



اوتوريٽي ڪيٽسائن ڪسلامتن
ڪصيحتن دان عالم سڪيتر
Safety, Health and Environment
National Authority

ANNUAL REPORT

FOR FINANCIAL YEAR
2021 / 2022

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PREFACE

SHENA's Annual Report provides a comprehensive overview of the Authority's activities and achievements in the past year financial year of 2021-2022. It is structured to cover the key aspects of the SHENA organization, highlighting our performance, strategic initiatives, and positive impact on various stakeholders.

A brief introduction to SHENA summarizes our Mission, Vision, and Core Values. It provides a snapshot of the Authority's key achievements and milestones during the reporting period. Also outlined is the Authority's organizational framework, detailing its structure and key leadership roles.

This Annual Report also introduces SHENA's strategic direction, outlining the long-term goals and strategies employed to achieve objectives, emphasizing the Authority's commitment to continual improvement.

Also included are SHENA's core and integral activities throughout the year, including various inspections conducted, legislative developments, and the release of new publications. This report provides an overview of our efforts in investigation, licensing, and enforcement activities as well as measures taken to maintain a high standard of workplace HSE and radiation compliance.

SHENA's collaborative efforts, both locally and internationally, are showcased including partnerships and Outreach programs aimed at engaging with the community and promoting awareness towards building a high safety culture in Brunei Darussalam.

In terms of Operational Excellence, SHENA's key Financial Performance metrics and Human Resource development initiatives are also detailed – highlighting the Authority's commitment to organizational effectiveness and staff well-being.

Our Annual Report for 2021-2022 provides a detailed overview and understanding of SHENA's operations, achievements, and future direction. It reflects our transparency, accountability, and the Authority's strong commitment to our values as well as our Vision of making a difference and ensuring Brunei Darussalam is a safe place to work and live.

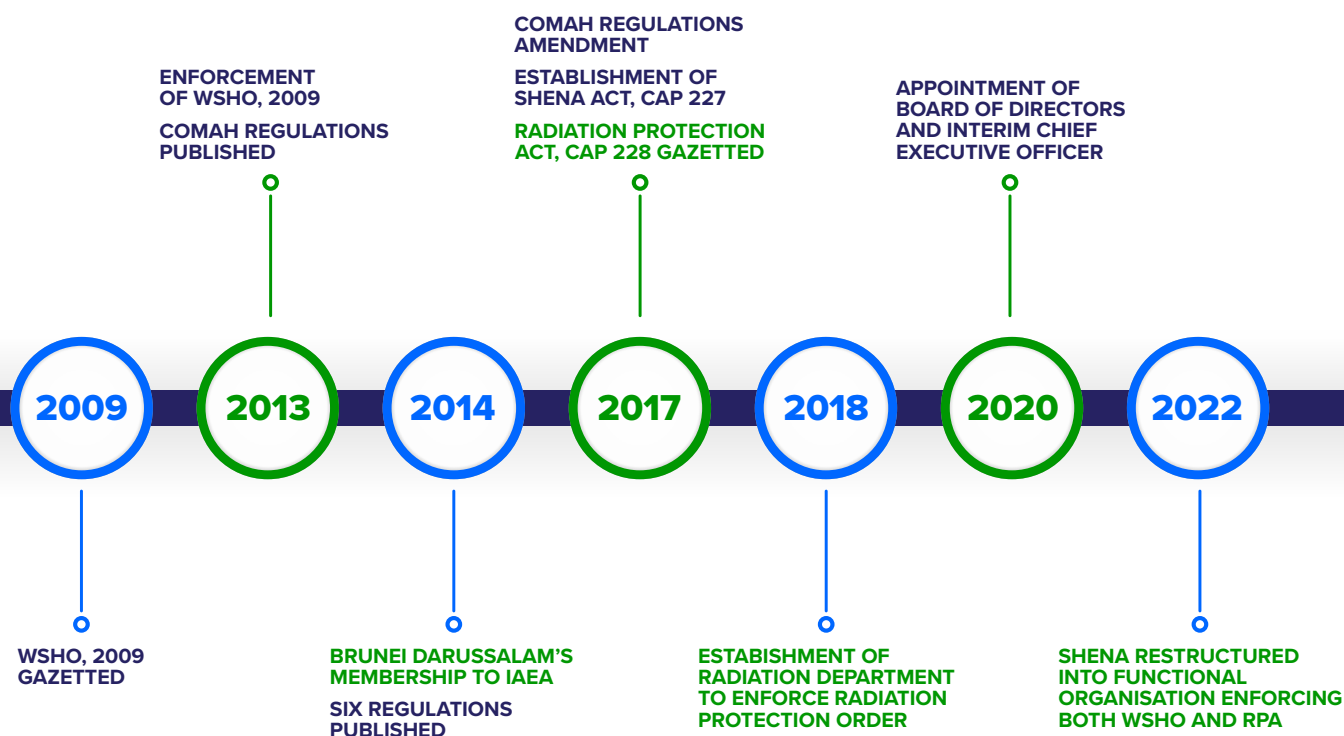
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SHENA AT A GLANCE

The Safety, Health and Environment National Authority (SHENA) is a statutory and regulatory body established following the enactment of the Safety, Health and Environment National Authority Act, Chapter 227 which was signed by His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam on 6th October 2018. SHENA is the national Authority responsible for regulating the workplace safety and health, environment and radiation provisions in line with specific legislation that are under the purview of Authority; namely the Workplace Safety and Health Order, 2009 (WSHO, 2009) and the Radiation Protection Act, Chapter 228.

SHENA's core functions include inspection & monitoring visits, conducting investigations, examination of notifications, examination and certification of safety cases, registration and approvals to act, licensing of radiation activities and providing general advice and guidance on HSE and radiation matters to industry and the general public. SHENA continues to support other relevant agencies in the enforcement of legislation under their respective jurisdictions and purview. Accordingly, the Authority's Inspectors and its Authorised Officers have specific legal powers to enforce and regulate workplace safety and health, environment and radiation laws on behalf of SHENA.

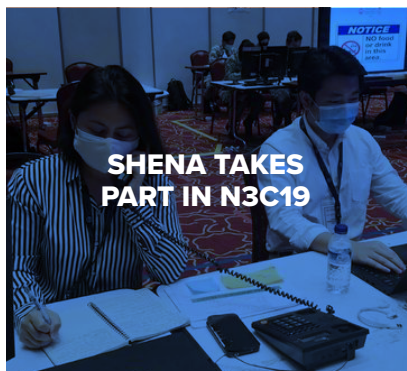


KEY ACHIEVEMENTS &

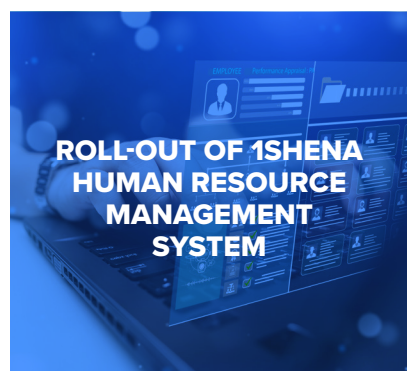
INTERNATIONAL & DOMESTIC EVENTS



CORPORATE SOCIAL RESPONSIBILITY



DIGITALISATION



HIGHLIGHTS 2021-2022

FUNCTIONAL ENHANCEMENT

WORKPLACE SAFETY AND HEALTH (FIRST AID) REGULATIONS, 2021 AND WORKPLACE SAFETY AND HEALTH (GENERAL PROVISIONS) (AMENDMENT) REGULATIONS, 2021 GAZETTED IN JUNE 2021

1 APR 2021 - 31 DEC 2021: 89 INITIAL INCIDENT NOTIFICATION (IIN) RECEIVED WITH FOUR (04) REGULATORY INVESTIGATIONS CONDUCTED OUT OF 89 IIN RECEIVED

1 JAN 2022 - 31 MAR 2022: SHENA HAS RECEIVED A TOTAL OF 29 INITIAL INCIDENT NOTIFICATION (IIN) WITH ONE REGULATORY INVESTIGATION CONDUCTED BY SHENA

3 MAY 2021: WSH OFFICER FEES IMPLEMENTATION

1 JUNE 2021: INTRODUCTION OF WSH CO-ORDINATOR REGISTRATION ON

INCORPORATION OF HSE PERFORMANCE REPORTING INTO THE BUSINESS REPORTING PORTAL UNDER MOFE

ORGANIZATIONAL & PEOPLE DEVELOPMENT

ORGANISATIONAL STRUCTURE REALIGNMENT AND ENHANCEMENT

RECRUITMENT OF 5 SHENA EMPLOYEES INCLUDING 1 SENIOR MANAGEMENT POSITION

RECRUITMENT OF 4 I-READY APPRENTICES AND 1 ATTACHMENT PERSONNEL

DEVELOPMENT OF SHENA'S HUMAN RESOURCE POLICY (HRP)

ROLL-OUT OF HR COMPETENCY FRAMEWORK

ENHANCEMENT OF RECRUITMENT PROCESS INCLUDING THE INCORPORATION OF ASSESSMENT CENTRE

ENHANCEMENT OF SHENA PERFORMANCE MANAGEMENT PROCESS INCLUDING PERFORMANCE ASSESSMENT GUIDELINES

TALK TO ME PROGRAMME COLLABORATION WITH MINISTRY OF ENERGY (ME) TO BUILD A TRANSFORMATIONAL CULTURE WITHIN THE MINISTRY OF ENERGY, ITS DEPARTMENT AND STATUTORY BODIES

BUSINESS CONTINUITY PLAN

SHENA ORGANISATION

VISION

We are committed to making a difference and ensuring Brunei is a safe place to work and live.

MISSION

We will maintain a robust fit for purpose national safety, health and environmental regulatory framework and ensures that risks to people, assets and the environment are controlled in compliance with:

- Laws and regulations
- Set by the government
- Implemented by those who create the risk
- Underpinned by continuous improvement

IN ALL OUR ACTIVITIES

We will ensure a transparent and open dialogue with all our stakeholders. Compatible with the aspirations of the nation. Our stakeholders include industry, government, and the general public and our key principles apply equally to all.

PRINCIPLES

Our operational philosophy is governed by **FOUR** key principles:

STRUCTURED

a structured legal framework with a risk-based approach

AUDITABLE

accountable for our actions as a regulator

FOCUSED

across all our interactions with all our stakeholders

ENGAGED

open, transparent and respectful in all our discussions written or otherwise

BOARD OF DIRECTORS

Our Board of Directors provides strategic direction and oversight of functions and goals and steers SHENA towards fulfilling its vision and mission.



YANG MULIA
DATO SERI PADUKA AR. HAJI MARZUKI
BIN HAJI MOHSIN
DEPUTY MINISTER, MINISTRY OF DEVELOPMENT
CHAIRMAN OF BOARD OF DIRECTORS



YANG MULIA
PENGIRAN HAJAH
ZETY SUFINA BINTI
PENGIRAN DATO
PADUKA HAJI SANI
PERMANENT SECRETARY
(INDUSTRY), MINISTRY OF
FINANCE AND ECONOMY



YANG MULIA
PENGIRAN DR HAJI
MD KHALIFAH BIN
PENGIRAN HAJI ISMAIL
DIRECTOR GENERAL OF
HEALTH AND MEDICAL
SERVICES, MINISTRY OF
HEALTH



YANG MULIA
AWANG LIM HOCK
GUAN
DIRECTOR OF FIRE AND
RESCUE DEPARTMENT
MINISTRY OF HOME AFFAIRS



YANG MULIA
AR. DAYANG HAJAH
HASLINAWATI BINTI
HAJI ABD HALIM
HEAD OF AUTHORITY
FOR BUILDING CONTROL
AND CONSTRUCTION
INDUSTRY (ABCI),
MINISTRY OF
DEVELOPMENT



YANG MULIA
HAJI AZHAR
BIN HAJI YAHYA
INTERIM CHIEF EXECUTIVE
OFFICER, SAFETY, HEALTH
AND ENVIRONMENT
NATIONAL AUTHORITY
(SHENA)

SENIOR MANAGEMENT TEAM

SHENA is headed by a Chief Executive Officer who is accountable for the function and affairs undertaken by the Authority. The Senior Management Team is responsible for implementing and operationalising SHENA's business plan as well as building operational excellence to achieve SHENA's Mission, Vision, and Roles.



**YANG MULIA
HAJI AZHAR
BIN HAJI YAHYA**
INTERIM CHIEF EXECUTIVE
OFFICER, SAFETY, HEALTH
AND ENVIRONMENT
NATIONAL AUTHORITY
(SHENA)



**YANG MULIA
JAIME OSCAR
RICHARD REBELO**
CHIEF INSPECTOR
OF INDUSTRY



**YANG MULIA
ALICE KHAN**
CHIEF LEGAL
OFFICER



**YANG MULIA
UMI KHADIJAH
BINTI HAJI
MOHD ZAINI**
CHIEF HUMAN
RESOURCES OFFICER



**YANG MULIA
ZUBAIDAH BINTI
HAJI MAHMUD**
CHIEF INSPECTOR
OF RADIATION



**YANG MULIA
HAJAH NORASHIKIN
BINTI HAJI AWG
MOHAMED**
CHIEF FINANCIAL
OFFICER

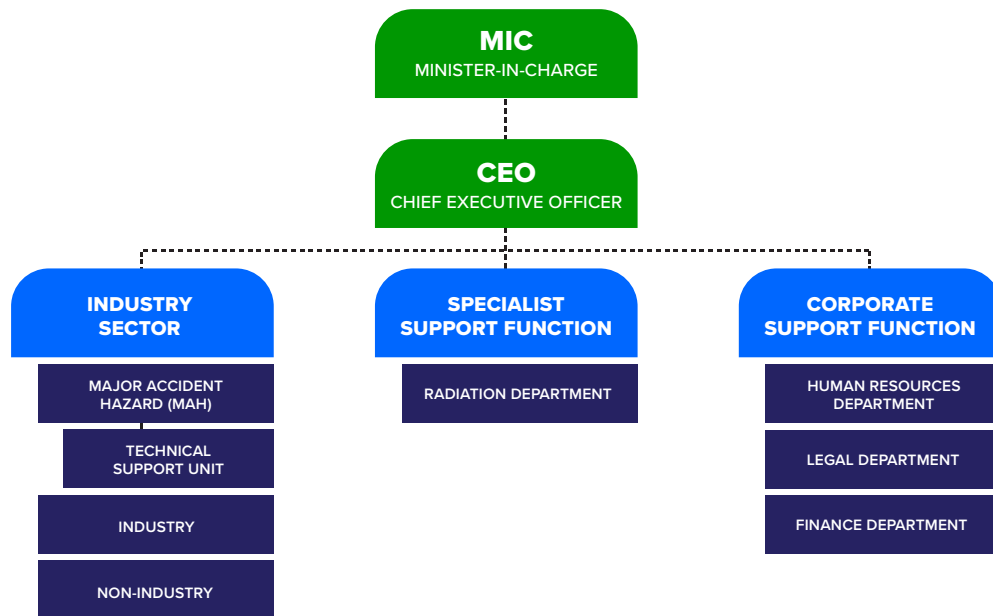


**YANG MULIA
HAJI YA'AKUB
BIN HAJI YUSOF**
ACTING CHIEF
INSPECTOR OF
MAJOR ACCIDENT
HAZARD

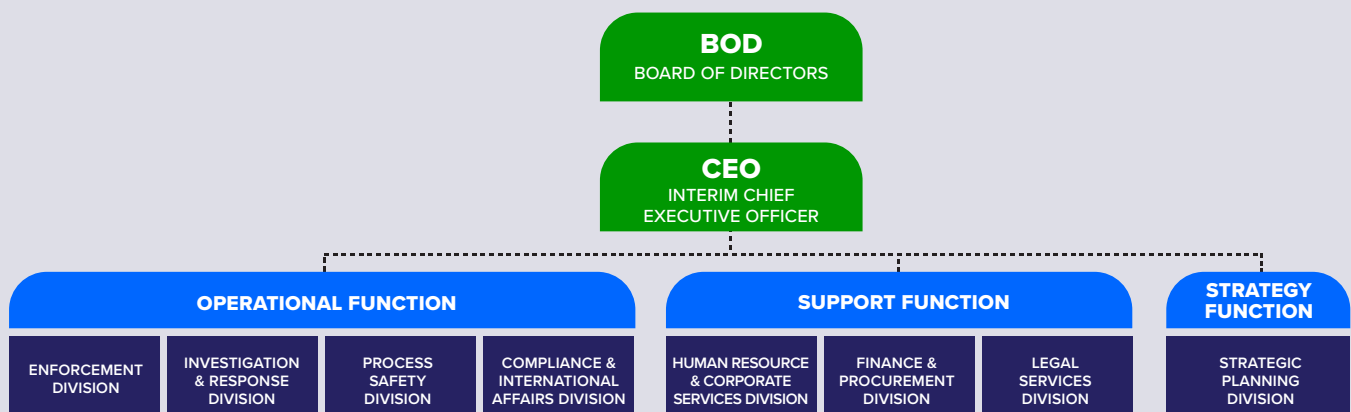
ORGANISATIONAL STRUCTURE

SHENA experienced a transformative organizational restructuring, transitioning from an industry-based to a functional-based model. To spearhead this significant change, a dedicated Senior Management Team (SMT) was formed. The restructuring initiative commenced in December 2021 and was successfully and comprehensively implemented by July 2022, marking a pivotal moment in the organization's evolution. This strategic shift aimed to enhance operational efficiency, streamline processes, and align the organizational structure with its evolving goals.

