



اوتوريتي كبعساان كسلامتن
كصيجتن دان عالم سكيتر
Safety, Health and Environment
National Authority

ANNUAL REPORT

2023-2024

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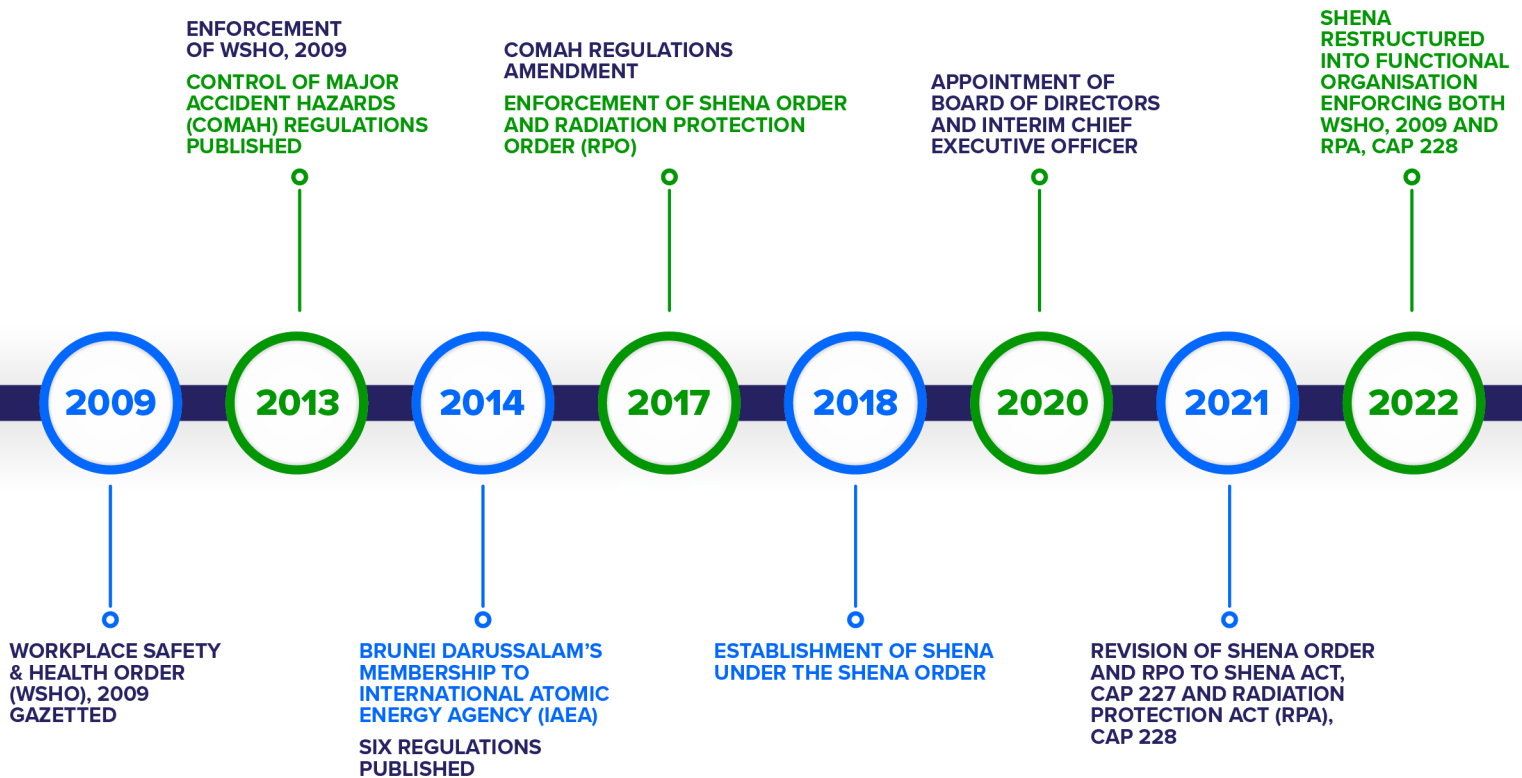
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OUR JOURNEY

The Safety, Health and Environment National Authority (SHENA) is Brunei Darussalam’s statutory and regulatory body dedicated to advancing workplace safety, health, environmental protection, and radiation safety. Established on 6 October 2018, under the Safety, Health and Environment National Authority Act, Chapter 227, which was officially endorsed on 1 April 2017 by His Majesty the Sultan and Yang Di-Pertuan of Brunei Darussalam, SHENA operates under a robust legal framework that includes the Workplace Safety and Health Order, 2009 (WSHO, 2009) and the Radiation Protection Act, Chapter 228.

SHENA’s core responsibilities encompass a wide range of critical regulatory functions. These include conducting inspections and monitoring visits, leading investigations, reviewing notifications and safety cases, certifying compliance, issuing registrations and approvals, and licensing radiation-related activities. The Authority also serves as a trusted advisor, offering guidance to industries and the public on health, safety, environmental, and radiation matters. SHENA works in collaboration with other agencies to enforce relevant legislation, with its Inspectors and Authorised Officers empowered by law to uphold workplace safety, environmental, and radiation standards across the nation.



SHENA'S VISION, MISSION & PRINCIPLES

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

CHAIRMAN



**YANG MULIA
DATO SERI PADUKA AWANG HAJI SUFIAN
BIN HAJI SABTU**

DEPUTY MINISTER (SECURITY AND LAW)
AT THE PRIME MINISTER'S OFFICE
(EFFECTIVE 29 MARCH 2023)

MEMBERS



**YANG MULIA
DR HAJAH MAY FA'EZAH
BINTI HAJI AHMAD
ARIFFIN**

PERMANENT SECRETARY
(ECONOMY, TRADE AND
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 MUHAMMAD
SAUFI BIN AWANG
HAJI IBRAHIM**

LABOUR COMMISSIONER,
LABOUR DEPARTMENT,
MINISTRY OF HOME AFFAIRS



**YANG MULIA
AWANG AZMI BIN
HAJI HAFNEH**

ACTING DIRECTOR,
FIRE AND RESCUE
DEPARTMENT,
MINISTRY OF HOME AFFAIRS



**YANG MULIA
DAYANG HAJAH FARIDA
BINTI DATO SERI PADUKA
HAJI TALIB**

PERMANENT SECRETARY (ENERGY),
PRIME MINISTER'S OFFICE
(EFFECTIVE 23 OCTOBER 2023)



**YANG MULIA
AWANG MOHD AZMI
BIN HAJI MOHD HANIFAH**

COMMERCIAL DIRECTOR &
DEPUTY MANAGING DIRECTOR,
BRUNEI SHELL PETROLEUM
CO. SDN. BHD.
(UNTIL 22 OCTOBER 2023)



**YANG MULIA
PENGIRAN HAJI JAMRA
WEIRA BIN PENGIRAN
HAJI PETRA**

ACTING PERMANENT
SECRETARY (ENERGY), PRIME
MINISTER'S OFFICE
(UNTIL 22 OCTOBER 2023)



**YANG MULIA
IR. AWANG HAJI AMER
HISHAMUDDIN BIN POKAP
DSS AWANG HAJI ZAKARIA**

PERMANENT SECRETARY
(INFRASTRUCTURE, HOUSING
AND PROFESSIONAL),
MINISTRY OF DEVELOPMENT
(EFFECTIVE 29 MARCH 2023)

SENIOR MANAGEMENT TEAM

ACTING INTERIM CHIEF EXECUTIVE OFFICER



YANG MULIA
HAJI MOHD YUSOF BIN HAJI MOHD TAUFIK
(EFFECTIVE 22 NOVEMBER 2023)



YANG MULIA
HAJI JUNIT BIN HAJI ZAKARIA
(EFFECTIVE 15 OCTOBER 2023 UNTIL 21 NOVEMBER 2023)

