



اوتوريتي كبحسائىن كسلامتن
كصيحتن دان عالم سكيتر
Safety, Health and Environment
National Authority

NOTE TO INDUSTRY (NTI)

TOPIC SELF-ASSESSMENT CHECKLIST: WORKPLACE SAFETY AND HEALTH COMMITTEES				Reference Number 2026/NTI/01
Approved by: Director of Compliance & International Division	Endorsed by: Chief Executive Officer (CEO)	Issue date: 19 June 2026	Expiry date: None	Revision No: 1.0

Purpose: This Note to Industry (NTI) serves as a notice to inform all relevant stakeholders, particularly employers and occupiers, of the Self-Assessment Checklist developed by the Safety, Health and Environment National Authority (SHENA). The checklist supports compliance with the Workplace Safety and Health (Workplace Safety and Health Committees) Regulations, specifically the requirement for workplaces with fifty (50) or more persons to establish a Workplace Safety and Health Committees.

SHENA has developed a [Self-Assessment Checklist for Workplace Safety and Health Committees](#) as a practical compliance and governance tool to assist. It is intended to assist organisations with **fifty (50) or more persons ordinarily at work** in fulfilling their obligations under the *Workplace Safety and Health Act (Chapter 277)* and the *Workplace Safety and Health (Workplace Safety and Health Committees) Regulations*.

This Checklist is designed to complement a SHENA's Industry Guidance Note (IGN) on Establishment of Workplace Safety and Health Committee in a Workplace (2023/IGN/02).

The Self-Assessment Checklist enables organisation to assess their current level of compliance with regulatory requirements, and to identify gaps and areas requiring improvement to ensure full adherence to the law. Organisations are encouraged to review and update the Checklist at least annually as part of their WSH management review process, and to support continuous improvement in workplace safety and health performance.

Workplaces are also reminded that members of the WSH Committee must possess a basic understanding of the functions and duties of a Workplace Safety and Health Committee, as required under the Workplace Safety and Health (Workplace Safety and Health Committees) Regulations. Accordingly, workplaces, particularly those with fifty (50) or more persons ordinarily at work, are required to take immediate steps to assess their compliance status and initiate implementation using the Self-Assessment Checklist.

A copy of the completed Self-Assessment Checklist shall be retained by the company or organisation, and made available for inspections during regulatory inspections or monitoring visits by SHENA inspectors.

SHENA reiterate that the Self-Assessment Checklist serves as a guidance tool only and should not be construed as exhaustive or as implying any liability. It does not encompass all duties and obligations of Principals, Occupiers, Employers, Employees, or Self-employed persons under the law.

SHENA seeks the cooperation of all relevant stakeholders in ensuring that Brunei Darussalam remains a safe place to work and live.

For further clarifications, please submit your enquiries through the “General Enquiries” button on the SHENA website: www.shena.gov.bn or contact the SHENA office at +673 2382000 during office hours.

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