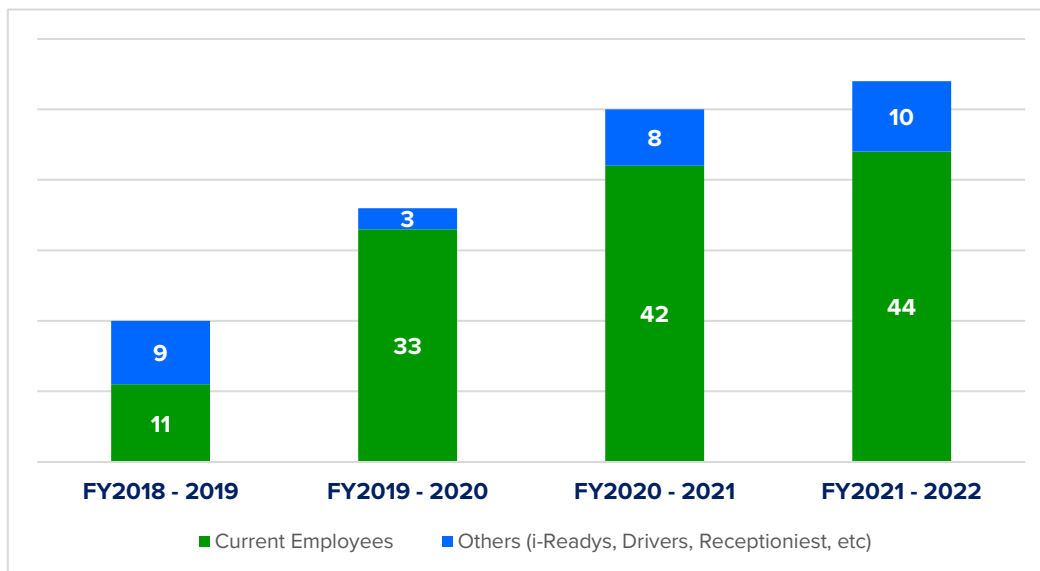
PREVIOUS ORGANISATIONAL STRUCTURE (INDUSTRY)



OUR NEW ORGANISATIONAL STRUCTURE (FUNCTIONAL)



MANPOWER GROWTH



Since its establishment in 2018, SHENA has made significant strides in fulfilling its responsibility as the national Authority responsible for regulating the workplace safety and health, environment and radiation matters for Brunei Darussalam. The growth of our manpower has been a vital component in achieving these goals.

The ongoing COVID-19 pandemic has posed unprecedented challenges to SHENA's manpower growth and operations. While SHENA's commitment to fulfill its mission remains, the pandemic's impact has been felt in our recruitment efforts for the past year. Lockdowns and distancing measures significantly disrupted SHENA's hiring process, affecting its planned manpower growth. Despite these challenges, the team demonstrated adaptability and resilience in leveraging remote work arrangements and digital collaboration tools to ensure that its regulatory functions continued uninterrupted. SHENA's recruitment strategies had to be adjusted to include virtual interviews, online assessments, and remote onboarding. As a result, 5 new talents were successfully recruited, including a senior management position.

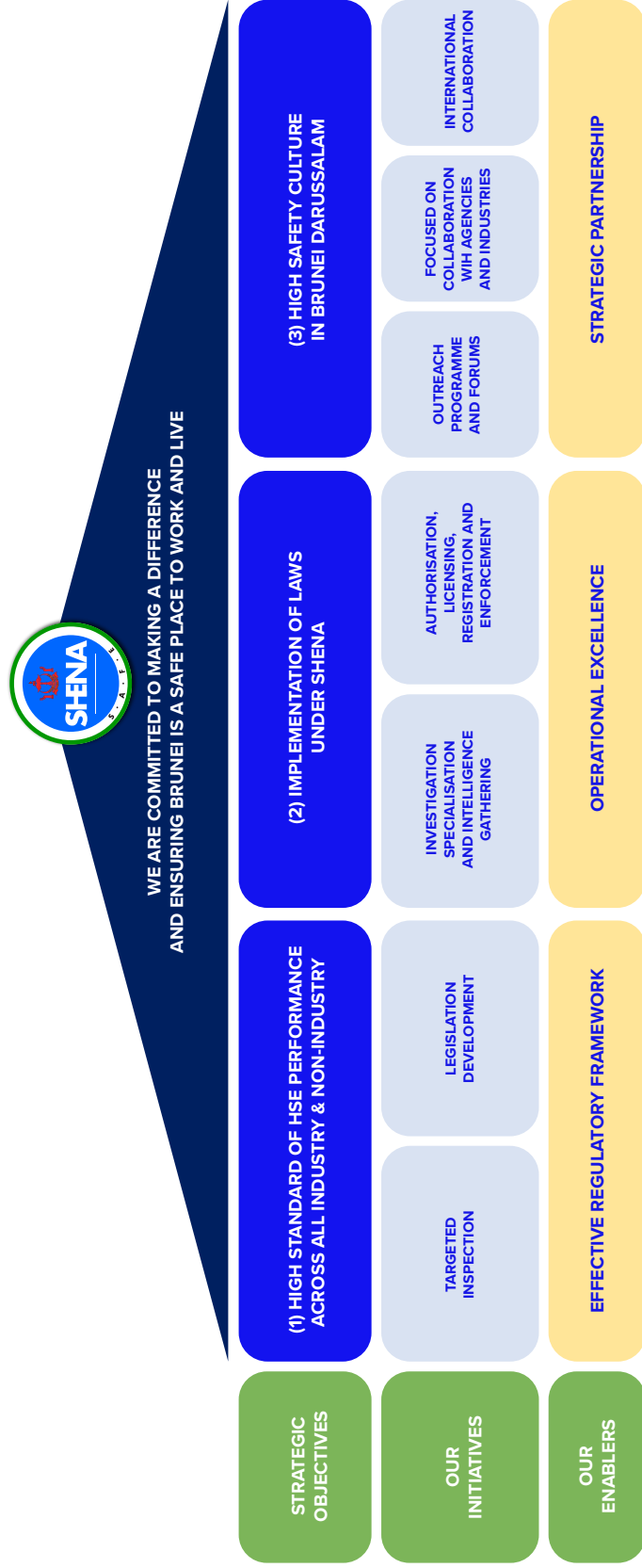
As SHENA moves beyond the pandemic's immediate effects, it remains prepared for further growth in the coming years, and expect to welcome new talents to continue its vision in making a difference and ensuring Brunei is a safe place to work and live.



SHENA'S BUSINESS & STRATEGIC PLAN

SHENA's strategic plan embraces the concept of Maqasid Al-Shariah as an important basis and pillar for organizational development. SHENA has therefore positioned the Maqasid Al-Shariah concept of promotion and preservation of life as the Authority's fundamental goal in realising SHENA's Vision. To achieve the Vision, SHENA's strategic plan aligns to three (03) strategic objectives to fulfil, supported by **seven (07)** key initiatives, supplemented by **three (03)** enablers:

MAQASID: PROMOTION & PRESERVATION OF LIFE





1

**STRATEGIC
OBJECTIVE**

Achieving a High Standard
of HSE Performance Across
All Industry & Non-Industry

SHENA is committed to maintaining and improving the overall performance of HSE standards in all industries in Brunei Darussalam. In achieving a high standard of HSE performance across all industries, SHENA aims to setting clear benchmarks, implementing progressive and relevant regulations, conducting regular inspections towards promoting responsibility among all stakeholders, including businesses, government bodies, and workers.



2

**STRATEGIC
OBJECTIVE**

Implementation of Laws
Under SHENA

As a regulatory body, overseeing and regulating safety, health, and environmentalas well as radiation matters. To achieve this objective, SHENA aims to ensure that the laws and regulations established are effectively put into practice and adhered to by businesses and organizations. Building HSE and radiation compliance is crucial for creating safe workplaces. It involves a range of core activities by SHENA that such as systematic incident reporting, thorough investigation into incidents, effective enforcement and transparency on penalties for non-Compliance.



3

**STRATEGIC
OBJECTIVE**

A High Safety Culture
in Brunei Darussalam

Through its core function and activities, SHENA aims to build a safety culture and shared set of values, attitudes, and behaviors that prioritizes workplace safety and health as well as safe use of radiation source. Achieving this involves awareness-building and outreaches to individuals and organizations on the importance of safety and risk assessment, motivating leaders in both public and private spheres to prioritize safety and set an example, encouraging open exchange about safety concerns, incidents, and near misses, and continuous improvement through lessons are learned from incidents.

A high safety culture is essential for preventing accidents and creating an environment where individuals and organizations proactively identify and mitigate risks.

SHENA's commitment towards ensuring Brunei Darussalam is safe place to work and live is in line with the aspirations of Wawasan Brunei 2035 – where the Authority aims to achieve zero major accidents, zero work-related fatalities and zero radiological accidents by the year 2035. This important alignment positions SHENA's efforts as contributing directly to the achievement of Brunei Darussalam's broader national vision. Accordingly, one of the national outcomes of Goal 2 of Wawasan Brunei 2025 - a high quality of life - is attainment of a world class level of safety and health.

For the 5 year period of
2021 - 2025
under each Strategic Objective,
SHENA aims to develop

7 **key initiatives
as strategic
focus areas:**

To create an effective regulatory framework towards a high standard of HSE performance across industries

1

Targeted Inspections

Focusing efforts to assess and monitor compliance with HSE and radiation regulations in specific industries, sectors, or geographic areas. By concentrating on high-risk areas or organizations, targeted inspections identify and rectify potential hazards and violations more promptly, reducing the likelihood of accidents and injuries.

2

Legislation Development

The development of HSE and radiation-related legislation is essential for establishing clear standards and guidelines that organizations must follow to ensure the safety of their employees. Regular updates and amendments to legislation help keep pace with evolving technologies and emerging risks in various industries.

To ensure effective implementation of relevant laws and regulations under SHENA

3

Investigation Specialization and Intelligence Gathering

Specialized investigators and intelligence gathering units are vital in HSE to the process of examining accidents, incidents, and potential violations thoroughly. Effective investigations prevent similar incidents in the future, improve safety practices, and hold responsible parties accountable. SHENA has separated investigation and inspection functions to focus on fatalities and dangerous occurrences as priority areas.

4

Authorization, Licensing, Registration, and Enforcement

SHENA aims to enhance compliance to Workplace Safety and Health Order, 2009 and Radiation Protection Act, through registration of Radiation or WSH Officers and WSH Co-ordinators, licensing of activities as well as continued and effective implementation of legal notice such as Stop Work Orders, Remedial Orders, Inspections and Monitoring Visits.

To build a High Safety Culture in Brunei Darussalam

5

Outreach Programmes and Forums

Outreach programmes and forums are essential for educating stakeholders, including employers, occupiers, contractors, workers, and the general public, about HSE and radiation regulations and requirements.

6

Focus on Collaboration with Agencies and Industries

Collaboration between SHENA, as a regulatory body, and industries and relevant Government agencies is crucial for effective HSE and radiation management.

7

International Collaboration

In a globalized world, international collaboration is essential for addressing cross-border HSE and radiation issues. Sharing information, harmonizing regulations, and working together on global HSE instruments and initiatives help ensure consistent as well as enhances legal standards and practices.

SHENA's initiatives are interconnected and collectively contribute to a robust and resilient strategic plan framework that aims to achieve its **three (3)** strategic objectives and promotes safety, environmental protection, and compliance with regulations. The importance of these initiative lies the drive to curb fatalities, prevent accidents, mitigate risks, and create a safer Brunei Darussalam.

TARGETED INSPECTIONS

Hazards and risks need to be managed and controlled to ensure that those who are most exposed to risk are able to work free and safe from harm. HSE and radiation inspections are important monitoring tools to not only achieve improved working conditions but to also ensure proper compliance to national legislation. SHENA has placed targeted inspections as one of its strategic initiatives moreover with a special focus on those sectors and activities which give rise to the most serious risks or where risks are least well controlled - based on the criticality and/or size of the operation, seriousness of the risks or exposure and sensitivity to the community or surrounding vicinity.

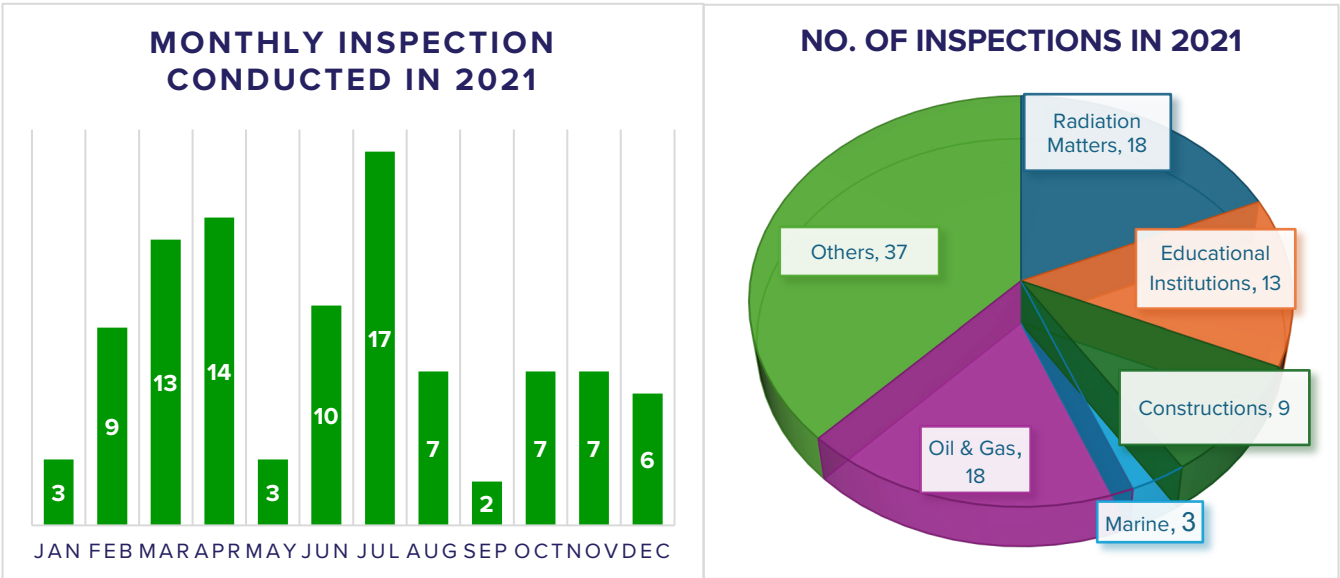
In creating a culture of safety and health nationally, SHENA's warranted enforcement inspectors and authorised officers effectively use regulatory or planned inspections (or RIs) as well as ad-hoc random monitoring visits (or MVs) to workplaces. The primary objective of both RIs and MVs is to assess and verify the level of compliance to safety and health regulations at workplaces. Inspectors inspect whether workplaces adhere to laws as well as implement appropriate safety measures to protect their employees and the public. During these inspections and visits, SHENA inspectors are vigilant in identifying potential risks and hazards that may pose a threat to the safety and well-being of individuals at work. This proactive approach is crucial for preventing accidents and injuries.