INTERIM CHIEF EXECUTIVE OFFICER



YANG MULIA
ZUBAIDAH BINTI HAJI MAHMUD
(UNTIL 14 FEBRUARY 2023)

HUMAN RESOURCES & CORPORATE SERVICES DIVISION



YANG MULIA
UMI KHADIJAH BINTI HAJI MOHD ZAINI
 DIRECTOR

FINANCE & PROCUREMENT DIVISION



YANG MULIA
HAJAH NORASHIKIN BINTI HAJI AWG MOHAMED
 DIRECTOR

PROCESS SAFETY DIVISION



YANG MULIA
HAJI YA'AKUB BIN HAJI YUSOF
 DIRECTOR

INVESTIGATION & RESPONSE DIVISION



YANG MULIA
HAJI MOHD YUSOF BIN HAJI MOHD TAUFIK
 DIRECTOR

LEGAL SERVICES DIVISION



YANG MULIA
NUR AL-AIN BINTI DR HAJI ABDULLAH
 DIRECTOR

STRATEGIC PLANNING DIVISION



YANG MULIA
HAJI JUNIT BIN HAJI ZAKARIA
 DIRECTOR
(UNTIL 14 JANUARY 2024)



YANG MULIA
ROZAN JUSTIN TEO BIN HAJI AZLAN
 ACTING DIRECTOR
(EFFECTIVE 15 JANUARY 2024)

ENFORCEMENT DIVISION



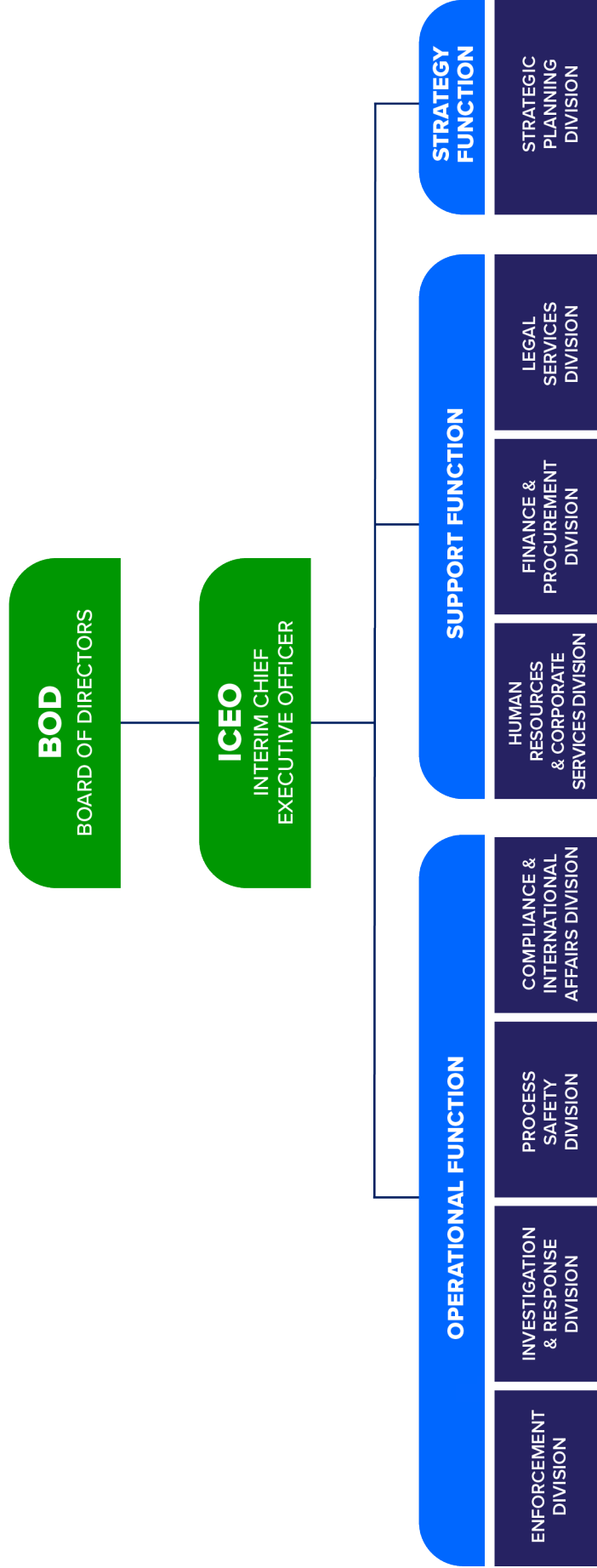
YANG MULIA
TERRANCE DOUGLAS JAYASURIYA
 DIRECTOR

COMPLIANCE & INTERNATIONAL DIVISION



YANG MULIA
HAJI NORYASMIN BIN HAJI MOHD NOOR
 ACTING DIRECTOR
(EFFECTIVE 22 NOVEMBER 2023)

ORGANISATIONAL STRUCTURE



SHENA'S BUSINESS & STRATEGIC PLAN

SHENA's strategic plan embraces the concept of Maqasid Al-Shariah as an important basis and pillar for organisational 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 (3)** strategic objectives to fulfil, supported by **seven (7)** key initiatives, supplemented by **three (3)** enablers:

MAQASID: PROMOTION & PRESERVATION OF LIFE



WE ARE COMMITTED TO MAKING A DIFFERENCE AND ENSURING BRUNEI IS A SAFE PLACE TO WORK AND LIVE



INVESTIGATION

The Investigation and Response Division (IRD) plays a pivotal role in ensuring workplace safety, health, environmental protection, and radiation safety compliance in Brunei Darussalam. Investigations are essential for identifying root causes of incidents and determining corrective actions to prevent future occurrences. This process helps reinforce accountability among duty holders and fosters a culture of continuous improvement in safety standards.

The primary objective of IRD is to safeguard the welfare of workers and the general public by effectively investigating incidents, occupational diseases, and regulatory breaches. Through its work, the division provides valuable insights into systemic issues, supports enforcement actions, and strengthens adherence to national safety regulations. Additionally, IRD aims to collaborate with relevant stakeholders and utilise advanced investigative methodologies to uphold integrity and transparency, contributing to a safer and more compliant work environment.



For the financial year, SHENA received a total of **three hundred and eighteen (318)** Initial Incident Notifications (IINs), marking a substantial increase of 102.5% compared to the **one hundred and fifty-seven (157)** IINs received in FY 2022-2023. This rise reflects an enhanced awareness and reporting culture across industries.

The breakdown of incidents reported shows notable increases in categories such as Non-Work-Related Fatality, Reportable Injury, Non-Reportable Injury, and Others. These findings underscore the importance of continued vigilance and adherence to workplace safety standards.

TYPE OF INCIDENT	NO OF IIN REPORTS	
	FY 2022-2023	FY 2023-2024
Work-Related Fatality	3	3
Non-Work-Related Fatality	7	20
Major Accident Event	0	0
Reportable Injury	70	159
Non-Reportable Injury	38	61
Occupational Disease	0	5
Dangerous Occurrence	5	5
Others	34	65



Among the reported incidents, **three (3)** follow-up regulatory investigations were conducted to address significant cases, including dangerous occurrences and work-related fatalities. These investigations involved comprehensive reviews, evidence collection, and collaboration with relevant stakeholders, ensuring a thorough analysis of each incident.

