKS/JUSTIFICATION/ EXPLANATION
	iii. Availability of documented evidence in which results of the inspection are recorded, reported and communicated to any relevant person responsible.				
M	INCIDENT INVESTIGATION AND ANALYSIS				
13	i. Availability of procedures for Incident Management which include procedures to notify, report, investigate, record, analyse, and keep records of all workplace-related incidents.				
	ii. Evidence of personnel trained with investigation-related course.				
	iii. Documented evidence of the sharing and communication of the investigation outcomes to relevant parties.				
N	IN-HOUSE SAFETY AND HEALTH RULES AND REGULATIONS				
14	i. Availability of written safety rules and regulations that are specifically relevant to workplace business and operations.				
	ii. Documented evidence which indicates that these In-house safety rules and regulations are well communicated throughout all levels of the workplace.				
O	EVALUATION OF ORGANIZATIONAL PERFORMANCE FOR CONTINUOUS IMPROVEMENT				
15	i. The availability of a legal requirements register that includes: <ul style="list-style-type: none"> • A mechanism to evaluate the legal compliance; • The frequency of evaluation; • The person responsible for carrying out the evaluation; • Recording the results of compliance status; and • Reviewing of the results obtained. 				
	ii. Internal review of WSH Management System is documented.				
	iii. Documented evidence of internal audit report				
	iv. Documented evidence of communication on the internal audit report.				
	v. Evidence of a qualified Workplace Safety Health Auditor (registered with SHENA) engaged and appointed in line with the statutory requirement (as applicable).				
P	CORRECTIVE ACTION AND CONTINUAL IMPROVEMENT				
16	i. The availability of a procedure for continuous improvement that indicates implementation of necessary action.				
	ii. Availability of documented evidence which indicates corrective actions for non-conformities with a reasonable timeline.				
	iii. Documented evidence of an internal audit report.				

Prepared by: (Signature, Name, Designation & Date)		Verified by: (Signature, Name, Designation & Date)	
---	--	---	--

**SHENA SEEKS THE SUPPORT OF ALL RELEVANT STAKEHOLDERS
TO ENSURE BRUNEI A SAFE PLACE TO WORK AND LIVE**

For further inquiries and clarification, please contact us
T: +673 238 2000 W: www.shena.gov.bn IG & FB: @shena.gov.bn