Should instances of non-compliance or hazards be present during their inspections or visits, legal notices will be issued.

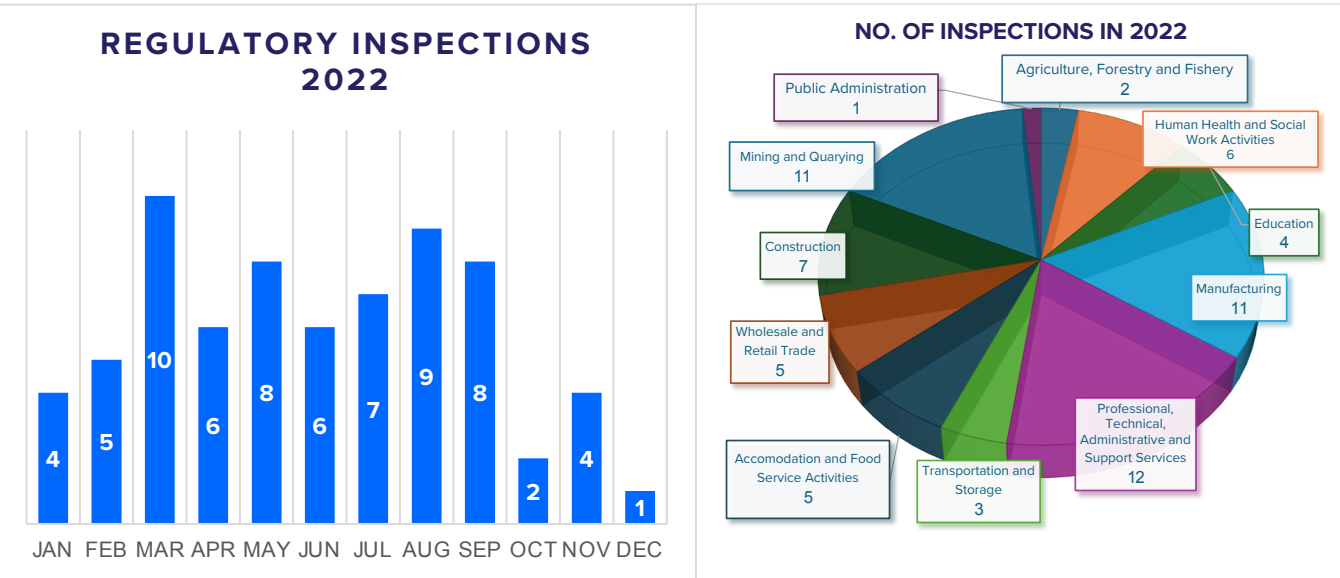
SHENA's enforcement inspectors therefore play a critical role in ensuring workplace safety and radiation compliance through a combination of planned inspections and ad-hoc visits. Their responsibilities include assessing compliance, identifying risks, and taking appropriate legal actions when necessary to motivate rectification of hazards and protect the well-being of individuals at work.

REGULATORY INSPECTIONS

Throughout the year 2021, SHENA inspectors had conducted **ninety-eight (98)** regulatory inspections across a variety of sector types:



In the following year of 2022, SHENA inspectors had conducted a total of **seventy (70)** regulatory inspections also to various industry categories:

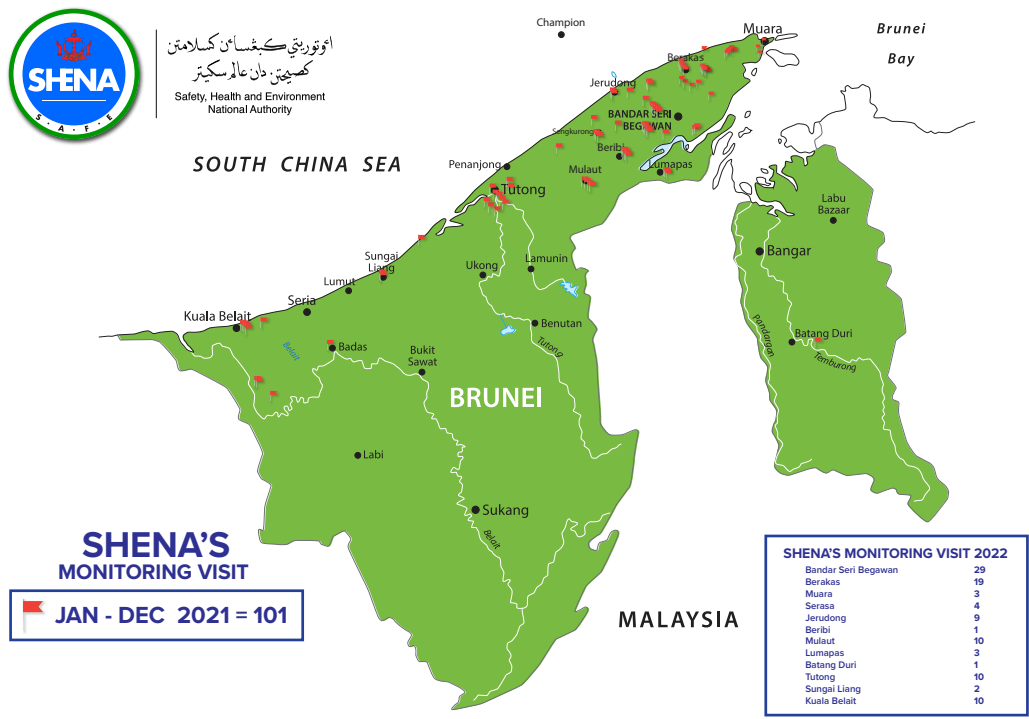


Accordingly, for FY2021/2022, in total there were **eighty-four (84)** inspections conducted on industry, non-industry workplaces, Major Accident Hazard (MAH) and radiation workplaces.

- In 2021, a total of **sixty-eight (68)** inspections were conducted; whereas
- In 2022, there were **sixteen (16)** additional inspections conducted by SHENA inspectors.

MONITORING VISITS

In terms of Monitoring Visits (MVs) throughout the year 2021, SHENA had conducted a total of **one hundred and one (101)** MVs nationwide across a number of industry types, with a strong focus on the construction sector – being the sector most susceptible to accidents and incidents.



Accordingly, for 2022, between the months of January and March, SHENA conducted a total of **fifty-four (54)** MVs.

MAJOR ACCIDENT HAZARDS (MAH) INSPECTIONS

As SHENA re-engineered its inspection regime within FY2021-2022, inspections on COMAH facilities conducted by the Major Accident Hazard (MAH) Division were constituted under the Enforcement Division as SHENA enhanced its organizational structure starting in 1 January 2022.

Prior to January 2022, SHENA's Major Accident Hazard (MAH) Division had conducted **twenty-two (22)** inspections in the year 2021 consisting of **five (5)** on Mobile Facilities and **seventeen (17)** on Fixed Facilities. Accordingly, for FY2021-2022, **fourteen (14)** inspections were conducted where **eight (8)** were on Fixed Facilities and **six (6)** on Mobile Facilities.

NO.	INSPECTION DATE	REPORT DUE DATE	REPORT ISSUED DATE	LEGAL NOTICE ISSUED
1	27 Jan 2021	10 Mar 2021	26 Feb 2021	-
2	24 Feb 2021	6 Apr 2021	12 Apr 2021	-
3	24 Feb 2021	6 Apr 2021	7 Apr 2021	-
4	26 Feb 2021	8 Apr 2021	5 Apr 2021	-
5	9 Mar 2021	20 Apr 2021	27 Apr 2021	Stop Work Order
6	12 Mar 2021	22 Apr 2021	7 May 2021	Stop Work Order
7	23 Mar 2021	4 May 2021	27 Apr 2021	-
8	25 Mar 2021	6 May 2021	7 May 2021	-
9	6 Apr 2021	21 May 2021	2 Jul 2021	Remedial Order
10	28 Jun 2021	9 Aug 2021	24 Aug 2021	-
11	7 Jul 2021	19 Aug 2021	27 Sep 2021	-
12	8 Jul 2021	20 Aug 2021	8 Sep 2021	-
13	8 Jul 2021	20 Aug 2021	26 Sep 2021	-
14	22 Jul 2021	1 Sep 2021	14 Aug 2021	-
15	27 Jul 2021	6 Sep 2021	3 Sep 2021	-
16	22 Sep 2021	2 Nov 2021	1 Oct 2021	-
17	29 Oct 2021	8 Dec 2021	-	-
18	2 Nov 2021	10 Dec 2021	16 Nov 2021	-
19	2 Nov 2021	10 Dec 2021	4 Jan 2022	-
20	2 Dec 2021	12 Jan 2022	30 Dec 2021	-
21	30 Nov 2021	10 Jan 2022	31 Dec 2021	-
22	25 Nov 2021	5 Jan 2022	-	-

On 11 January 2022, SHENA undertook to implement new ways of working based on its enhanced organizational structure. In streamlining the Authority's key function of COMAH inspections, the Process Safety Division (as former MAH Division), the Enforcement Division and the Compliance and International Division had re-aligned SHENA's Inspection Plan whereby inspection data analysis and the inspection function were designated to the Enforcement Division and the Compliance and International Division respectively.

RADIATION INSPECTIONS

For FY2021/2022, Enforcement of the RPA by SHENA inspectors had conducted a total of **fifteen (15)** inspections across the industrial and medical sectors - **twelve (12)** in year 2021 and **three (3)** in 2022. Inspections conducted to verify the regulatory compliance of licensees aimed to safeguard the health of the workers, public and the environment from the hazardous risk resulting from the radiation activity conducted.

NO.	CATEGORY	INSPECTION DATE
1	Medical	1 Apr 2021
2	Security	3 Jun 2021
3	Land Transport	8 Jun 2021
4	Medical	17 Jun 2021
5	NDT	20 Oct 2021
6	Marine Transport	21 Oct 2021
7	NDT	8 Nov 2021
8	Industry	24 Nov 2021
9	Land Transport	6 Dec 2021
10	Marine Transport	9 Dec 2021
11	Land Transport	13 Dec 2021
12	NDT	16 Dec 2021
13	Medical	10 Feb 2022
14	Medical	10 Feb 2022
15	Medical	18 Mar 2022

LEGISLATION & PUBLICATIONS

A robust legislative framework is part and parcel of SHENA's operational features as a regulatory body as well as an enforcement organization. The Authority is tasked with ensuring that regulations continue to keep in line with progressive and relevant HSE and radiation practices. Legislation that is updated with domestic and international expectations allows the Authority to exercise its functions in a manner that upholds the highest standards of safety and health. SHENA therefore strongly focuses on the development of priority legislation and the issuance of industry guidances to contribute to a more resilient regulatory framework.



LEGISLATION DEVELOPMENT

On 1 June 2021, the following Regulations under the Workplace, Safety and Health were gazetted:



Workplace Safety and Health
(First Aid) Regulations 2021



Workplace Safety and Health
(General Provisions)
(Amendment) Regulations 2021

Furthermore, on 9th October 2021, the following Orders were revised into Acts and given chapter numbers:



Safety, Health and Environment
National Order 2018 to Safety,
Health and Environment National
Act (Chapter 227)



Radiation Protection Order,
2018 to Radiation Protection Act
(Chapter 228)

The Legal Department has also finalised the following proposed draft Regulations that have been submitted to the Attorney General Chambers:



Draft Workplace Safety and
Health (Asbestos) Regulations



Draft Workplace Safety and Health
(Abrasive Blasting) Regulations



Draft Workplace Safety and Health
(Control of Major Accident Hazards)
(Amendment) Regulations



Draft Workplace Safety and Health
(Officers) (Amendment) Regulations



Draft Workplace Safety and Health
(Confined Space) Regulations



Draft Workplace Safety and Health
(Work at Heights) Regulations



Draft Workplace Safety and
Health (Noise) Regulations



Draft Workplace Safety and Health
(Operation of Cranes) Regulations

In terms of formulation and vetting of contracts, the Legal Department also finalised the following draft Contracts throughout the Financial Year 2021/2022:



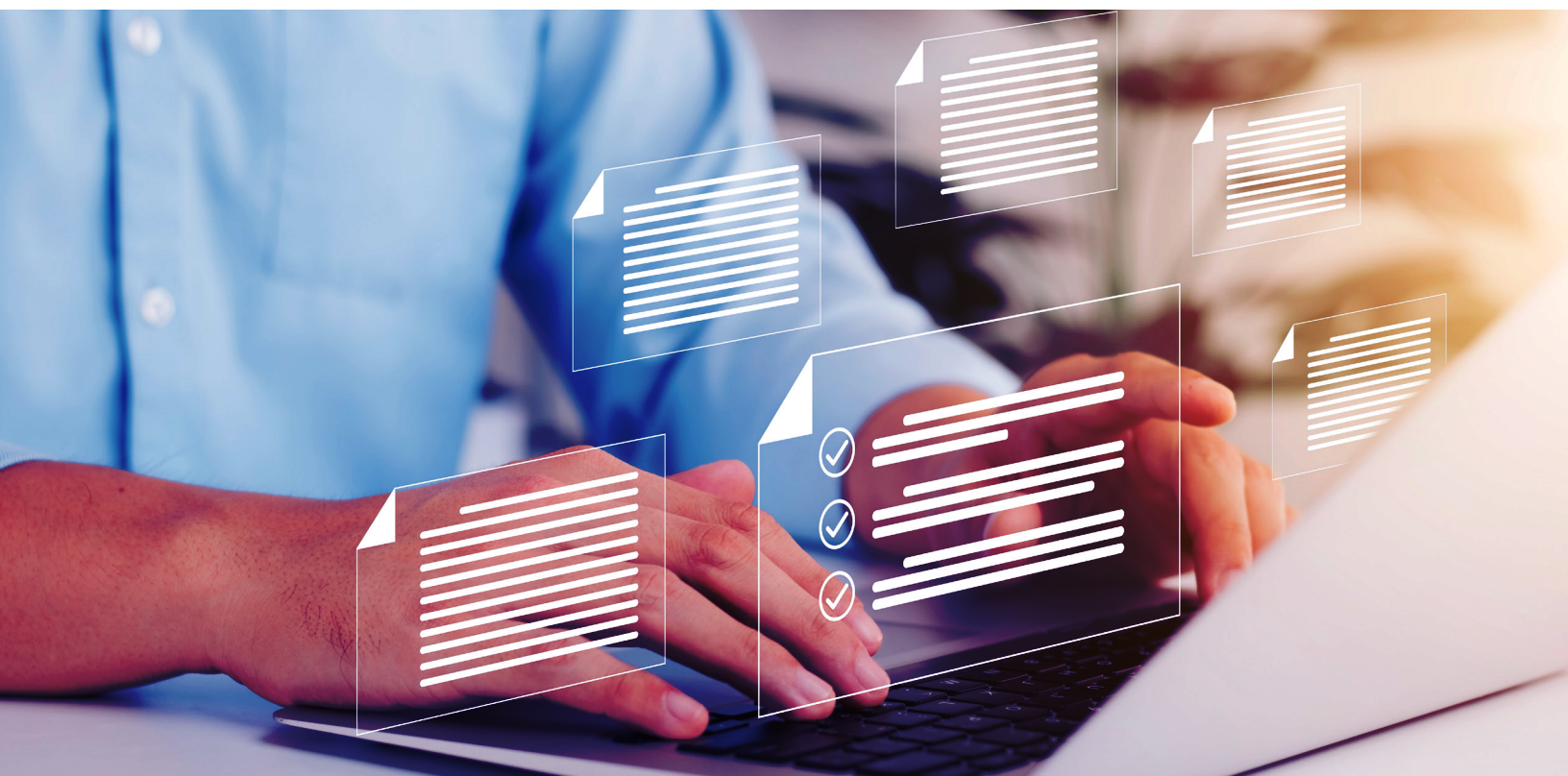
Contract between the Safety,
Health and Environment National
Authority (SHENA) and Octagon
Enterprise for the Provision of
Finance Accounting System for
Safety, Health & Environment
National Authority (SHENA)



Contract between Safety, Health
and Environment National Authority
(SHENA) and Concepts Technologies
for the Provision of Human Resource
Management System for Safety,
Health & Environment National
Authority (SHENA).