NO	INCIDENT DATE	INCIDENT TYPE	SUMMARY OF INCIDENT
1	20 June 2023	Dangerous Occurrence	While carrying service and maintenance on high-voltage electrical panels, the injured person (IP) suffered severe burns to his body when a flashover incident occurred during equipment testing. (Electricity Supply Industry)
2	15 September 2023	Work-Related Fatality	An employee of electrical maintenance company fell from skylift truck bucket at approximately 12 metre high from the ground after being hit by the incoming vehicle at the highway. He suffered from multiple organ injuries, and he eventually passed away due to his injuries. (Other Industry)
3	22 November 2023	Work-Related Fatality	A construction worker installing guardrails at the Tungku highway slip road was struck by a speeding car that had lost control. The car veered over traffic cones and a guardrail post before colliding with the victim. Despite immediate assistance, the worker sustained severe injuries, including a swollen head and bleeding nose. The individual succumbed to these injuries and passed away. (Construction)

SHENA also received **five (5)** cases of occupational diseases, specifically noise-induced hearing loss and contact dermatitis. To strengthen the reporting and analysis of occupational diseases, SHENA introduced an initiative in mid-2023 to collaborate with the Occupational Health Division (OHD), Ministry of Health. This initiative focused on populating the Shared Workplace Accident and Occupational Disease Database, enabling a holistic approach to capturing national statistics on workplace incidents and occupational diseases in Brunei Darussalam.

As part of its commitment to continuous improvement, SHENA prioritised capacity-building efforts for its Investigation and Response Division (IRD). Initiatives included enhancing staff competency and refining internal processes through collaboration with stakeholders such as the Royal Brunei Police Force. These efforts aim to uphold the integrity of SHENA’s investigative processes and ensure effective regulatory enforcement.

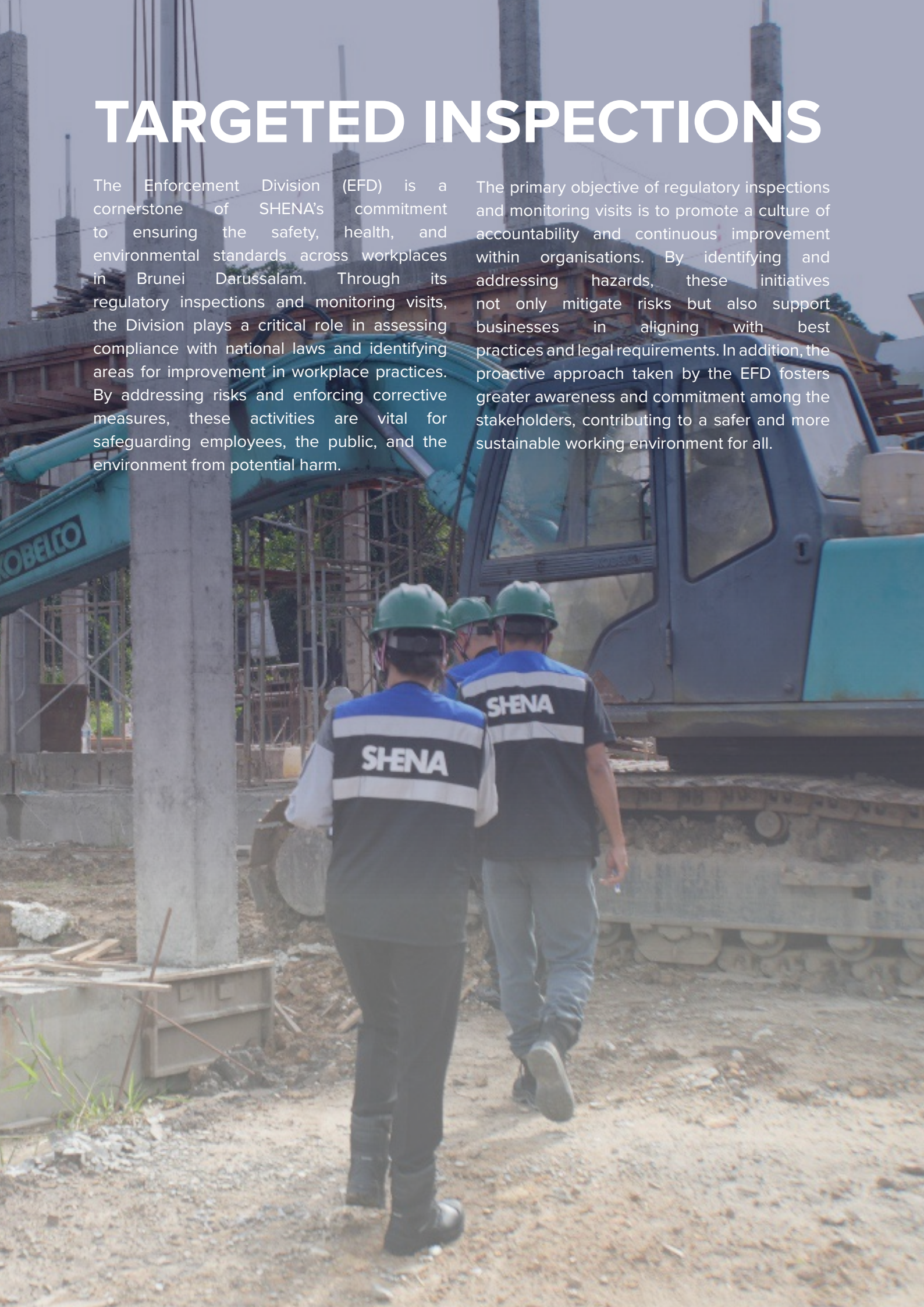
NO.	TITLE OF PROJECT / ROGRAMME / EVENT	START DATE	END DATE	DESCRIPTION	STATUS
1	Establishing a regional Early Warning Radiation Monitoring Network and Data Exchange Platform in ASEAN (MC3.01/19)	2021	22 Sep 2023	A regional project focused on establishing an early warning radiation monitoring network and data exchange platform in ASEAN.	Completed
2	Establishment of the first Personal Dosimetry Analysis Laboratory in Brunei Darussalam (Lab 1)	Dec 2022	Dec 2024	To establish a personal dosimetry analysis laboratory to locally cater to the needs of radiation workers in Brunei, by providing personal dosimeters to be worn to measure their radiation exposures at the workplace.	On-going

NO.	TITLE OF PROJECT / ROGRAMME / EVENT	START DATE	END DATE	DESCRIPTION	STATUS
3	Establishment of Radiation Sampling and Analysis laboratory (Lab 2)	Q1 2021	In Progress	SHENA through the IAEA Technical Cooperation Project (project code: BRU9002) has procured one (1) unit of High Purity Germanium (HpGe) Gamma Spectrometer which arrived in Brunei Darussalam on 30th March 2023. There are ongoing engagements between SHENA and Universiti Teknologi Brunei (UTB) to collaborate and explore mutual interests in establishing the first Radiation Sampling and Analysis Laboratory in Brunei Darussalam.	On-going
4	Establishment of the first Radiation Calibration Laboratory in Brunei Darussalam (Lab 3)	Aug 2023	Dec 2027	To establish a radiation calibration laboratory to locally cater to the needs of radiation licensees in Brunei, by providing calibration of radiation measuring.	On-going
5	Basic Investigation Course organized by Royal Brunei Police Force	26 Jun 2023	28 Jun 2023	The Criminal Investigation Department under Royal Brunei Police Force (RBPF) organized a three-day workshop on investigation processes including statement taking techniques, hands-on exhibit collection and arrest procedures including a tabletop exercise with a scenario-based exercise upon SHENA's request.	Completed

TARGETED INSPECTIONS

The Enforcement Division (EFD) is a cornerstone of SHENA's commitment to ensuring the safety, health, and environmental standards across workplaces in Brunei Darussalam. Through its regulatory inspections and monitoring visits, the Division plays a critical role in assessing compliance with national laws and identifying areas for improvement in workplace practices. By addressing risks and enforcing corrective measures, these activities are vital for safeguarding employees, the public, and the environment from potential harm.

The primary objective of regulatory inspections and monitoring visits is to promote a culture of accountability and continuous improvement within organisations. By identifying and addressing hazards, these initiatives not only mitigate risks but also support businesses in aligning with best practices and legal requirements. In addition, the proactive approach taken by the EFD fosters greater awareness and commitment among the stakeholders, contributing to a safer and more sustainable working environment for all.