As part of SHENA's organisation re-structuring, the Legal Department was renamed to the Legal Services Division effective from 1 January 2022. Additionally, to increase productivity and business performance, the Legal Services Division welcomed the new Head of Legal Services in February 2022.

In its continuous effort to provide high quality legal services, the Division procured a legal database entitled the Thomson Reuters Subscription Practical Law Database for SHENA, which provides on-line legal resources, update legal documents, and provide practice notes assisting the Division in addressing complex legal issues and enhance the delivery of legal services of SHENA.



PUBLICATIONS

Industry Guidance Notes (IGN)

Industry Guidance Notes (IGNs) issued by the Safety, Health, and Environment National Authority (SHENA) are important publications for promoting and ensuring safety, health, and environmental standards across various industries in the Brunei Darussalam. These comprehensive documents aim to offer clear and practical advice to organizations, businesses, and individuals on how to comply with relevant regulations and best practices.

SHENA collaborates with relevant stakeholders in developing IGNs. This collaborative approach ensures that the guidelines are practical and relevant, while considering the circumstances of industry. As such, SHENA's IGNs are designed to establish standardized guidelines for industries operating in Brunei and providing detailed instructions and recommendations.

These publications aim to assist organizations to understand and meet their legal obligations whilst minimizing risks associated with various industrial and sectoral activities. The Authority also often refers to the information contained in IGNs during outreach programmes.

For FY2021/2022, SHENA had issued a total of **seven (07)** IGNs:

1 Approval and Registration of Third-Party Inspection Agencies For Lifting Equipment

Issued on 13 April 2021, describes the requirements for the Third-Party Inspection Agency (TPIA) for lifting equipment to be approved by the Authority in ensuring consistency of quality service provided by TPIA. The IGN also sets out the minimum competency requirements for lifting equipment inspectors employed under TPIA and persons who wish to be registered with the Authority as an approved Authorised Examiner (AE). In addition, it sets out the service life of various types of lifting appliances such as cranes which may degrade due to prolonged years of service.

2 Guidance in Managing Noise at Work and Preventing Hearing Loss

Issued on 20 August 2021 to raise awareness on noise induced hearing loss, the impact of noise in workplaces and the general responsibility of principals, occupiers, employers and self-employed persons in dealing with and mitigating for excessive and noisy work practices and activities at the workplace.

3 Guidance to Work At Height and Working At Height Rescue Plan

Issued on 24 August 2021 and described the hazards from working at height and described the controls that must be in place when working at height - applying to all work at height activities across all industry sectors. This IGN also provides measures that can be implemented to help eliminate or reduce the risk of falling from height as well as measures to be taken to promptly rescue suspended persons from height.

4 Guidance on the Safe Use and Installation of Portable Generators (less than 10kva)

Issued on 9 September 2021 to provide relevant information on the safe use of Portable Generators with ratings typically less than 10kVA and covers the safe installation and testing requirements for Portable Generators.

5 Guidance for Toolbox Talk

Issued on 29 September 2021 which outlined best practices of conducting formal discussions between the supervisor and the person(s) carrying out the job, prior to commencing that job and is held at the worksite – also known as a Toolbox Talk.

6 Guidance for Safe Diving Operations

Issued on 03 November 2021 providing relevant information on the safe operating practices and procedures recommended for the diving industry. The guidance document highlights Negara Brunei Darussalam's applicable laws and distinguishes between commercial diving offshore, inshore, and recreational diving. It also provides clarity on the duties and responsibilities of those involved in the diving operations as well as the need for a suitable diving plan to be in place for every dive.

7 Management and Removal of Asbestos

Issued on 24 January 2022, the extensive use of asbestos has proven health impacts due to the exposure of asbestos and due to that it is currently banned to be used in Brunei Darussalam. This IGN describes safe working practices which must be followed when working with asbestos.

Checklists

Checklists issued by the Authority are crucial tools for ensuring compliance with regulations and standards aimed at protecting workers and the public from risk. These checklists may be used for assessing compliance with safety, health, and environmental regulations and standards as they list specific requirements that organizations or individuals should aim to meet to ensure safe and responsible practices. Employers, occupiers and principals, by systematically reviewing and ticking off items on a checklist, can identify potential hazards or compliance issues. This enables them to take proactive steps to address these issues before they lead to accidents, injuries, or environmental harm. Checklists are also a record of compliance efforts and can serve as valuable educational tools to train employees or individuals on the specific safety, health, and environmental requirements relevant to their roles or activities.

Accordingly, for FY2021/2022, SHENA had issued a total of **three (03)** checklists:

- 1
**Self Assessment Checklist:
General Workplace**
- 2
**Self Assessment Checklist:
Construction**
- 3
**Workplace Assessment
Checklist For Covid-19**

This checklist will be reviewed by SHENA during any planned inspections or monitoring visits conducted.

Notably, in September and December 2021, SHENA had issued a preliminary as well as a subsequent revised COVID-19 Workplace Assessment Checklist with the objective of assisting workplaces to review and comply with the latest guidance and regulations issued by the Ministry of Health regarding COVID-19 in the workplace and to, amongst other matters, create appropriate measures in place will decrease the number of infections and potentially save lives.

WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19

All workplaces are required to have an appropriate plan on how to deal with the Coronavirus (COVID-19). Appropriate measures in place will decrease the number of infections and potentially save lives. Employers should consider changes within the workplace to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection. This basic checklist is provided as minimum guidance and can be used as a tool by companies/worksites to assess their current level of workplace safety compliance and identify potential gaps for rectification. Companies/Workplaces are NOT required to submit this Workplace Assessment Checklist to SHENA.

Every workplace is different; thus, checklist should not be used as a one-size-fits all approach to managing COVID-19 in the workplace. This checklist provides general guidance on how to manage and support workers through COVID-19 related issues.

A) MANAGEMENT COMMITTEE / EMPLOYER

	YES	NO
Is there a COVID-19 Crisis Management Committee in your workplace?		
Have you identified a focal person (i.e., HSE Officer, HSE Representative, etc.) to assist in the implementation, coordination and monitoring of the COVID-19 control measures at the workplace?		
Are you aware of the Infectious Diseases Act (CAP 204) and is your workplace in compliance with the requirements as stipulated by the Ministry of Health?		

B) MANAGEMENT AND PLANS TO CONTROL RISKS AND SUPPORT THE WORKPLACE

	YES	NO
Have you developed a Business Continuity Plan (BCP)?		
Have you conducted a Risk Assessment for your operations which includes COVID-19 considerations?		
Are your employees aware of the symptoms of COVID-19 (cough, high temperature, shortness of breath)?		
Is there an adequate procedure in place for all employees, workers and visitors to report the following:		

WORKPLACE ASSESSMENT CHECKLIST FOR COVID-19 (Rev. 3, December 2021)

Page 1 of 5

Notes to Industry (NTI)

Notes to Industry (NTIs) are used by SHENA to communicate changes in policies and operational guidelines along with a timeline for compliance, recommendations, and regulatory expectations to industries operating in Brunei Darussalam.

Accordingly, for FY2021/2022, SHENA had published a total of **twenty (20)** Notes to Industry.

ISSUE DATE	TOPIC	PURPOSE
15 Apr 2021	Approval to act as a Workplace Safety and Health Officer – Implementation of Fees Prescribed under the Workplace Safety and Health (Workplace Safety Health Officers) Regulations, 2014.	All applications for approval to act as a WSH officer shall be accompanied by the appropriate fees prescribed in the First Schedule to the Workplace Safety and Health (Workplace Safety Health Officers) Regulations, 2014 which shall not be refundable.
1 Jun 2021	Criteria for Approval to Act as a Workplace Safety and Health Co-Ordinator appointed under Section 28 of the WSHO, 2009 and Commencement of the Registration and Approval Process for Workplace Safety and Health Co-Ordinators.	To provide guidance concerning the criteria for the appointment of WSH Co-ordinators at worksites in Brunei Darussalam and to inform all of the commencement of the approval and registration process of WSH Co-ordinators by SHENA.
10 Jun 2021	Self-Assessment Checklist: General Workplace.	SHENA has developed a Self-Assessment Checklist for General Workplaces intended for and applicable for use by all workplaces in Brunei Darussalam.
25 Jun 2021	Requirement for Training Providers delivering Safety and Health related Courses to be registered with SHENA.	Any Training Providers, who deliver safety and health related training courses are required to register with the Safety Health Environment National Authority (SHENA), and be approved as a Training Provider.
1 Jul 2021	Minimum HSE Training for Persons at Work at COMAH Facilities and Offshore Activities.	To remind all concerning the required minimum HSE-related training for persons working within and involved with the COMAH Facilities and Offshore Major Hazards Workplaces in Brunei Darussalam and to remind all stakeholders of the requirement to have personnel adequately trained and suitably informed.
11 Aug 2021	Self-Assessment Checklist: Construction.	SHENA has developed a Self-Assessment Checklist for Construction intended for and applicable for use by all construction companies and worksites in Brunei Darussalam.
21 Aug 2021	Submission of COMAH Related Documents as required under Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013 [In light of COVID-19 Outbreak 2021].	To provide guidance to Duty Holders and oil and gas industry operators on the submission of COMAH related documents to SHENA as legally required under the Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013 in light of the Coronavirus (COVID-19) outbreak.
23 Aug 2021	Request for companies to compile information concerning HSE Performance.	To request for companies to compile the necessary information concerning HSE performance for future reporting to SHENA.
6 Sep 2021	Advisory and Guidance for Workplaces to curb Community Transmission of Covid-19.	To provide general advice and guidance to all workplaces in Brunei Darussalam in response to the current wave of COVID-19 outbreaks in the country.

ISSUE DATE	TOPIC	PURPOSE
14 Sep 2021	Revision Notice for Industry Guidance Note 02/2020 “Guidance to Work at Height”.	To inform all concerning the recent revision to published IGN 02/2020 “Guidance to Work at Height”.
16 Sep 2021	Accreditation of Safety and Health related Training Courses in Collaboration with Brunei Darussalam National Accreditation Council (BDNAC).	To provide general guidance to all workplaces concerning the provision of safety and health related training courses in Brunei Darussalam.
29 Sep 2021	Workplace Safety And Health (General Provisions) (Amendment) Regulations, 2021 Notification and Enforcement.	To inform all that His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam has consented to amendments to the Workplace Safety and Health (General Provisions) Regulations, 2021 through the Workplace Safety and Health (General Provisions) (Amendment) Regulations, 2021.
29 Sep 2021	Workplace Safety And Health (First Aid) Regulations, 2021 Notification and Enforcement.	To inform all that His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam has consented to the enactment of the Workplace Safety and Health (First-Aid) Regulations, 2021.
2 Oct 2021	Safety And Health related Training Courses – Extension of Certificate Recognition due to Covid-19 Pandemic.	To inform all whom hold safety and health related competency-based training certification issued from ATPs in Brunei, that SHENA acknowledges concerns over certification for competency based safety and health related training courses that expire between 1 July 2021 and 30 November 2021 effect.
8 Oct 2021	Covid-19 Control Measures at Retail Operations.	To provide general guidance and recommended actions for all retail shops and small businesses in Brunei Darussalam.
8 Oct 2021	<i>Langkah Pengawalan Covid-19 bagi Premis Perniagaan.</i>	<i>Untuk memberikan panduan umum dan tindakan yang digalakkan bagi semua premis-premis perniagaan di Negara Brunei Darussalam.</i>
13 Oct 2021	Revision to the Initial Incident Notification (IIN) Reporting Form.	To inform all on SHENA's new Initial Incident Notification (IIN) Reporting Form.
17 Nov 2021	Workplace Safety and Health (First-Aid) Regulations, 2021 and Workplace Safety and Health (General Provisions) (Amendment) Regulations, 2021 - Official Gazettes available for purchase.	To inform all that the official gazetted versions are available for purchase.
13 Dec 2021	Approved Training Providers under SHENA: In-Person Training.	To provide general guidance to all workplaces in Brunei Darussalam involved with the provision of safety and health related training courses in Brunei Darussalam.
24 Feb 2022	Workplace Safety And Health (Facilities) (Control Of Major Accident Hazards) Regulations, 2013 (COMAH, 2013): Implementation Of Fees For Regulatory Inspections and Investigations Pursuant To Regulation 28.	To inform all Principals, Occupiers, Employers, Duty Holders and relevant stakeholders at all Fixed and Mobile Facilities under the jurisdiction of the Workplace Safety and Health (Facilities) (Control of Major Accident Hazards) Regulations, 2013, that SHENA will commence the enforcement and implementation of fees for Regulatory Inspections and Investigations.

Workplace Safety Notice (WSN)

Workplace Safety Notices (WSN) serve as a vital communication tool to inform employees, employers, and the public about critical safety, health, and environmental regulations, practices, and updates. WSNs are designed to be straightforward, easy to understand and can be utilized to reflect industry-specific safety practices.

For FY2021/2022, SHENA had published a total of **ten (10)** Workplace Safety Notices.