ENFORCEMENT OF COMPOUNDABLE OFFENCES UNDER THE JURISDICTION OF THE SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY (SHENA)

Workplace Safety and Health Order (WSHO), 2009, the commencement date of compounding of offences (Annex 6) on:

1. Failure to appoint a Workplace Safety and Health (WSH) Officer.

The Workplace Safety and Health (Workplace Safety and Health Officers) Regulations, 2014, provides that a WSH Officer shall be appointed in the following workplaces:

- Shipyards in which any ship, tanker and other vessels are constructed, reconstructed, repaired, refitted, finished or broken up;
- Factories used for processing petroleum or petroleum products;
- Factories in which Building Operations or Works of Engineering Construction (BOWEC) of a contract sum of BND\$10 million or more are carried out; and
- Any other factories in which 100 or more persons are employed, except those which are used for manufacturing garments.

The commencement date to compound the fine for the failure to appoint a WSH Officer in the abovementioned workplaces is on 1 April 2024.

2. Failure to appoint a Workplace Safety and Health (WSH) Co-Ordinator.

The Workplace Safety and Health (Construction) Regulations, 2014, provides that a WSH Co-Ordinator shall be appointed in respect of every worksite where the contract sum of the Building Operations or Works of Engineering Construction (BOWEC) carried out is less than BND\$10 million.

The commencement date to compound the fine for the contravention of the above regulation will be as follows:

- For contractor classes 4, 5, and 6: 1 April 2024
- For contractor classes 1, 2, and 3: 1 October 2025

The Workplace Safety and Health (Construction) Regulations, 2014, provides that a WSH Co-Ordinator shall be appointed in respect of every worksite where the contract sum of the Building Operations or Works of Engineering Construction (BOWEC) carried out is less than BND\$10 million.

3. Breaches of First-Aid requirements.

Any Occupier, except hospitals, medical clinics or ambulances, who failed to adhere to Regulations 4, 5, 6 and 7 under the Workplace Safety and Health (First-Aid) Regulations, 2021 will have committed a compoundable offence.

The commencement date to compound the fine for the contravention of the first-aid requirements is on 1 April 2024.

Any person who has violated these regulations may be compounded with a sum not exceeding one-half of the amount of the maximum fine that is prescribed for the offence or a sum of \$5,000, whichever is the lower: Section 55 of the Workplace Safety and Health Order, 2009.

REGULATORY INSPECTIONS AND MONITORING VISITS

From April 2023 to March 2024, the Enforcement Division of SHENA conducted a total of **fifty-seven (57)** regulatory inspections across various sectors to ensure adherence to safety, health, and environmental standards. These inspections targeted **thirty-six (36)** general industries, **twelve (12)** Control of Major Accident Hazards (COMAH) facilities, and **nine (9)** workplaces involving radiation matters.

REGULATORY INSPECTION CONDUCTED FY APRIL 2023 - MARCH 2024

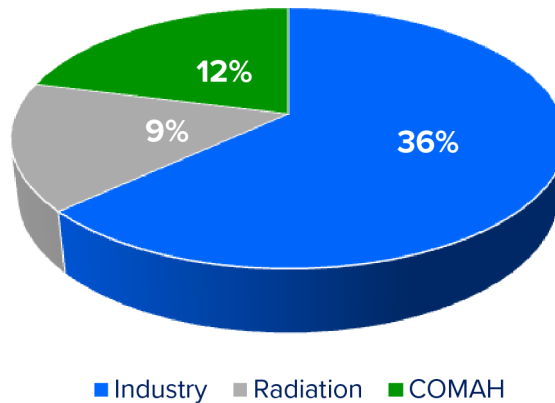


Figure 1 Regulatory Inspection

As a result of these inspections, SHENA issued **eleven (11)** legal notices, including **three (3)** remedial orders, **four (4)** warning letters, **two (2)** stop work orders, and **two (2)** combined remedial and stop work orders.

INDUSTRY INSPECTIONS

Within industry workplaces, inspections were categorised using the Brunei Darussalam Standard Industrial Classification (BDSIC) framework to identify high-risk activities and prioritised targeted workplaces.

INDUSTRY INSPECTION - INDUSTRY CATEGORIES (BDSIC) FY APRIL 2023 - MARCH 2024

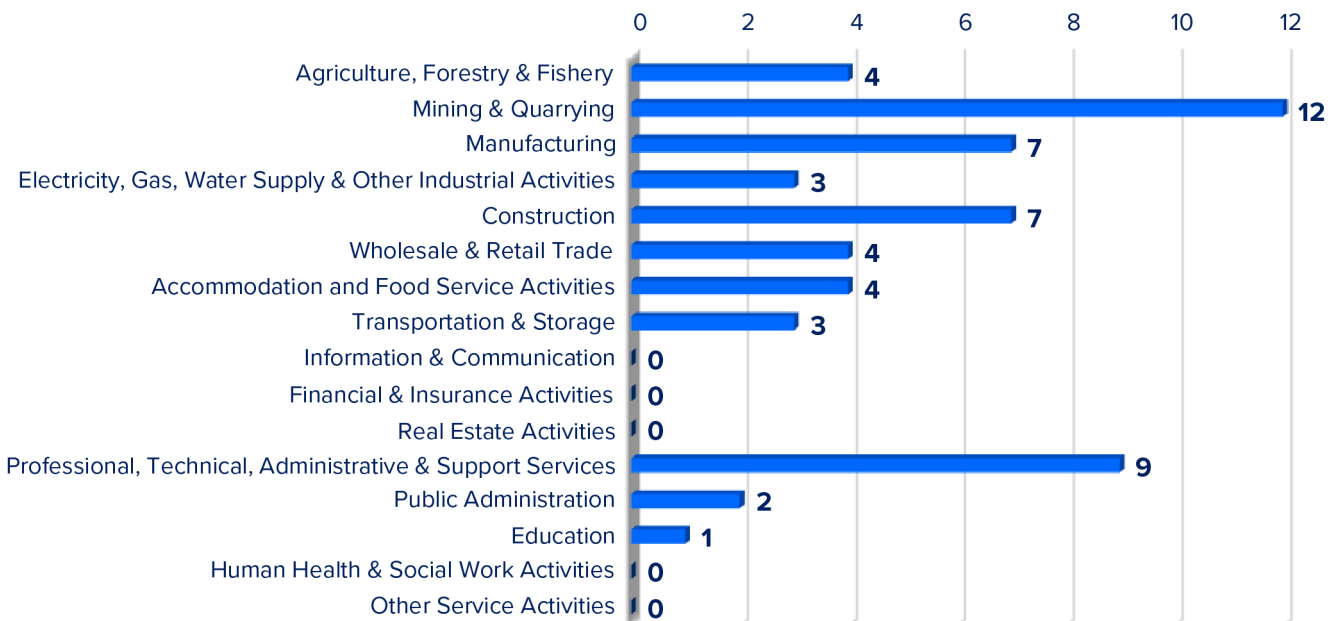


Figure 2 shows various industry categories (as per BDSIC) visited by Enforcement Division

INDUSTRY AREA OF CONCERNS FY APRIL 2023 - MARCH 2024

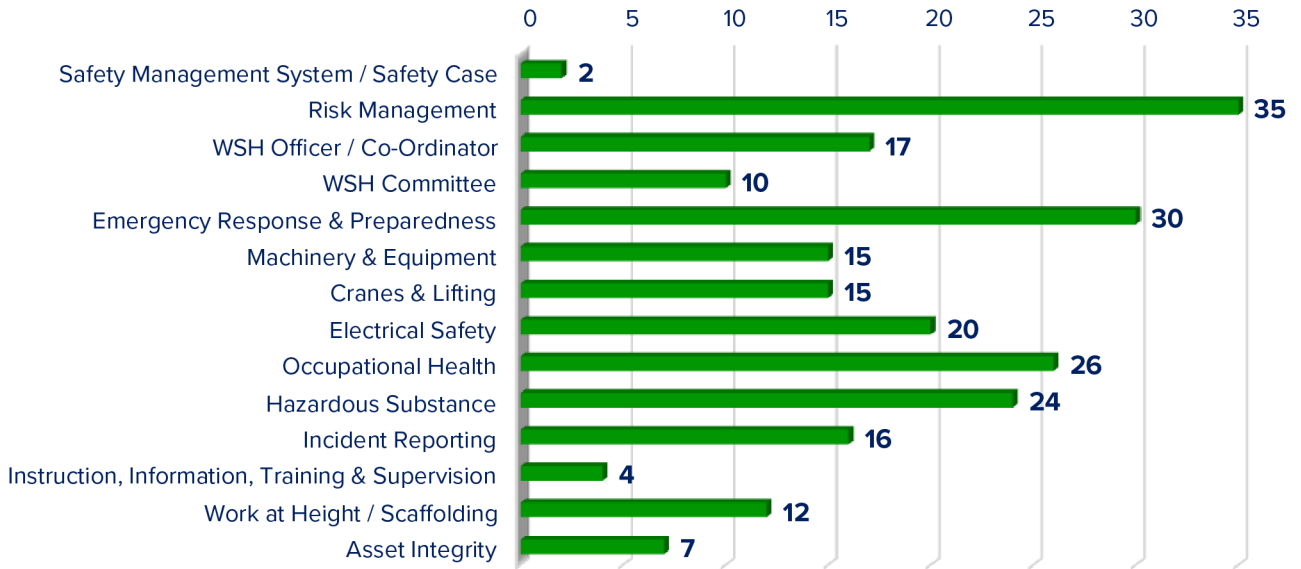


Figure 3 shows Industry area of concerns identified during inspections

The inspections revealed primary areas of concern, including risk management, emergency response and preparedness, occupational health, hazardous substances, and electrical safety. From the **thirty-six (36)** inspections conducted, SHENA issued **three (3)** remedial orders, **three (3)** warning letters, and **four (4)** stop work orders (including combined orders).



COMAH INSPECTIONS

A total of **twelve (12)** inspections of COMAH facilities were carried out during the financial year, focusing on **four (4)** mobile facilities and **eight (8)** fixed facilities. These inspections highlighted key concerns such as risk management, emergency response and preparedness, occupational health, asset integrity, and safety critical people, procedure, equipment (SCPPE). One COMAH facility received a Warning Letter for specific deficiencies, further reinforcing SHENA’s commitment to stringent regulatory oversight.

COMAH FINDINGS FY APRIL 2023 - MARCH 2024

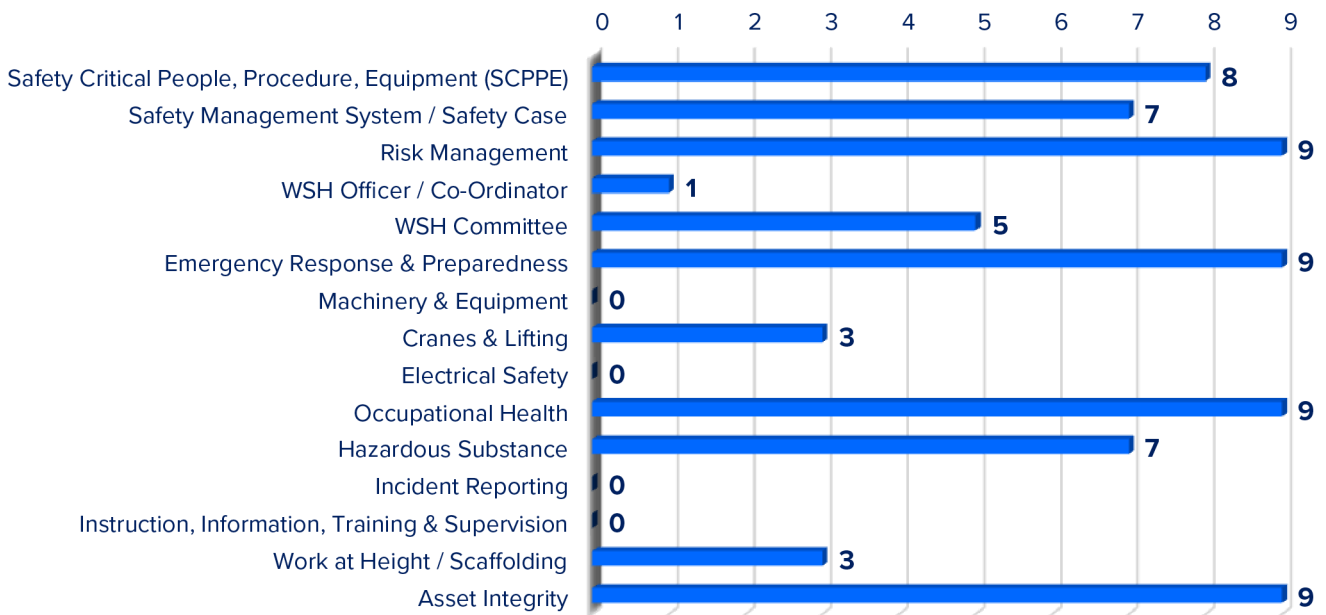


Figure 4 shows the inspection findings during the regulatory inspection to COMAH facilities

RADIATION INSPECTIONS

Under the Radiation Protection Act, Chapter 228 (RPA), **nine (9)** inspections were conducted by SHENA inspectors, with most inspections targeting companies engaged in industrial radiography services, classified as Brunei’s highest radiation risk category. These inspections assessed compliance with regulatory requirements, particularly concerning physical protection of radioactive sources, source accounting, and maintaining proper documentation. While no legal notices were issued, these visits identified areas of improvement to enhance compliance.

MONITORING VISITS

In addition to regulatory inspections, SHENA carried out **sixty-one (61)** monitoring visits across various industries nationwide, with a strong emphasis on the construction sector due to its higher risk of accidents and incidents. Common findings included deficiencies in risk management, work-at-height practices (such as scaffolding), emergency response and preparedness, and electrical safety. These visits provided valuable opportunities to reinforce compliance and ensure safer working conditions for all stakeholders.

MONITORING VISIT CONDUCTED FY APRIL 2023 - MARCH 2024 (FINDINGS)