ISSUE DATE	TOPIC	PURPOSE
13 Apr 2021	Safety Precautions to be taken during the Fasting Month of Ramadhan.	To remind all to take the necessary safety precautions and be aware of the risks that may occur due to fasting in the holy month of Ramadhan.
18 Jun 2021	Guidance Concerning Installation of Edge Protection and Perimeter Guard-Railing at Worksites in Brunei Darussalam.	To provide guidance to all concerning edge protection and perimeter guard-railing at all construction worksites in Brunei Darussalam to reduce of incidents involving fall from heights and being hit by falling objects.
18 Jun 2021	<i>Panduan Mengenai Pemasangan Perlindungan Tepi Dan Perimeter Rel Penghadang di Tapak Kerja Negara Brunei Darussalam.</i>	<i>Untuk memberi panduan kepada semua mengenai perlindungan tepi dan perimeter rel penghadang di semua tapak pembinaan di Brunei Darussalam untuk mengurangkan insiden yang melibatkan jatuh dari tempat tinggi dan terkena objek yang jatuh.</i>
20 Aug 2021	Forklift Operations Safety.	Reminder to all respective stakeholders including Principals, Employers, Occupiers, Persons at Work, Owners, Suppliers and Authorised Examiners of Forklift Trucks (FLT) of their legal duties under the Workplace Safety and Health Order, 2009 with regards to ensuring the safe operation and use of forklift trucks at workplaces.
1 Sep 2021	Safety and Health Precautions while Working from Home.	To highlight to all on the safety and health precautions while Working from Home (WFH).
9 Sep 2021	Safety Precautions to Avoid Fall from Height.	To remind all of the associated risks and take the necessary safety precautions and measures to avoid incidents of fall from height.
20 Oct 2021	Guidance for the safe use of LPG at Workplaces.	Provide recommendations and lessons learnt following an investigation undertaken by SHENA into a recent dangerous occurrence, that resulted in asset damage at an educational institution.
1 Nov 2021	Safety and Control Measures during Lifting Operations involving Persons Working at Height.	To provides relevant information concerning additional safeguards that must be considered when using lifting equipment such as mobile crane to lift people for working at height.
17 Nov 2021	Considerations for Returning to Workplace during COVID-19 Transition Phase.	To provides information to all in consideration of returning to the workplace setting in the COVID-19 transition phase and when COVID-19 is considered endemic in Brunei Darussalam.
1 Mar 2022	Worker Fatally Pinned by Dump Truck Bucket.	Sharing lesson learned following the workplace fatality on 12 January 2022, when a worker was pinned between the battery steel frame cover and the angle iron guard rail underneath the dumper bucket of a Dump Truck while he was trying to fix the truck battery.

Radiation Technical Note (RTN)

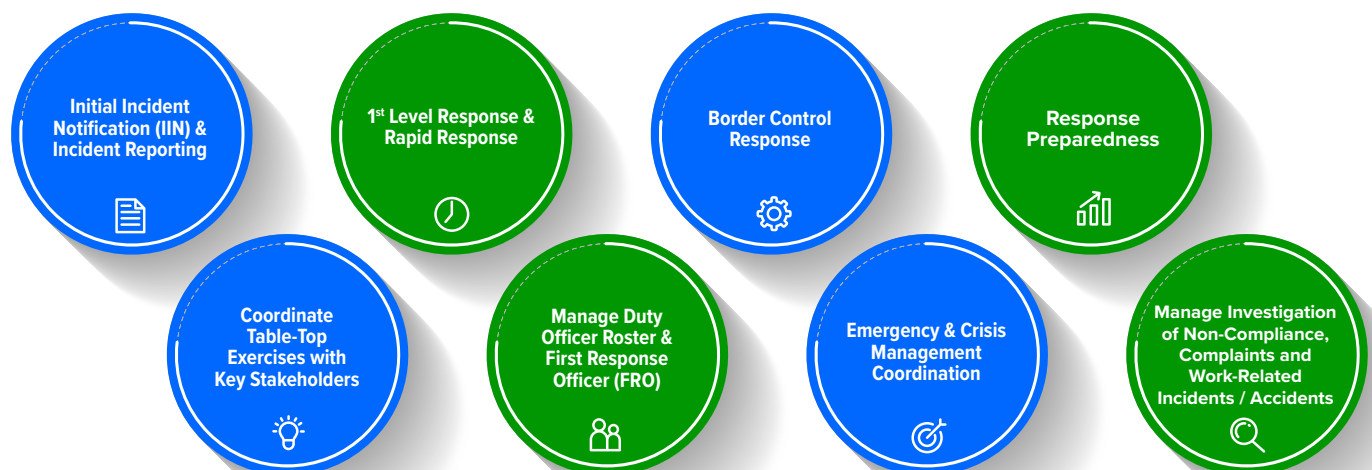
For FY2021/2022, SHENA had published **one (01)** Radiation Technical Note on 30 June 2021 entitled Notification on Import and Export Authorisation, which served to update stakeholders who have dealings and engagements with the Radiation Department of SHENA with respect to compliance with Sections 6 and 7 of the Radiation Protection Order, 2018.

		اوتوريٽي سڪيورٽي كميٽي، دٻان عالوميٽر Safety, Health and Environment National Authority	
RADIATION TECHNICAL NOTE			
TOPIC Notification on Import and Export Authorisation			
Approved by: Director of Radiation Department	Issue date: 30 th June 2021	Expiry date: None	Reference Number 2021/RTN/01 Revision No: 1
<p>Purpose: This Radiation Technical Note serves to update stakeholders who have dealings and engagements with the Radiation Department under the Safety, Health and Environment National Authority (SHENA) with respect to compliance with Sections 6 and 7 of the Radiation Protection Order, 2018. This Radiation Technical Note applies to all Radiation Licensees and is effective from 5th July 2021 until further notice.</p> <p>In an effort to streamline Brunei Darussalam's regulatory framework concerning radiation matters as recommended by the International Atomic Energy Agency (IAEA), SHENA is hereby pleased to inform that a revised version of the Import/Export Authorisation Form (SHENA/RAD/AUT/A/1 Version. 2.1) has been issued and is electronically available on SHENA website at www.shena.gov.bn.</p> <p>The basis of this revision is to promote transparency in the movement of radioactive materials and controlled apparatus in Brunei Darussalam. The previous version of the application form will no longer be valid and will be automatically rejected if used after the effective date.</p> <p>To ensure business continuity, all Licensees are to submit their future applications for Import/Export Authorisation using the latest application form via email to radapplication@shena.gov.bn.</p> <p>Licensees are reminded that the total units of radioactive materials and/or controlled apparatus to be imported or exported must tally with the total units of licensed radioactive materials and/or controlled apparatus. Therefore, it is imperative that Licensees monitor the total units licensed and in your possession. Please be reminded that the end-user and forwarder for the imported/exported radioactive materials and/or controlled apparatus must be licensed with SHENA prior to consideration of any approval.</p> <p>SHENA would like to remind all radiation stakeholders that it is an offence under the Radiation Protection Order, 2018 to import or export any radioactive material and/or controlled apparatus without prior written approval from the Authority.</p> <p>Should further clarifications be required, please email radinfo@shena.gov.bn or contact SHENA general office line at 2382000 extension 108.</p>			
END			

INVESTIGATION

Accidents and incidents can occur in any workplace and, therefore, investigation and examination of such incidents are crucial for identifying root causes and preventing recurrence. Investigating is not only a necessity for regulatory compliance and correlative statistical analysis but an important function for improving the safety culture of a workplace and fostering a sense of responsibility among employers and employees. In 2022 following organizational enhancement, SHENA pursued the separation of investigatory and inspection functions to focus on investigations of fatalities and dangerous occurrences as a priority and recruitment of competent personnel with strong investigation experience.

The operational role of investigation was enhanced on 1 January 2022 with the establishment of the Investigation & Response Division (IRD) – formerly a role under the Industry Sector and MAH Sector functions – following SHENA's organizational enhancement drive. The main role of IRD is to conduct regulatory investigations in accordance with Section 24 of the Workplace Safety and Health Order, 2009 with specific legal powers as Inspectors as per Section 7(3) and Power of Inspector in Section 41 of the Workplace Safety and Health Order, 2009. Accordingly, the core responsibilities of the Division are:



Prior to the Authority's organisational enhancement, for the period 1 April 2021 to 31 December 2021, SHENA had received a total of **eight-nine (89)** Initial Incident Notifications (IINs). Accordingly, of that total, **four (04)** follow-up regulatory investigations were conducted due to occurrence of a workplace fatality, as below:

NO.	INCIDENT DATE	SUMMARY OF INCIDENT
1.	28 Apr 2021	Drill pipe fell 3 metres from an elevated catwalk and struck the Deceased Person (DP) (a roustabout) and he passed away the day after. (Oil, Gas & Petrochemical)
2.	31 May 2021	On 31st May 2021, around 8.30am, the Deceased Person (DP) went up the staircase of 1st floor carrying plywood. The stairs do not yet have a handrail. He accidentally stepped on the empty space of the stairs resulting in him falling and landing on the back of his head. He was brought to the hospital immediately but unfortunately on passed away on 2 June 2021 due to traumatic head injury (Construction)
3.	30 Jul 2021	The Deceased Person (DP) fell headfirst from height to the ground. Immediately after the accident, he was taken to RIPAS hospital. He was pronounced dead on 31 July 2021 (Construction)
4.	26 Aug 2021	Worker struck by a moving vehicle while arranging cones on side of the road. (Other service activities – cable laying)

As depicted above, **one (01)** fatality occurred in a COMAH Facility in relation to dropped object and an investigation was carried out. In exercising due diligence, the MAH Division had issued a legal notice to the COMAH Facility in question and monitored until rectification of that notification.

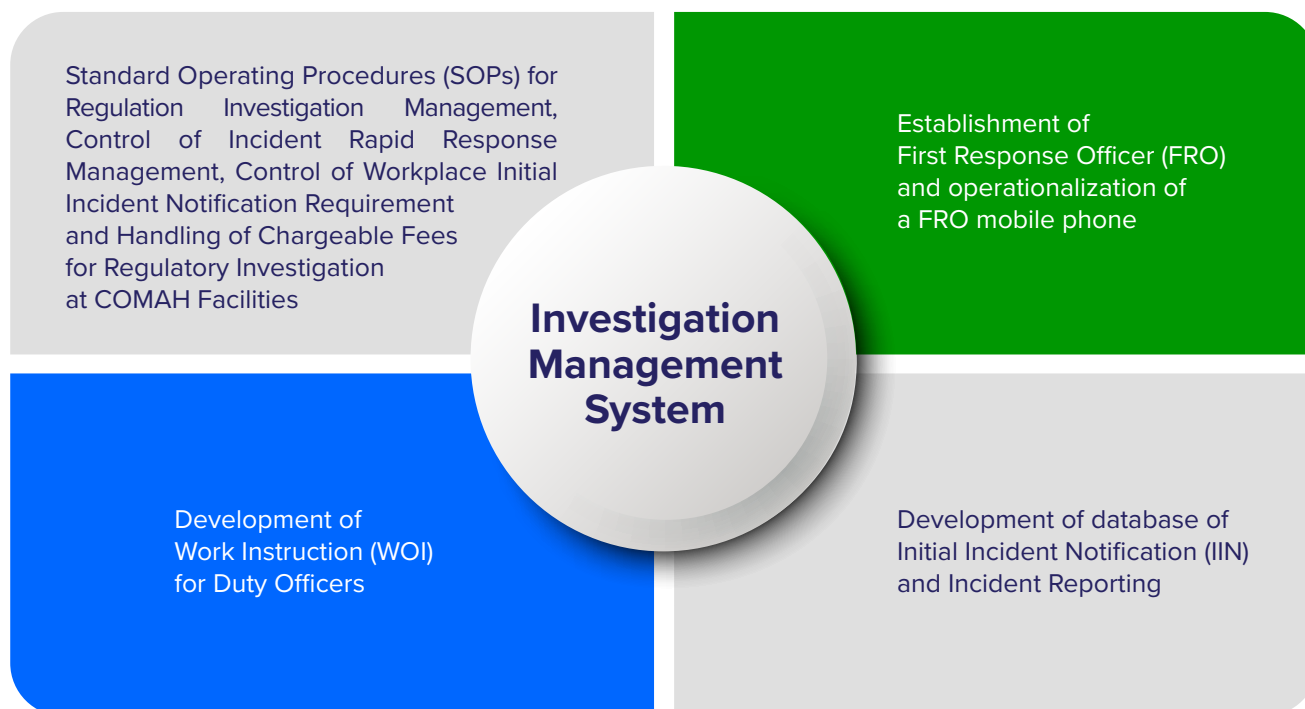
Accordingly, following the Organisational Enhancement during the transition period of 1 Jan 2022 to 31 Mar 2022, SHENA had received a total of **twenty-nine (29)** IINs involving various types of industries and incidents, as below:



Of the total IINs received during that period, **one (01)** regulatory investigation was conducted, as below:

NO.	INCIDENT DATE	SUMMARY OF INCIDENT	HIGH LEVEL FINDINGS
1.	28 Apr 2021	<p>A worker was pinned between the battery metal cage and underside guard rail of the truck bucket (of tipper truck) while fixing its batteries.</p> <p>The worker was pronounced dead at the scene due to crushing of neck caused by compression.</p>	<p>No standard safe operating procedure was in place whilst working under a dump truck.</p> <p>hazardous condition of the site was found and unauthorised installation of metal cage for batteries.</p>

To continuously improve the integrity of the investigation process by SHENA, the Investigation & Response Division (IRD) had developed and established an enhanced Investigation Management System consisting of:



LICENSING & ENFORCEMENT

Effective enforcement is one of the cornerstones of SHENA's key function in Brunei Darussalam. SHENA has continued building its regulatory function reputation through proper and effective implementation and issuance of Stop Work Orders (SWO), Remedial Orders (RO), Inspections and Monitoring visits in line with the Workplace Safety and Health Order, 2009 and Radiation Protection Act, Chapter 228. SHENA also continues enhancing its process of authorisation, notifications, licensing and registration of activities, workplaces and persons according to its Client Charter towards ensuring workplace compliance as mandated by laws.



Welcome to E-SHENA Online Registration Portal



LICENSING & REGISTRATION

For the FY2021/2022, SHENA has been actively licensing, registering, and authorizing several new Workplace Safety and Health and Radiation personnel and organizations to spread a culture of safety and health as well as radiation safety nation-wide:

REGISTRATION / LICENSE TYPE	FOR FY2021 - 2022	REMARKS
WSH Officer	161 registered	Registrations since commencement of fees on 3rd May 2021.
WSH Co-Ordinator	13 registered	Introduced on 1st June 2021
Approved Training Provider	20 registered	-
Third-Party Inspection Agency (TPIA) (For lifting equipment)	5 registered	Introduced on 4th March 2021
Authorised Examiners (For lifting equipment)	1 registered	Introduced on 4th March 2021
Radiation License	74 applications approved	Received a total of 109 license applications
Radiation Worker Registration	511 applications approved	Received a total of 619 applications for radiation worker registration
Radiation Import / Export	300 applications approved	Received a total of 374 import / export applications for radioactive materials and controlled apparatus

In 2022, SHENA had also commenced a new authorization drive of accrediting Safety & Health courses.