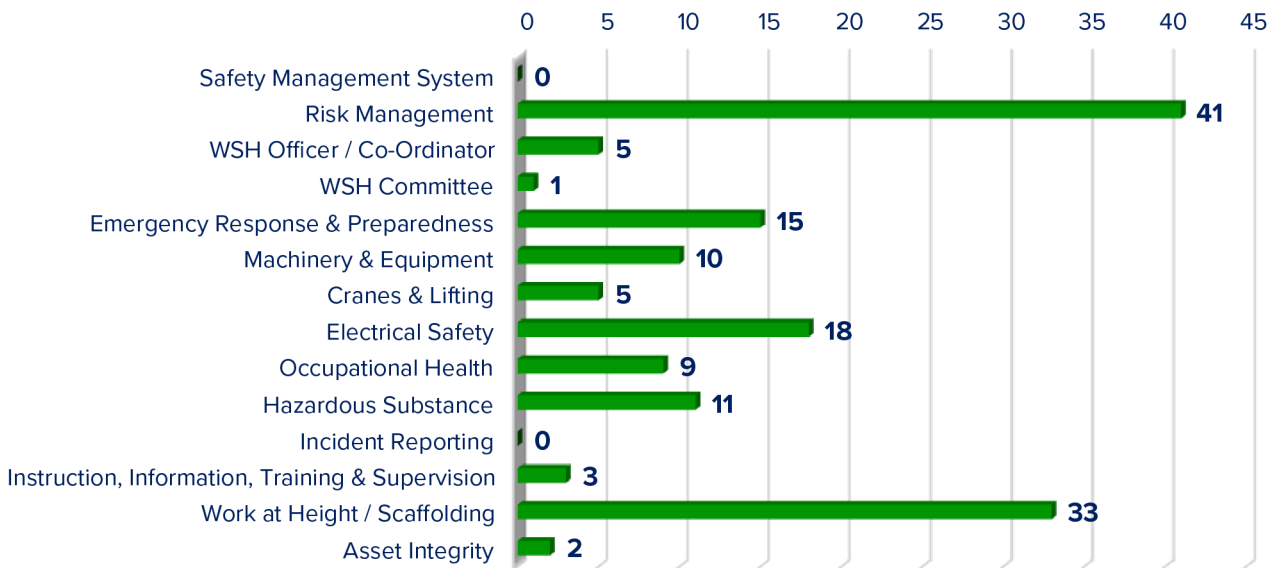


Figure 5 Findings from monitoring visits conducted in FY 2023-2024

LEGISLATIONS & PUBLICATIONS

The Legal Services Division (LSD) is integral to SHENA's role as a regulatory authority, ensuring the legislative and contractual frameworks are robust, effective, and aligned with national safety and health standards. By developing and refining regulations, the division contributes to establishing a legal foundation that promotes compliance, safety, and transparency across industries in Brunei Darussalam. These initiatives support SHENA's mission to create a safer and healthier work environment while fostering legal and administrative excellence in its operations.

The Compliance and International Division (CID) played a key role in promoting workplace safety, health, and environmental standards during the financial year through the development and dissemination of key and up-to-date publications. These resources served as valuable tools to guide stakeholders in understanding and complying with legal requirements, minimising risks, and fostering a culture of safety and compliance across various industries.

LEGISLATIONS

The LSD achieved a significant milestone by finalising **five (5)** proposed draft regulations. These drafts, which were submitted to the Attorney General's Chambers (AGC), are aimed at enhancing workplace safety, health practices, and radiation protection in compliance with legislative frameworks. Each regulation reflects SHENA's commitment to upholding national standards and addressing specific industry challenges effectively.

NO.	DRAFT	OBJECTIVES
1	Draft Workplace Safety and Health (Operation of Marine Yard) Regulations	To ensure every occupiers, principals and contractors to working in a marine yard or on a marine structure as listed in the Regulations to ensure that they implement safety and health management system, presence of an appointed WSH audit, and that the persons at work has undergone training course.
2	Draft Workplace Safety and Health (Electricity) Regulations	To ensure every employees and/ or persons at work to adhere to the minimum requirements in the usage of electriciy at the workplace.
3	Draft Workplace Safety and Health (Medical Examinations) Regulations	The objective of the draft Regulations is not limited to, to ensure persons employed in any hazardous occupation as listed in the Regulations are medically fit before employment, undergoes periodic medical examinations, and other relevant medical examinations. It also requires every designated workplace doctors must be registered with SHENA.
4	Draft Radiation Protection (Composition of Offences) Regulations	To propose offences similar to the Workplace Safety and Health (Compoundable Offences) Regulations, 2009 under the Radiation Protection Act, except for section 21(5), section 32 and section 33 of the RPA.
5	Draft Radiation Protection (Safety and Security Standards) Regulations	To apply to all activities involving ionization radiation, not limited to, systems of radiation protection (i.e. dose limits for workers, Members of the public etc), responsibilities of licensee to address aspects of safety and securtiy in protecting workers, the public and the environment from radiation hazards

In addition to legislative drafts, the division also successfully finalised **four (4)** key contracts during the year. By having the contracts in place, operations are streamlined and accountability in service delivery is reinforced.

PUBLICATIONS

Below are the key categories of publications issued during the year:

PUBLICATION	TOPIC	TOTAL PUBLISHED
Industry Guidance Notes (IGN)	<ol style="list-style-type: none"> 1. Guidance on Establishment of Workplace Safety and Health Committee in a Workplace 2. Managing Heat Stress at Workplace 	2
Self-Assessment Checklists	<ol style="list-style-type: none"> 1. Safety and Health-Related Scope of Work Checklist for WSH Officer & Co-Ordinator 2. Self-Assessment Checklist: Heat Stress at Workplace 	2
Notes to Industry (NTI)	<ol style="list-style-type: none"> 1. Submission of Application for WSH Co-Ordinator and Approved Training Provider via SHENA website 2. Course syllabus: Brunei Darussalam Workplace Safety & Health Order, 2009 & Course Registration Process 3. Announcement of the temporary extension of approval of third-party inspection agencies (TPIAs) for lifting equipment 4. Revision to the Initial Incident Notification (IIN) reporting process 5. Course syllabus: Workplace Safety and Health Management in Construction (For Managers & Supervisors) 6. Updates on Safety and Health related training courses required to be registered with SHENA 7. Reminder on the requirement to appoint WSH Co-Ordinator and minimum number of hours WSH Co-Ordinator required to be present at worksite 8. Commencement of compound fines for WSH Officer, WSH Co-Ordinator and first aid requirements 9. Conditional approval of Third-Party Inspection Agency (TPIA) for lifting equipment 10. Duty of registered Medical Practitioner to report occupational diseases 11. Requirements for renewal application for WSH Officer and WSH Co-Ordinator 12. Legal requirements and criteria for approval to act as Workplace Safety and Health Auditor 13. Work experience required for registration of WSH Officer & Co-Ordinator 14. Publication of Workplace Safety and Health Compliance and Performance Report 2022 15. Application to act as an Authorised Examiner for Lifting Equipment 	

PUBLICATION	TOPIC	TOTAL PUBLISHED
Notes to Industry (NTI)	<ol style="list-style-type: none"> 16. Application to act as a Third-Party Inspection Agency (TPIA) for Lifting Equipment 17. Training providers eligible to run Workplace Safety & Health Order, 2009 course 18. Enforcement of compounding of offences for failure to appointment of Workplace Safety and Health (WSH) Officer, WSH Co-Ordinator and breaches of First-aid requirements 19. Commencement of Workplace Safety and Health Management in Construction (For Managers & Supervisors) training course 20. Notification of any unsafe lifting equipment 21. The Use of SHENA Logo 	21
Workplace Safety and Health Notice (WSHN)	<ol style="list-style-type: none"> 1. Worker Fatality Hit by Fallen Tree 2. Heat Stress Precaution in the Workplace 3. Worker Fatally Electrocuted from Arc Welding Activity and Fell from Height 4. Safety Precautions for Working During the Northeast Monsoon Period 	4
Radiation Guideline	<ol style="list-style-type: none"> 1. Guidelines on Security of Radioactive Material Programme (SRMP) Requirements 2. Guidelines on Licensing Requirements for Activities involving Naturally Occurring Radioactive Material (NORM) 	2
Radiation Technical Note (RTN)	<ol style="list-style-type: none"> 1. Notification on Security of Radioactive Material Programme Guidelines 2. Online Enquiry and Concern on Radiation Matters 3. Notification on Guidelines for Licensing Requirements for Activity Involving Naturally Occurring Radioactive Material (NORM) 4. Temporary Deactivation of Shena Online Registration Portal (ORP) for Radiation Licensing and Radiation Workers Registration 3. Requirement for Training Providers Delivering Workplace Safety and Health-Related Training Courses to be Registered with SHENA 	5

INDUSTRY GUIDANCE NOTE (IGN)


Industry Guidance Note (IGN) published by SHENA provide comprehensive and practical advice to industries, businesses, and individuals on workplace safety, health, and regulatory compliance. These documents, often developed in collaboration with stakeholders, aim to establish standardised guidelines and recommendations grounded in best practices. During the financial year, SHENA issued **two (2)** IGNS (Annex 11):

- Guidance on Establishment of Workplace Safety and Health Committee in a Workplace –** Offering detailed information on forming and implementing WSH Committees, including their roles and responsibilities.
- Managing Heat Stress at Workplace –** Covering risk assessment, preventive measures, and first aid in managing workplace heat stress.