ENFORCEMENT LEGAL NOTICES

Stop Work Orders (SWOs)

For FY2021, SHENA had issued a total of **eleven (11)** Stop Work Orders, as below:

NO.	LOCATION	TYPE	TYPE OF SWO ISSUED	SUMMARY
1	Belait	Oil & Gas, Petrochemical	FULL	Activities ongoing before COSC Approval
2	Brunei-Muara	Construction	PARTIAL	Unsafe condition of worksite
3	Brunei-Muara	Construction	PARTIAL	Unsafe working at height activities
4	Brunei-Muara	Lifting Company	PARTIAL	Unauthorised lift contractor
5	Brunei-Muara	Construction	FULL	Unsafe condition of worksite
6	Belait	Oil & Gas, Petrochemical	FULL	Fatality Incident Involving COSC Activity
7	Brunei-Muara	Construction	PARTIAL	Unsafe working at height activities
8	Belait	Electrical Works	PARTIAL	Unsafe Work Activities
9	Brunei-Muara	Construction	PARTIAL	Unsafe working at height activities
10	Brunei-Muara	Engineering	PARTIAL	Fatality Incident Involving cable works on SHOAS Bridge
11	Brunei-Muara	Construction	PARTIAL	Unsafe working at height and lifting activities

Towards the close of the Financial Year, between January and March of 2022, SHENA had issued **four (04)** Stop Work Orders:

NO.	LOCATION	TYPE	TYPE OF SWO ISSUED	SUMMARY
1	Brunei-Muara	Human Health and Social Work Activities	FULL	Unsatisfactory hazard control
2	Brunei-Muara	Construction	FULL	Unsafe working at height activities
3	Brunei-Muara	Construction	FULL	Unsafe working at height activities
4	Kuala Belait	Professional, Technical, Administrative and Support Services	FULL	Unsafe lifting equipment

Remedial Orders (ROs)

In terms of Remedial Order for Financial Year 2021, SHENA had issued a total of **five (05)**, as below:

NO.	LOCATION	TYPE	SUMMARY
1	Brunei-Muara	Oil & Gas, Petrochemical	Unsafe conditions at site
2	Brunei-Muara	Construction	Non-compliance with WSHO 2009
3	Brunei-Muara	Construction	Non-compliance with WSHO 2009
4	Brunei-Muara	Lifting Company	Non-compliance with WSHO 2009
5	Brunei-Muara	Oil & Gas, Petrochemical	Alarm management and staff training, including provision of competent person, and lifting & hoisting standards onsite

Towards the close of the Financial Year, between January and March of 2022, SHENA had issued **eight (08)** Remedial Orders (ROs):

NO.	LOCATION	TYPE	SUMMARY
1	Belait	Electricity, Gas, Water Supply and Other Industrial Activities	Remedial Order under Section 21
2	Brunei-Muara	Manufacturing	Remedial Order under Section 21
3	Tutong	Electricity, Gas, Water Supply and Other Industrial Activities	Remedial Order under Section 21
4	Brunei-Muara	Accommodation and Food Service Activities	Remedial Order under Section 21
5	Brunei-Muara	Transportation and Storage	Remedial Order under Section 21
6	Belait	Professional, Technical, Administrative and Support Services	Remedial Order under Section 21
7	Belait	Manufacturing	Remedial Order under Section 21
8	Brunei-Muara	Arts, Entertainment and Recreation	Inadequate Demonstration on Safety and Health Management System Implementation

Notably, prior to Organizational Enhancement, **two (02)** SWOs and **two (02)** ROs related to COMAH Facilities were issued by SHENA's Major Accident and Hazard (MAH) Sector Division had issued. Following SHENA's re-structuring, the issuance of legal notices such as SWOs and ROs for all sectors were centralized under the SHENA's Enforcement Division.

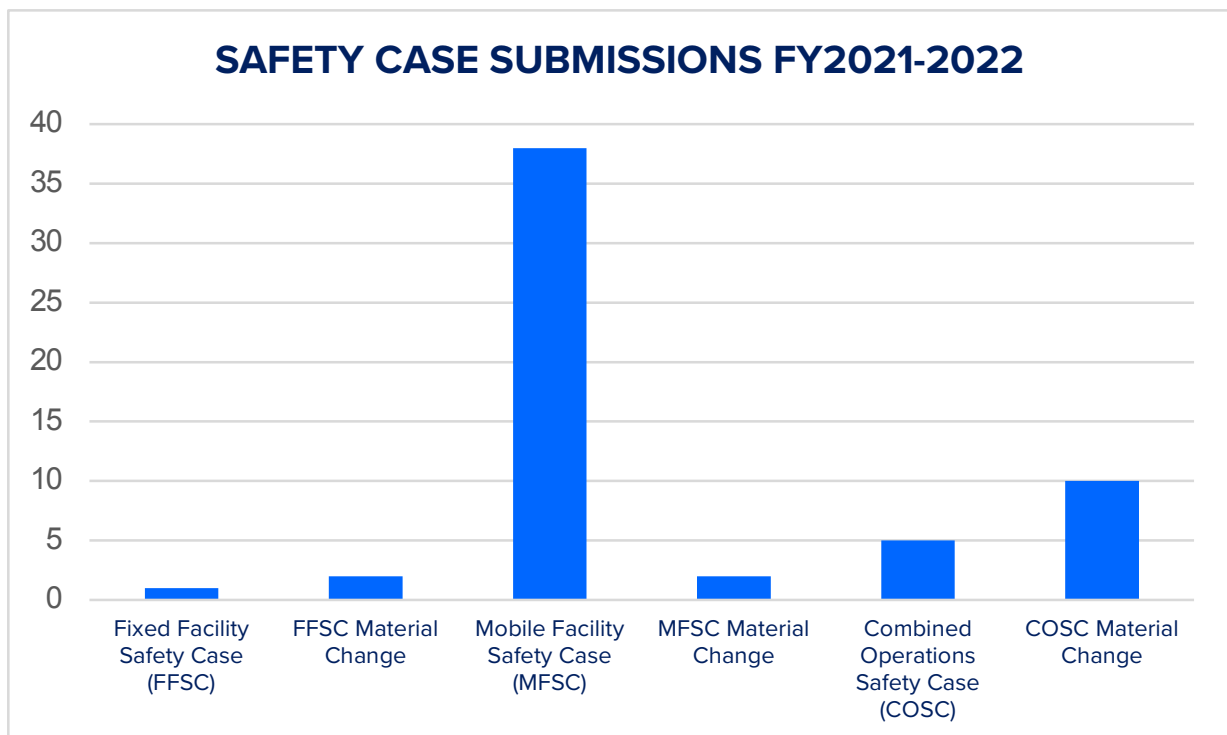
Warning Letters (WL)

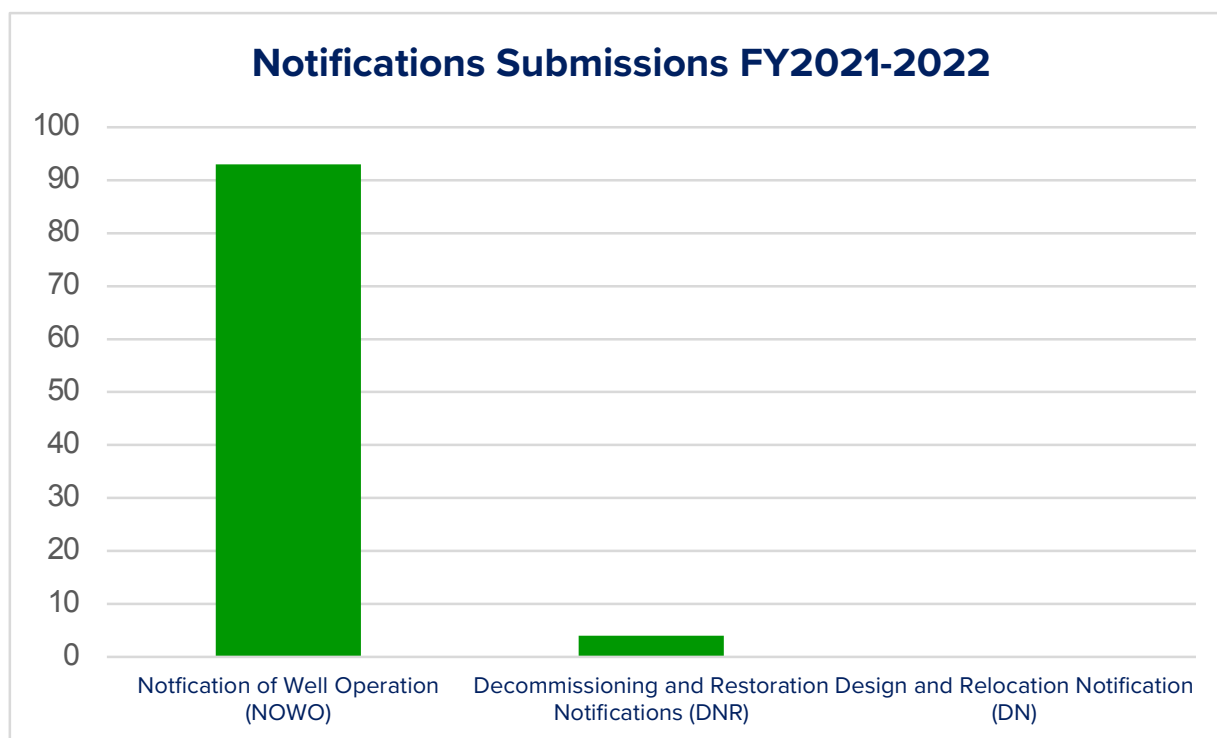
For FY2021/2022, SHENA had issued a total of **thirty-four (34)** Warning Letters where a majority were for rectification of minor workplace issues.



SAFETY CASES AND NOTIFICATION SUBMISSIONS

For FY2021-2022, SHENA had authorized the following COMAH safety cases and notifications.





Accordingly, from 1 Jan 2022 to 31 Mar 2022, the number of safety case and notification submissions to SHENA were as follows:

	JAN	FEB	MAR	TOTAL
Fixed Facility Safety Cases Certified in 2022	0	1	0	1
Mobile Facility Safety Cases Certified in 2022	4	3	3	10
Combined Operations Safety Cases Certified in 2022	3	3	7	13
Notification of Well Operations Notified in 2022	4	6	4	14
Design Notifications Notified in 2022	0	0	0	0
Decommissioning & Restoration Notifications Notified in 2022	0	1	0	1
D&R Safety Cases Certified in 2022	0	0	0	0



OUTREACH PROGRAMMES

For FY2021-2022, SHENA has made significant efforts towards building the image of the Authority and bringing the key concepts and obligations of the relevant legislation to stakeholders and members of the public. Outreach programmes by SHENA aim to establish SHENA as the main reference point on HSE and radiation matters for Government, Industry and the general public. It is through extensive outreaches that SHENA aims to educate and inculcate a safety and health mindset. The most common medium through which the Authority spreads awareness of HSE and radiation matters is by participating in talks, forums and the development of Industrial guidance notes in consultation with industry stakeholders.



RAMPAI PAGI INTERVIEW: WORLD DAY FOR SAFETY AND HEALTH AT WORK

On 15 April 2021, SHENA representatives shared insights during a live Rampai Pagi interview on the World Day for Safety and Health at Work which falls on 28th April every year. It aims to raise awareness about the prevention of accidents at work and the improvement of culture and best practices to ensure workplace safety. For 2021, the focus of the World Day for Safety and Health at Work was on strategies for strengthening the national occupational safety and health (OSH) system to build resilience in the face of current and future crises. The theme of World Day for Safety and Health at Work 2021 is Anticipating, preparing for and responding to crises - building capacity to create resilient occupational health and safety systems.

The theme is timely as throughout the past year, the global community and Brunei Darussalam has been and is dealing with the COVID-19 epidemic and this has resulted in employers, workers and the general population facing unprecedented challenges.

SHENA AND PUJA RAISE HSE AWARENESS IN THE CONSTRUCTION INDUSTRY

SHENA with Pertubuhan Ukur Jurutera & Arkitek Negara Brunei Darussalam (PUJA) Academy Sdn Bhd to delivered an awareness talk entitled "Health, Safety, Environment & The Construction Industry". The briefing took place on Wednesday 24 March 2021 on various topics including Brunei Darussalam's legal framework under the Workplace Safety and Health Order, 2009 and its regulations, the role of SHENA as the national regulatory agency mandated to enforce workplace safety standards in Brunei Darussalam, the need for compliance to minimum HSE standards by the construction industry as well as best practices to be employed when carrying out work to ensure the safety of persons at work and the general public. The briefing concluded with a Question and Answer session.

The collaboration between SHENA and PUJA Academy Sdn. Bhd. represents a positive step in ensuring PUJA members and fellow professionals from the construction industry obtain greater awareness concerning HSE matters in light of Health and Safety being one of the core competencies required of professionals in the construction industry.

The briefing was attended by over 80 professionals consisting of PUJA members as well as other professionals from Brunei Darussalam's construction industry and forms part of PUJA's continuing professional development and educational series.



SHENA AND MINISTRY OF HEALTH OUTREACH TO RELIGIOUS EDUCATIONAL INSTITUTIONS

SHENA held an awareness briefing entitled "BETTER SAFE THAN SORRY: THE SHENA STORY" to principals and heads of religious educational institutions under the Ministry of Religious Affairs on 25 March 2021. The talk was attended by around 100 participants and took place at Sekolah Ugama Arab Menengah Perempuan Raja Isteri Pengiran Anak Hajah Saleha, Kampong Katok in Bandar Seri Begawan.

The outreach briefing, which was delivered by inspectors from the Non-Industry Sector of SHENA touched on a variety of topics such as the roles and functions of SHENA, the legal framework as well as the roles and responsibilities of principals and management in educational institutions in ensuring the health and safety of their staff and students.



This was followed by a presentation by a representative from the Department of Otorhinolaryngology (ORL), Ministry of Health on "Safe Listening in Noise" whereby participants were briefed on issues pertaining to hearing loss caused by noise, promoting behaviour change in listening activities as well as steps to safeguard hearing to prevent early onset hearing loss.

SHENA SAFETY MONTH 2021 WEBINAR SERIES

In conjunction with the World Day for Safety and Health at Work 2021, SHENA organized a series of webinars in conjunction with Safety Month 2021 aimed at creating awareness to relevant stakeholders and the general public on various topics related to Health, Safety and Radiation matters in conjunction with the theme of the World Day for Safety and Health at Work 2021 this year which is: "Anticipate, prepare and respond to crises - Invest Now in Resilient Occupational Safety and Health (OSH) Systems".

The webinar topics were as follows:

- Safety and Health Management Systems in Organisations: Features and Factors Towards Effectiveness on 19 April 2021
- Incident Reporting in the Workplace on 21 April 2021
- Understanding the Concept of Organisational and System Resilience on 23 April 2021
- The Value of A Workplace Safety and Health Co-Ordinator on 28 April 2021
- Safety In Lifting Operations on 30 April 2021

SAFETY MONTH 2021

WORLD DAY FOR SAFETY AND HEALTH AT WORK

19, 21, 23, 28 & 30
APRIL 2021

WEBINAR SERIES

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ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE

RADIATION INSPECTION & INVESTIGATION WORKSHOP



SHENA had organised a 4-day workshop on Radiation Inspection and Investigation that was held starting 5-8 April 2021. The main objective of the workshop is to obtain a good understanding through sharing of knowledge, experience and skills acquired by a more established regulatory agency in the conduct and establishment of inspection as well as investigation procedures, strategies, and techniques in accordance with best practices used by other IAEA State Members in handling radiation offences.

The Atomic Energy Licensing Board (AELB) of Malaysia had deliver lectures online on key areas pertinent to the implementation of the provisions under the Radiation Protection Order, 2018 during the workshop. Apart from participants from SHENA, the workshop was also attended by officers from the Royal Brunei Armed Forces, the Royal Brunei Police Force and the Royal Customs and Excise Department.

SAFETY AND HEALTH WEEK 2021

On June 7, 2021, a talk titled "Resilience is being prepared - The SHENA Story" took place during Safety and Health Week 2021. This event was organised by the Public Works Department at the Ministry of Development's Atria Simpur Hall.

The main points of the talk included:

- Discussion on work-related deaths and injuries, potential underreporting, and the need for resilience.
- Emphasis on being prepared as an organization, managing risks, and fostering a safe work culture.
- SHENA expressed concern about the high number of fatalities in the last eight years in Brunei, especially in the construction sector. SHENA stressed the need for accurate reporting to ensure safety guidelines are in place.
- Occupational diseases, like noise-induced hearing loss, are also a concern. However, there was a decrease in such cases from 36 in 2014 to six in 2020.
- SHENA emphasized the importance of resilience and adaptability during crises. SHENA urged for collaborative efforts between the government and industries to ensure Brunei's safety standards.
- SHENA officials explained legal frameworks, safety requirements, and how to register and train for safety roles.

In essence, the talk revolved around the importance of resilience, accurate reporting, and collaboration to ensure workplace safety.



SAFEKIDS AT JERUDONG INTERNATIONAL SCHOOL

In an effort to inculcate a health and safety culture amongst the younger generation, SHENA had organised a #SAFEKIDSBN Roadshow at Jerudong International School (JIS). The Roadshow was held on 30 June 2021 at the JIS Arts Centre and was attended by more than 80 Year 5 students of the school.

Aimed at increasing awareness and engaging students concerning the importance of health and safety, SHENA used interactive platforms and Virtual Reality (VR) applications to allow the students to increase their knowledge and learn more about safety through activities and games.



The Roadshow concluded with a pledge from students of the school to:

- be responsible for their health and safety
- encourage their classmates, friends and family to be responsible for health and safety
- be aware of their surroundings
- report any danger to teachers and staff
- follow emergency procedures during emergency situations

SHENA STAKEHOLDERS BRIEFING ON SAFE USE OF ELECTRICITY AT CONSTRUCTION SITES



SHENA held a briefing to stakeholders in collaboration with Autoriti Elektrik Negara Brunei Darussalam (AENBD) on the Approved Code of Practice (ACOP) on Safe Use of Electricity at Construction Sites. The briefing was held on 08 July 2021 at the Design and Technology Building, Kg. Anggerek Desa. The briefing was attended by about 30 participants from SHENA, AENBD, the Department of Electrical Services (DES) and the Sustainable Energy Division (SED), Ministry of Energy.

SHENA ENGAGEMENT WITH NIGHT MARKET VENDORS DURING HIS MAJESTY THE SULTAN AND YANG DI-PERTUAN OF BRUNEI DARUSSALAM'S BIRTHDAY



In the month of August 2021, In conjunction with His Majesty the Sultan and Yang Di-Pertuan of Negara Brunei Darussalam's 75th birthday celebrations, SHENA had engaged almost 600 vendors of night markets or gerai perayaan in the four districts to raise awareness on safety issues associated with the food stalls as well as the regulations that need to be adhered to under the Workplace Safety and Health Order, 2009.

The briefing and sharing sessions were organised by the respective Municipal Departments of Brunei Muara, Tutong, Kuala Belait and Seria districts as well as the Temburong District Office, in collaboration with relevant agencies, namely the Ministry of Health, Fire and Rescue Department, and Department of Immigration and National Registration, among others. Following the briefing, SHENA handed over safety posters on "Safety During Food Stall Operations" in both Malay and English languages.

REACHING COMMERCIAL LAUNDRY OPERATORS

On September 1, 2021, SHENA held its first virtual Outreach Programme for Commercial Laundry Operators. The main objectives were:

- Introduce SHENA and explain its functions.
- Overview of the Workplace Safety and Health Order, 2009 – Brunei's main Health, Safety, and Environment (HSE) law.
- Guide participants on managing HSE hazards and risks in laundry operations.



The event also highlighted concerns found by SHENA during inspections of self-service laundries. This focus was because of a tragic 2017 incident: a gas leak in a self-service laundry caused an explosion injuring three people, with one person succumbing to their injuries.

This outreach is one of SHENA's initiatives to raise HSE awareness in various sectors. Due to COVID-19, the event was virtual, following the Ministry of Health's guidance to promote online events and maintain social distancing.

SHENA SAFETY FORUM 2021



From November 23rd to 25th, 2021, the Safety, Health and Environment National Authority (SHENA) hosted its first virtual SHENA Safety Forum to celebrate its third anniversary. The event saw over 700 participants from various industries.

Key Points:

1. Themes:

- **Working at Height:** 42% of workplace fatalities from 2013 to October 2021 were from falls. Day 1 highlighted concerns, best practices, scaffold safety, and rescue methods.
- **Automotive Workshop Safety (with Land Transport Department):** There were 27 injuries in 2019 and 39 in 2020 from this sector. Day 2 covered insights from regulatory visits and the importance of workshops being registered with the Land Transport Department.
- **Workplace Safety and Health (WSH) Officers and Co-Ordinators:** On Day 3, discussions revolved around the recent implementation of fees for WSH Officer registrations, the roles of WSH Officers and Co-Ordinators, and personal experiences from appointed WSH Officers.

2. General Purpose: Raise awareness of the Workplace Safety and Health Order, 2009, the main HSE Law in Brunei, and promote compliance with it.

3. Outreach Initiative: This forum is one of SHENA's methods to increase awareness and improve safety and health standards in Brunei. It also helps SHENA gather feedback and understand participants' knowledge on safety topics.

4. COVID-19 Protocols: Due to the pandemic, the forum was virtual, following the guidelines set by the Ministry of Health and the Prime Minister's Office.

FORUM FOR COMAH FACILITIES

The MAH Sector Division had conducted one outreach program which was a two day forum for Workplace Safety and Health (WSH) Officers for COMAH Facilities on 13-14 October 2021.

The two day forum for WSH Officer for COMAH facilities aimed to realign with the WSH Officer's legal requirements and legal powers of appointed WSH Officers as per regulations. The forum was set as pen dialogue discussion around events that WSH Officers may face in their duties, what they would currently do, and what is expected as per regulations.

COMBINED OPERATIONS SAFETY CASE (COSC) SUBMISSION WORKSHOP

With the establishment of the Process Safety Division (PSD), a Combined Operations Safety Case (COSC) Submission Workshop was conducted with BSP COSC writers on 7 February 2022.

The COSC Submission Workshop with BSP COSC writers aim to highlight common failures in submission and to re-align with Duty Holder requirements of the COSC SC submission as per particulars in Schedule 4 of COMAH Regulations.

COLLABORATION WITH AGENCIES & INDUSTRY



MULTI-GOVERNMENT AGENCY COLLABORATION IN PULAU MUARA BESAR

On 6 January 2022, the Process Safety Division held discussions on the use of drone in Pulau Muara Besar with multi-government agencies. SHENA had also supported multi-government agencies in the setting up of a Combined Security Operation Centre (CSOC) on the island in relation to the plan to regularly fly drones as part of perimeter security monitoring of Pulau Muara Besar. The use of drones in set areas around Pulau Muara Besar and Hengyi's Single Point Mooring Conveyance system was launched following this collaboration.

On 31 March 2022, a stakeholder engagement between SHENA, PA, DARE, BEST and Hengyi was held to discuss ways forward for the site selection for LPG bottling plant in Pulau Muara Besar.

RECOGNITION OF NEBOSH IGC IN OCCUPATIONAL HEALTH AND SAFETY IN COLLABORATION WITH THE BRUNEI DARUSSALAM NATIONAL ACCREDITATION COUNCIL (BDNAC)

On 16 September 2021, as part of on-going improvement measures in the validation and recognition of safety and health related training courses in Brunei Darussalam, SHENA had commenced the process of alignment and standardisation of safety and health related training courses with the support of Brunei Darussalam National Accreditation Council (BDNAC), beginning with training courses for Workplace Safety and Health Officers – specifically, NEBOSH IGC on Occupational Health and Safety.

The purpose of the accreditation process is to ensure that safety and health training courses that are delivered in Brunei Darussalam are consistent in terms of learning objectives and the methodology used as well as fulfilling legal requirements and industrial demands. The accreditation process provides credibility to accredited training provides as well as ensures that quality training is delivered based on required objectives.

HANDHELD GLOBAL POSITIONING SYSTEM (GPS) COURSE WITH SURVEY DEPARTMENT, MINISTRY OF DEVELOPMENT

On 25 May 2021, the Survey Department, Ministry of Development conducted a hands-on training course for SHENA to gain insight and learn the basic principles and methodology on the use of the Handheld Global Positioning System (GPS). The purpose of this training was for SHENA to be able to utilize GPS to locate and pinpoint accurate data positioning on map during radiation environmental monitoring. Radiation environmental monitoring is important to establish and monitor the radiation background of Brunei Darussalam for comparison in case of a radiological or nuclear incident.

CONTINUOUS ENGAGEMENTS IN 2022

- On 10 January 2022, a meeting was held between SHENA, BSP and ESG Halliburton pertaining to HWO Mobile Facility Safety Case and Combined Operation Safety Case at East Asset Unit. The discussion with BSP was in regards to the use of Halliburton, a Mobile Facility's Duty Holder, for well servicing offshore where Halliburton's Mobile Safety Case is only for well servicing for onshore wells.
- COSC discussion meeting was held with Brunei Shell Petroluem Sdn Bhd on 27 January 2022 to discuss the number of platforms per COSC submission.
- Meeting between SHENA and Total E&P Borneo was held on 3 February 2022 with regards to a new LP Compression Project.
- An engagement with Brunei Shell Petroluem Sdn Bhd was held on 10 February 2022 to discuss the Egret East Project.
- A BEST-SHENA Interface Meeting was held on 4 March 2022 to discuss the WSHO (COMAH) requirements for the LPG bottling plant planned to be installed in Pulau Muara Besar
- A clarification meeting was held with the Petroleum Authority on 7 March 2022 pertaining to a DNR Close out report.
- A meeting was held with Brunei Shell Petroleum Sdn Bhd pertaining to Salman Project Requirements on 30 March 2022.
- A Decommissioning and Restoration meeting was held with Brunei Shell Petroleum Sdn Bhd on plans to decommission FA-13 well in FADP01.

INTERNATIONAL COLLABORATION

According to the International Labour Organizations Report for World Day for Safety and Health at Work 2021; “Anticipate, prepare and respond to crises – Invest now in resilient occupational safety and health systems”, the COVID-19 pandemic has had a profound impact on nearly every aspect of the world of work.

Sound OSH policies and regulations, complemented by consistent and timely guidance by authorities including SHENA play an important role in an effective and efficient preparedness and response strategy that will protect workers’ safety and health and increase the chance of business recovery or continuity. The COVID-19 pandemic has emphasized the need for an OSH regulatory framework that is comprehensive, defines basic rights and responsibilities, covers all workers and addresses all OSH-related risks. Regulatory frameworks should also be functional and responsive, allowing for the adoption of rapid and appropriate measures to face unforeseen contexts and mitigate both new, emerging and existing OSH risks.

Thus, in order for SHENA to maintain a high standard of HSE performance across the country and implement laws under its purview that are relevant and applicable, SHENA has organized or participated in a number of events involving international bodies and organizations.



ASEAN REGULATORY COOPERATION PROJECT: 15-16 NOVEMBER 2021

The two-day webinar was an initiative by the International Council of Chemical Association (ICCA) and Global Regulatory Cooperation Task Force (GRCTF) to address the concerns of regulatory divergence in chemical management and establishing good regulatory environment to encourage open trade investments without jeopardizing human health, safety, environment and security.

The Safety, Health, and Environment National Authority (SHENA) was joined by Petroleum Authority of Brunei Darussalam (PA) HSSE team and the Ministry of Energy, oil and gas operators and other relevant agencies in the proper implementation of the chemical management and regulatory framework specifically in the oil and gas industry with the aim of safeguarding its value to the country.

RADIATION INSPECTION AND INVESTIGATION WORKSHOP WITH ATOMIC ENERGY LICENSING BOARD, MALAYSIA: 5-8 APRIL 2021

The four-day workshop was conducted by the Atomic Energy Licensing Board (AELB), Malaysia virtually with the aim to share AELB's knowledge and experience in the field of enforcement and investigation related to radiation. In addition, the workshop provided exposure to SHENA inspectors on the challenges overcome by the established regulatory body in Malaysia. The workshop was attended by SHENA, Royal Brunei Police Force, Prime Minister's Office and Chemical, Biological, Radiation and Explosive (CBRe) Defence Unit, Royal Brunei Armed Force.



8TH ANNUAL MEETING OF THE ASEANTOM 2021: 20 JULY 2021

Brunei Darussalam had successfully hosted the 8th Annual Meeting of the ASEAN Network of Regulatory Bodies on Atomic Energy (ASEANTOM) which was held from 5 to 9 July 2021, chaired by the Radiation Department at SHENA, in collaboration with the Ministry of Energy. The 5-day virtual meeting was attended by 195 participants from ASEAN member states, dialogue partners from the European Commission (EC) and Republic of Korea, and international organisations such as the International Atomic Energy Agency (IAEA).

The objective of ASEANTOM is to enhance regulatory activities and strengthen nuclear safety, security, and safeguards within the ASEAN Community, by enhancing cooperation and complementing the work of existing mechanisms at the national, bilateral, regional, and international levels.



In keeping with the theme of the Brunei Darussalam Chairmanship, "We Care, We Prepare, We Prosper," one of the deliverables in fostering a greater sense of ASEANTOM identity and belonging is the ASEAN SHIELD initiative, which aims to strengthen regional response to emergencies and disasters through cross-sector coordination. As a way forward, the ASEAN Protocol for Emergency Response Preparedness to a Nuclear or Radiological Emergency was endorsed by ASEAN Member States in this meeting. Initially raised in the 5th ASEANTOM Meeting held in Singapore in 2018, it was envisaged to be the first global model of a regional emergency protocol. The ASEANTOM Meeting also discussed ideas and plans to implement the ASEAN-IAEA Practical Arrangements between ASEAN and the International Atomic Energy Agency (IAEA) in the areas of nuclear science and technology and application as well as nuclear safety, security and safeguards whereby ASEANTOM is the lead sectoral body in this important area.

Another key outcome achieved is the establishment of dedicated Technical Working Groups (TWGs) under ASEANTOM, in the areas of Radiation Monitoring, Radiation and Nuclear Security, Emergency Preparedness and Response, Hazard Modelling and Assessment and Public Emergency Communication. These TWGs aim to develop a structured approach for regional capacity-building in managing nuclear incidents and response to radiological emergencies. In addition, Brunei Darussalam has committed to contribute expertise in various projects introduced by the ASEAN Member States such as the tracking of mobile radioactive sources and looks forward to participate in new regional projects that are due for consideration by dialogue partners such as the EU.

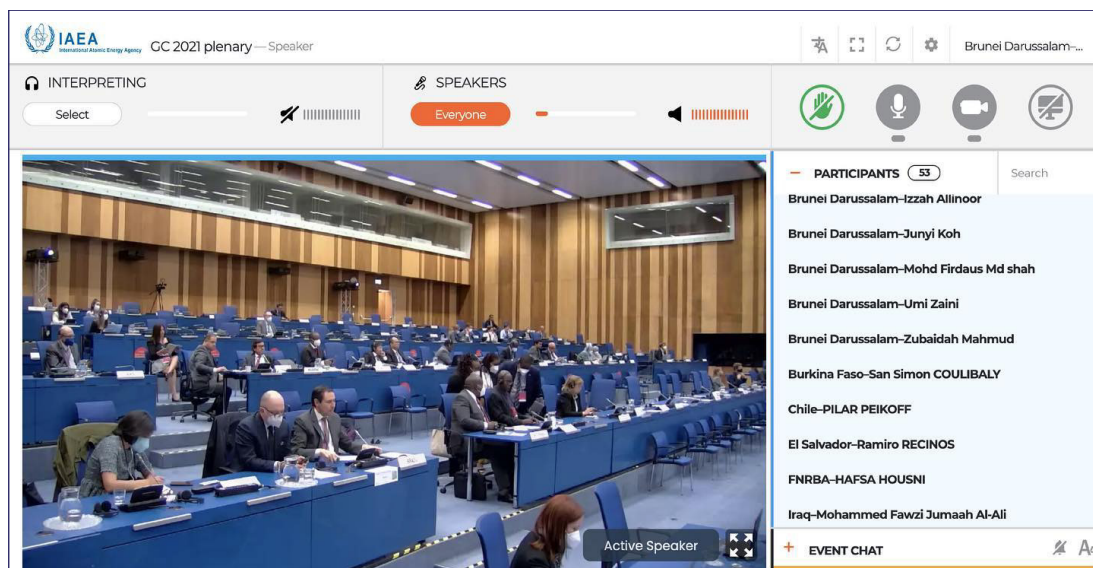
The meeting also agreed to adopt the ASEANTOM Five-Year Work Plan 2021–2025. The Work Plan aim to chart the broad directions and milestones that ASEANTOM wishes to achieve and allow ASEANTOM to focus its cooperation and capability building activities in pertinent areas of interest.