SELF-ASSESSMENT CHECKLIST

Self-assessment checklist are designed to empower employers, employees, and other stakeholders to proactively identify and address compliance gaps. These checklists not only aid in meeting safety and health regulations but also act as training tools to enhance understanding of workplace requirements. For FY2023-2024, SHENA issued **two (2)** checklists:

- Safety and Health-Related Scope of Work Checklist for WSH Officer & Co-Ordinator**
- Self-Assessment Checklist: Heat Stress at Workplace.**




اہل و عیال کے ساتھ
 شہنہ ایچ ایچ ای
 Safety, Health and Environment
 National Authority

SAFETY AND HEALTH-RELATED SCOPE OF WORK CHECKLIST FOR WSH OFFICER & CO-ORDINATOR

(In reference to Pages 6 & 7 of Industry Guidance Note (IGN):
The Requirements of Workplace Safety and Health Officer & Workplace Safety and Health Co-Ordinator [2022/IGN/02 (01)])

NO.	JOB SCOPE	YES	NO	N/A
1	Understand the legal requirements associated with the work activities carried out at the workplace.			
2	Review, develop and engage workplace safety and health policies, plans and manuals , according to the work activities			
3	Develop and implement safe work practices and procedures required in the work activities, for example, permit-to-work systems, job hazard analysis, etc.			
4	Develop and execute training programmes for personnel at the worksite as seen relevant to the work activities, for example, safety and health training for specific job activity, safety health training awareness for supervisors and workers, competency training for skilled workers, etc.			
5	Facilitate and participate in group meetings to discuss the safety and health of the work activity, for example, workplace safety and health committee meetings, toolbox talk meetings, safety briefings, management meetings, etc.			
6	Develop and execute procedures for incident reporting, dangerous occurrences and investigation processes in the workplace including incident investigation and root cause analysis.			
7	Develop safety and health in-house rules within the workplace premise, for example, safety signage, observation process and practices to uphold intervention culture, personal protective equipment requirements according to activity, etc.			

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 Safety, Health and Environment
 National Authority

**SELF ASSESSMENT CHECKLIST:
HEAT STRESS AT WORKPLACE**

DOC NO.:
2024/IGN/01
 March 2024

PREVENTIVE MEASURES	YES	NO/NA	REMARKS
RISK ASSESSMENT			
Does your Risk Assessment cover work in a hot environment?			
Has an evaluation of the potential for heat injury been carried out based on a suitable heat stress index?			
Have all the heat sources e.g. hot machines, equipment, pipes, in the work area been identified?			
FITNESS TO WORK			
Have all workers passed their pre-employment medical screening and examination?			
Are supervisors/ line managers proactively checking for workers who are feeling unwell prior to starting work?			
Have workers, who have been ill, been certified by a doctor to be fit to return to work?			
HEAT ACCLIMATISATION			
Are new workers acclimatised to work in a hot environment?			
Are workers returning from prolonged leave, prolonged illness or returning from a colder climate, re-acclimatised to work in a hot environment?			
WORKER CLOTHING			
Are workers wearing loose-fitting and light-coloured clothing?			
WORK SCHEDULING			
Is heavy physical work or work under direct sun scheduled for the cooler parts of the day?			
Is there a work rotation for workers exposed to hot working conditions?			
Are workers allowed to take additional rest breaks in very hot weather or after carrying out heavy physical work?			

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NOTES TO INDUSTRY (NTI)

Notes to Industry (NTI) are communication tools used to announce regulatory updates, new requirements, or the release of new publications. SHENA published **twenty-one (21)** NTI in FY 2023-2024, reflected in Annex 12, covering a variety of topics such as updates on training requirements, regulatory changes, and safety practices to ensure widespread compliance across industries.

WORKPLACE SAFETY AND HEALTH NOTICE (WSHN)

WSHN are targeted publications aimed at raising awareness and providing recommendations on critical workplace safety issues. These notices often address lessons learned from incidents and emphasise precautionary measures. SHENA published **four (4)** WSHN during the financial year, including topics like precautions during the Northeast Monsoon season and heat stress management, (shown in Annex 13).

RADIATION GUIDELINE

Radiation Guideline provide essential recommendations for radiation licensees or applicants on complying with legal and regulatory requirements in Brunei Darussalam. During the financial year, **two (2)** guidelines were issued (shown in Annex 14), focusing on security measures for radioactive materials and requirements for licensing activities involving Naturally Occurring Radioactive Material (NORM).

RADIATION TECHNICAL NOTE (RTN)

Radiation Technical Note (RTN) serve as key notifications for stakeholders involved in radiation-related activities. These notes address updates, guidance, and procedural changes. SHENA issued **five (5)** RTN (which can be found in Annex 15) during this financial year, covering topics such as radiation training requirements and guidelines for licensing NORM activities.

These publications reflect SHENA's dedication to enhancing regulatory awareness, improving compliance, and fostering safer working environments across Brunei Darussalam. For detailed information, please refer to the respective annexes.

LICENSING & ENFORCEMENT

SHENA's licensing and registration initiatives emphasise the importance of equipping personnel and organisations with the necessary credentials to operate safely and responsibly. Meanwhile, enforcement actions—such as legal notices, stop work orders, and remedial orders—serve as key tools to address contraventions, ensure corrective measures, and reinforce accountability among duty holders. Together, these components underscore SHENA's proactive approach to promoting safer, healthier workplaces.



LICENSING & REGISTRATION

During the financial year, SHENA actively licensed, registered, and authorised numerous Workplace Safety and Health (WSH) and Radiation personnel, organisations, and activities. These efforts were instrumental in disseminating a culture of safety and radiation protection nationwide. The licensing initiatives spanned areas such as WSH Officer and Co-Ordinator registrations, radiation licenses, and safety course approvals, ensuring duty holders were equipped to comply with legal requirements effectively. Detailed summaries of the licenses, registrations, and authorisations issued during this period are presented in the accompanying table:

RADIATION/LICENSE TYPE	FOR FY2023-2024	REMARKS
WSH Officer	106 registered	N/A
WSH Officer (Renewal)	4 registered	N/A
WSH Co-Ordinator	75 registered	N/A
WSH Co-Ordinator (Renewal)	2 registered	N/A
Approved Training Provider	4 registered	N/A
Approved Training Provider (Renewal)	10 registered	N/A

The Enforcement Division (EFD) carry out SHENA's essential role in maintaining regulatory oversight for workplace safety, health, environmental protection, and radiation safety across Brunei Darussalam. Through licensing, registration, and enforcement mechanisms, SHENA fosters a culture of compliance, ensuring duty holders meet national legislative requirements and uphold best practices. These efforts aim to safeguard workers, mitigate risks, and strengthen the regulatory framework supporting the nation's occupational health and safety standards.