Brunei Darussalam successfully concluded the meeting with a virtual handing over ceremony of the ASEANTOM Chairmanship to the Kingdom of Cambodia that will start on 1 January 2022.

65TH ANNUAL REGULAR SESSION OF THE IAEA GENERAL CONFERENCE: 20-24 SEPTEMBER 2020

The Radiation Department at SHENA participated virtually in the 65th Annual Regular Session of the IAEA General Conference along with representatives from other IAEA member states. The main aim of the general conference is to allow its member states to meet in an annual session where they consider and approve the IAEA's annual budget as well as to discuss issues on safety, security and safeguards raised by the Board of Governors, the Director-General and member states. This year's conference was held from 20-24 September 2021 at the Vienna International Centre (VIC) and Brunei Darussalam delegation was led by Puan Yang Terutama Dk Hj Mazlizah Pg Hj Mahalee, the Permanent Representative of Brunei Darussalam to the United Nations Office in Geneva.

In conjunction with the General Conference, the IAEA had organized a bilateral consultation meeting on 23 September 2021 with the National Liaison Office at the Ministry of Energy to discuss matters pertaining to Brunei Darussalam IAEA Technical Cooperation Programme and the strategic technical cooperation activities which includes the national radiation safety infrastructure development and review of the Country Programme Framework (CPF). Present at the meeting were representatives from SHENA Radiation Department, Ministry of Foreign Affairs and Pantai Jerudong Specialist Centre. The meeting started with the opening remarks delivered by Ms. Jane Gerado-Abaya, Director of the IAEA Technical Cooperation Division for Asia and the Pacific. IAEA was represented by the Department of Technical Cooperation, Office of Legal Affairs, and others.



Side events during the General Conference which were virtually attended by SHENA which are as follows:

- Senior Safety and Security Regulator's Meeting
- The Integrated Nuclear Security Support Plans (INSSP): Building on 15 Years of Achievements
- Developing Capacity for the Wider Use of Stable Isotope Techniques for Source Attribution of Greenhouse
- Gases in the Atmosphere
- The Technical Cooperation Programme in Asia and the Pacific: Major Contribution to Development
- Towards Strengthening Global Nuclear Security
- Scientific Forum on Preparing for Zoonotic Outbreaks: The Role of Nuclear Science

A photograph of a business meeting. In the foreground, a person's hand in a dark suit sleeve points towards the right. Another hand on the right holds a black pen, pointing towards the center. They are looking at several documents on a table. The documents feature various charts, including a bar chart, a pie chart, and a line graph. The background is slightly blurred, showing another person in a light blue shirt. The overall lighting is soft and professional.

OPERATIONAL EXCELLENCE: SUPPORT SERVICES

SHENA aims to serve the nation through maintaining a consistent and exemplary level of organization excellence tied to the execution of our Strategic Plan 2021-2022. We aim to build excellence in our organization through realizing the need for continuous development and enhancement of our people, goals and financial performance.

HUMAN RESOURCES

Staff Development during Covid-19: Online and In-Person Training

Amidst the challenges posed by the COVID-19 pandemic throughout FY2011-2022, SHENA remained committed to its staff development. In response to the limitations, SHENA transitioned to online training, conducting 70 virtual sessions. At the same time, SHENA also recognizes the importance of face-to-face training experiences, especially in areas where physical presence is required. Despite the challenges, SHENA managed to conduct 13 in-person training sessions, ensuring strict compliance with health and safety protocol.



Roll-out of Organisational Structure Realignment and Enhancement

SHENA underwent a significant organizational realignment and enhancement which was rolled out on 1 January 2022 facilitated by the SHENA's Change Management Team (CMT) which was prompted by the following key factors:

- 1. Organisation effectiveness:** SHENA recognized the need to adapt to changing industry demands away from being a “jack of all trades”. SHENA shifted from an industry-based approach to functional based, allowing employees to focus on their core functions. These changes aimed to align SHENA's regulatory services more effectively with diverse industry and non-industry sectors.
- 2. Governance and compliance:** Concerns arose regarding governance and compliance, in which triggered the implementation of specific measures such as the establishment of Procurement Unit and Internal Audit Unit among a few to ensure transparency and accountability.
- 3. Alignment of scope of work:** Addressing misalignment in work responsibilities, optimizing our operational processes, such as centralization of procurement functions, movement of IT Unit to support functions, etc.
- 4. Resource optimization:** Siloed work structures hindered collaboration in which the organizational enhancement aimed to foster integration and allowed to focus recruitment based on subject matter expertise.

The full implementation of the organizational structure realignment and enhancement is expected to commence on 1 July 2022.

Roll-out of 1SHENA Human Resource Management System

SHENA embarked on a transformative journey by implementing 1SHENA, a Human Resource Management System (HRMS). The system aimed to streamline and enhance its human resource processes, foster employee engagement, and optimise organisational efficiency.

The HRMS project was initiated in response to the growing complexity of SHENA's human resource operations and the need for a unified, technologically advanced solution. Several engagement sessions for employees were conducted to facilitate their seamless adoption of the new system. 1SHENA modules were rolled out gradually, providing continuous technical support to address any issues or queries.

The successful rollout of 1SHENA yielded several notable achievements and positive impacts which includes:

- Automation of manual processes leading to significant reduction in administrative tasks, allowing HR teams to focus on strategic initiatives.
- Employees gained real-time access to their information, promoting transparency and reducing dependency on HR for routine inquiries, including application of leaves.
- Streamlined the recruitment process, from job posting to candidate selection, resulting in quicker hires.

Human Resource Policy (HRP)

On 27 May 2021, SHENA achieved a significant milestone by undergoing a comprehensive review and overhaul of its Human Resource policies, reflecting its commitment to create a more supportive, inclusive, and employee-centered work environment. SHENA embarked on this journey to align its policies with industry standards, relevant laws and legislations, and commitment to fostering a positive organisational culture.

Engagement sessions were conducted to all staff to ensure transparency and clarity these policies provided, enabling them to better understand their rights, responsibilities, and growth opportunities within SHENA.

The revamped SHENA Human Resource Policy has an immediate positive impact on its processes and governance. Streamlined procedures and standardised practices improved the HR team's productivity, allowing focus on strategic initiatives. The introduction of governance measures ensured policy adherence and consistency across divisions, promoting fairness and accountability in decision-making.



Roll-out of HR Competency Framework

Following the completion of the SHENA Competency profiles and mapping for core competencies comprising of the Leadership competencies, Functional competencies and HSSE competencies in FY2020-2021, the HR Competency Framework was rolled out to SHENA staff in FY2021-2022.

The HR Competency Framework was designed to identify, nurture, and assess core competencies across all levels of the organisation with the primary objective to improve skill alignment, enhance employee development plans, and foster a culture of continuous learning.

The framework roll-out began in May 2021 to its Senior Management Team (SMT) members followed by all SHENA staff in October 2021 with extensive collaboration across departments. A comprehensive communication strategy was adopted, including workshops, and interactive sessions to familiarise employees with the framework's mechanism and its benefits.

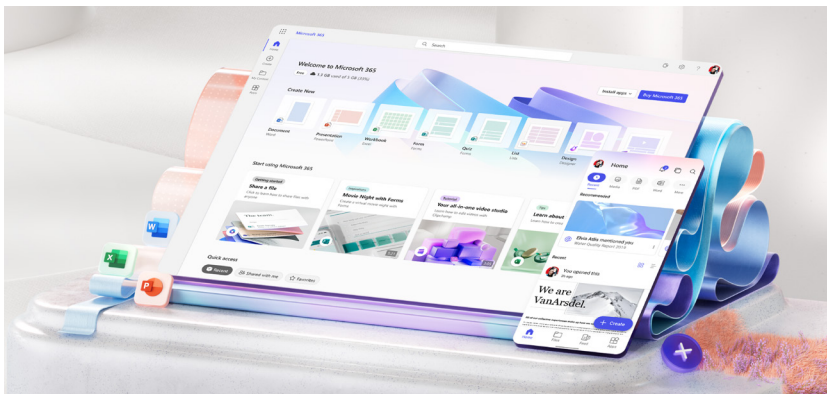
Looking ahead, HR is committed to refining the framework based on staff feedback. Further integration of the framework into performance appraisals, succession planning, and recruitment processes is planned.

The implementation of the HR Competency Framework marks a significant step toward aligning SHENA's workforce with its strategic objectives and remains focused on nurturing a culture of operational excellence and continuous improvement.

Cloud Adoption Journey Begins For SHENA

SHENA underwent a transformative digital journey, and at its core was the strategic decision to embrace cloud computing. The decision allowed SHENA to swiftly acquire crucial IT systems such as 1SHENA and FAS, which was made even more efficient by integrating them with Microsoft 365. The change has had a profound impact on the way SHENA operates.

ROLL-OUT OF MICROSOFT 365 APPLICATIONS



The comprehensive suite of services offered by Microsoft 365 proved highly relevant to the organization's needs, seamlessly aligning with the operational objectives. The efficiency embedded within these offerings streamlined processes, enhancing productivity, and facilitating seamless collaboration across the teams.

Moreover, the robust threat protections and security components inherent in Microsoft 365 were instrumental in fostering a secure digital environment for SHENA's employees, thereby safeguarding critical data and information. SHENA's adoption of Microsoft 365 not only enhanced the operations but also elevated the security and data protection measures. This move towards cloud computing has been instrumental in shaping the digital landscape in SHENA.

THE DEVELOPMENT OF SHENA'S ONLINE REGISTRATION PORTAL (ORP) E-SHENA SYSTEM

The e-SHENA system serves as an innovative online registration portal, designed to digitized the process associated with the registration, application, and renewal processes for Workplace Safety Health Officer (WSHO), along with Radiation Licenses and Radiation Workers. By offering a digital platform, the system aims to simplify and streamline these essential procedures, enhancing efficiency and convenience for all stakeholders involved.

However, the development of the ORP e-SHENA System faced a notable challenge during its inception. The project's initiation coincided with the peak of the COVID-19 pandemic, a time when SHENA was navigating the transition to remote work practices. As discussions and decisions took place predominantly through virtual channels, primarily facilitated by Microsoft Teams, the task of shaping the system's development was met with the unique complexities of remote collaboration.

Nonetheless, despite these initial obstacles, the e-SHENA System has successfully progressed to its beta stage. This achievement underscores the dedication to refining and enhancing the platform based on the valuable insights and experiences gained from both SHENA and its esteemed stakeholders. Through ongoing improvements, SHENA commits to providing a robust and user-friendly system that facilitates seamless registration processes and ultimately contributes to the broader objectives of safety and efficiency within the workplace.

Business Continuity Plan (BCP) During Covid-19

As the COVID-19 pandemic brought about unprecedented challenges, SHENA recognized the need to ensure the well-being of its employees while sustaining business operations. In response, a comprehensive staged Business Continuity Plan (BCP) was developed, encompassing several phases to adapt to the evolving situation and prioritize employee safety and business continuity.

During the early stages of the pandemic, SHENA embarked on a comprehensive risk assessment. The goal was to understand potential impacts on employees, business operations and supply chains. Key considerations included the severity of the pandemic, government guidelines, and potential disruptions to essential services.

SHENA swiftly initiated a transition to remote work. Technology and communication tools were provided to enable employees to perform their roles remotely. Clear guidelines for remote work were established, ensuring that employees could maintain productivity while working from home.

As the pandemic persisted, SHENA prioritized the health and safety of its employees. A phased approach was adopted to gradually reintegrate employees into the workplace. Stringent sanitization measures, social distancing protocols, and mandatory mask-wearing were enforced to create a safe working environment.

In the face of continued uncertainty, SHENA remained adaptable. Regular review of the BCP allowed for necessary adjustments based on the evolving situation. Lessons learned from previous phases informed decision-making, ensuring the organization's resilience in the long term.

To sustain the BCP's effectiveness, ongoing monitoring and evaluation were established. Regular communication with employees provided insights into their well-being and operational challenges. Feedback loops informed modifications to the plan, enhancing its ability to address employees' needs.

The staged Business Continuity Plan implemented by SHENA during the pandemic is a testament to the organisation's commitment to its employees and business sustainability. By systematically addressing the evolving challenges of the pandemic, SHENA ensured employee safety, maintained essential operations, and demonstrated resilience in the face of adversity.

Moreover, in line with our commitment to adapt to changing circumstances and maintain operational efficiency, SHENA has activated digital letterhead and digital signature solutions as part of our BCP. SHENA has created a standardized electronic letterhead template replicating our traditional paper letterhead. This is to ensure consistent and professional communication.



The COVID-19 pandemic provided SHENA with a unique opportunity to seamlessly transition to remote work by harnessing the power of communication tools such as Microsoft Teams, Zoom, and Google Meet. These three platforms played a pivotal role in facilitating various aspects of our daily operations.

All three tools were extensively employed for regular discussions, departmental updates, and fostering social connections among our employees. This included activities like daily recitals of Yassin and weekly workouts for interested team members. These interactions helped maintain a sense of camaraderie and well-being among our staff, even in a remote work environment.

In addition, the ability to work remotely was made feasible through ITU's implementation of a virtual private network (VPN) mechanism. This secure access mechanism allowed SHENA employees to securely connect to the SHENA FS, ensuring the confidentiality and integrity of our data even when working from diverse locations.

SHENA Covid-19 Relief Fund

The SHENA COVID-19 Relief Fund was initiated with dedication to provide immediate assistance and support to employees adversely affected by the COVID-19 pandemic. Our mission is to alleviate the difficulties faced by employees, particularly those who are undergoing Quarantine Orders, by providing care packages to assist not only our employees but also their families.



Implementation of Supply of Covid-19 Care Packages and the Set-up of Talian Pemedulian

Since Brunei Darussalam was hit with the third wave of the COVID-19, there has been a rise in the number of personnel that have been infected and affected. Therefore, the Ministry of Energy COVID-19 Action Team has introduced the initiative to implement the supply of COVID-19 Care Packages and the set-up of Talian Pemedulian for the affected personnel of Ministry of Energy, its department and Statutory bodies.

The objective of this initiative is to provide support in lessening the difficulties of the officers and staff that is affected by COVID-19 restrictions, particularly those who are undergoing Quarantine Order, by providing aid in terms of resources support. This initiative also serves as a platform for the affected officers and staff to get the latest information and guidance with regards to COVID-19, as a supplement to the currently occupied Ministry of Health (MOH)'s 148 line and Talian Darussalam 123 line.

LOOKING AHEAD

SHENA's primary focus is on achieving organizational stabilisation by conducting a thorough review of the effectiveness following the recent restructuring. This entails a comprehensive evaluation of the functional activities, roles and work within the organization, with a specific emphasis on consolidating these roles and optimizing their execution.



In terms of branding and reputation efforts, SHENA aims to move into its own headquarters with complete facilities to cater for investigation, training rooms, research and development and radiation-related activities. This effort also includes the enhancement of the SHENA website, ensuring it serves as a robust platform that communicates our activities and functions effectively with interested stakeholders.

Concurrently, SHENA is committed to strengthening our internal governance and quality management system to the highest standards as well as a review of our manpower resources, aligning them with our strategic goals to ensure efficiency and effectiveness in every aspect of our operations.

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