RADIATION/LICENSE TYPE	FOR FY2023-2024	REMARKS
Third-Party Inspection Agency (TPIA) (for lifting equipment) -New	0 registered	N/A
Third-Party Inspection Agency (TPIA) (for lifting equipment) -Renewal	3 registered 1 conditional approval	N/A
Authorised Examiners (for lifting equipment) -New	0 registered	Introduced on 16 th June 2023
Safety and Health Courses	84 applications approved	Received a total of 118 applications
Radiation License	452 applications approved	Received a total of 659 applications
Radiation Worker Registration	258 applications approved	Received a total of 307 import/export applications for radioactive materials and controlled apparatus

ENFORCEMENT LEGAL NOTICE

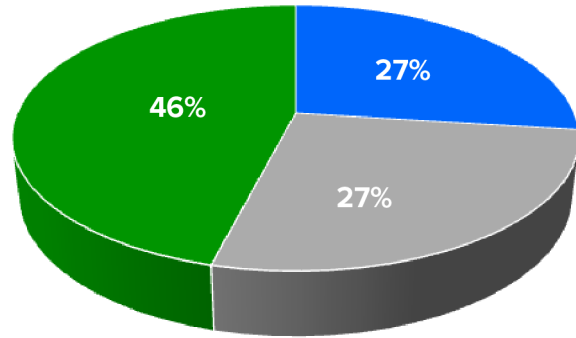
Legal notices and warning letters represent SHENA’s commitment to rectifying safety and compliance violations. These enforcement tools are issued based on contraventions identified during inspections, monitoring visits, or investigations. To enhance procedural integrity, SHENA established the Legal Notice Committee in June 2023, ensuring decisions on legal notices were in line with national legislation, including the SHENA Act, WSH Order, 2009, and Radiation Protection Act.

During FY 2023-2024, SHENA issued a total of **thirty-four (34)** legal notices, of which **twenty-three (23)** were successfully rectified and lifted, while **nine (9)** remained under monitoring with pending actions. Additionally, **seventeen (17)** notices carried over from the previous financial year were resolved during this period, showcasing SHENA’s dedication to effective enforcement and compliance resolution.

STOP WORK ORDER (SWO)

Eleven (11) stop work orders (SWO) were issued from April 2023 to March 2024 due to imminent dangers identified during inspections, investigations, and monitoring visits. Most SWO addressed safety concerns at construction sites, particularly related to work-at-height activities. Monitoring visits accounted for 46% of the total SWO issued, underscoring their significance in identifying and mitigating risks.

STOP WORK ORDER ISSUED FY 2023 APRIL - MARCH 2024



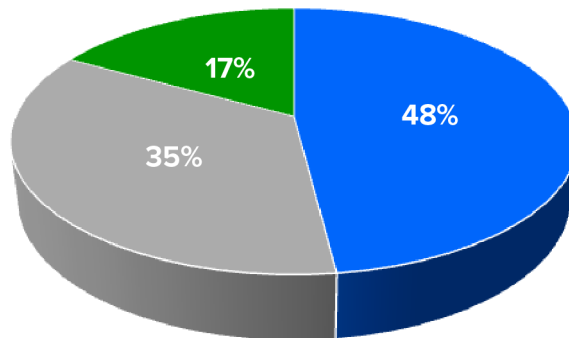
■ Inspection ■ Investigation ■ Monitoring Visit

Figure 6 Stop Work Order

REMEDIAL ORDER

During the financial year, SHENA issued **twenty-three (23)** remedial orders primarily resulting from regulatory inspections (48%), followed by investigations and monitoring visits. These Remedial Orders aimed to address deficiencies in risk management, safety practices, and system integrity across workplaces, ensuring adherence to safety standards.

REMEDIAL ORDER ISSUED FY 2023 APRIL - 2024 MARCH



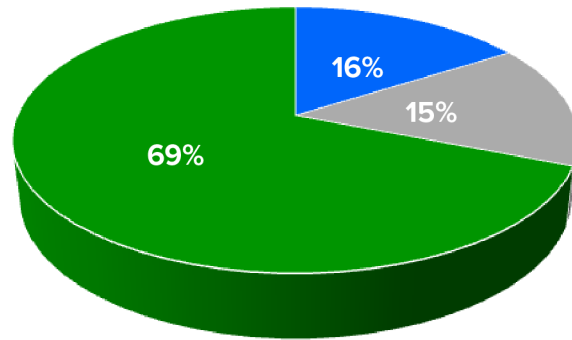
■ Inspection ■ Investigation ■ Monitoring Visit

Figure 7 Remedial Order

WARNING LETTER

A total of **thirteen (13)** warning letters had been issued in FY 2022/2023, with the majority (69%) stemming from concerns identified during monitoring visits. These letters served as formal reminders to duty holders to address compliance gaps proactively, reinforcing SHENA’s role in promoting workplace safety and health standards. Comprehensive details are available in the supporting chart:

WARNING LETTER ISSUED FY 2023 APRIL - 2024 MARCH



■ Inspection ■ Investigation ■ Monitoring Visit

Figure 8 Warning Letter

Key activities for Enforcement Division for FY 2023 – 2024 are as follows:

NO.	TITLE OF PROJECT / PROGRAMME/ EVENT	START DATE	END DATE	DESCRIPTION	STATUS
1	Implementation of Compound Fines	11 Jan 2023	1 Apr 2024	Develop the Compound fine framework as part of WSH (Compoundable Offense) Regulations, 2009 implementation.	Compound Fines kick-started 1 Apr 2024

SAFETY CASE AND NOTIFICATION SUBMISSION

In alignment with the WSH (Control of Major Accident Hazard) Regulations, 2013, Safety Cases have emerged as a critical instrument for demonstrating that high-risk facilities—such as those in the oil, gas, and petrochemical sectors—are operated with safety risks maintained as low as reasonably practicable. The regulations outline a framework for what constitutes a major accident hazard, including occurrences like loss of containment, fire, explosion, major structural damage, or any event that could result in serious harm to human health, property, or the environment. These rigorous requirements form the basis upon which Safety Cases are developed, ensuring that every facet of hazardous operations is scrutinised and managed effectively.

A Safety Case is a comprehensive document produced by the operator—commonly referred to as the Duty Holder—that evidences the facility’s ability to operate safely amidst complex risk scenarios. Such a document typically covers several key areas:

- 1
MAJOR ACCIDENT HAZARD ASSESSMENT

Evaluates potential catastrophic events resulting from operations.
- 2
INVENTORIES AND PROPERTIES OF HAZARDOUS SUBSTANCES

Details and quantifies the materials present that could pose a risk.
- 3
DESCRIPTION OF FACILITY

Provides a holistic view of the facility’s structure and operations.
- 4
SAFETY CRITICAL PEOPLE, PROCEDURES, AND EQUIPMENT

Identifies and outlines the critical elements required to maintain safe operations.
- 5
COMBINED OPERATION

Addresses any interrelated operational aspects that may impact safety.
- 6
WORKFORCE CONSULTATION PROCESS

Ensures that the input of employees and stakeholders is incorporated into safety planning.
- 7
ONSITE EMERGENCY RESPONSE

Details immediate action plans to mitigate adverse events within the facility.
- 8
OFFSITE EMERGENCY RESPONSE

Outlines coordinated efforts with external agencies in the event of an incident.
- 9
SAFETY AND HEALTH MANAGEMENT SYSTEM

Ensures Duty Holders have a clear, effective, and continuously improving safety and health management system that defines responsibilities, manages changes, conducts audits, and keeps risks under control.

The term **Duty Holder** refers to the person who manages and exercises direct control over a facility. This definition extends to those proposing to control a facility under construction or to parties responsible for its design and construction, as well as to individuals managing operations such as drilling in oil and gas contexts.



Complementing Safety Cases, **Notification Submissions** provide a dynamic channel for operators to keep SHENA informed of any significant changes in operational hazards, control measures, or emergency preparedness strategies. This continuous flow of information ensures that SHENA remains updated on the evolving risk profiles and can intervene promptly if new vulnerabilities emerge. Together, Safety Cases and Notification Submissions form an integral part of a proactive, risk-based regulatory framework that underscores SHENA's commitment to safeguarding public health and environmental integrity.

The financial year saw the authorisation of the following COMAH Safety Cases and Notifications:

SAFETY CASE CERTIFICATIONS / NOTIFICATIONS FY APRIL 2023 - MARCH 2024

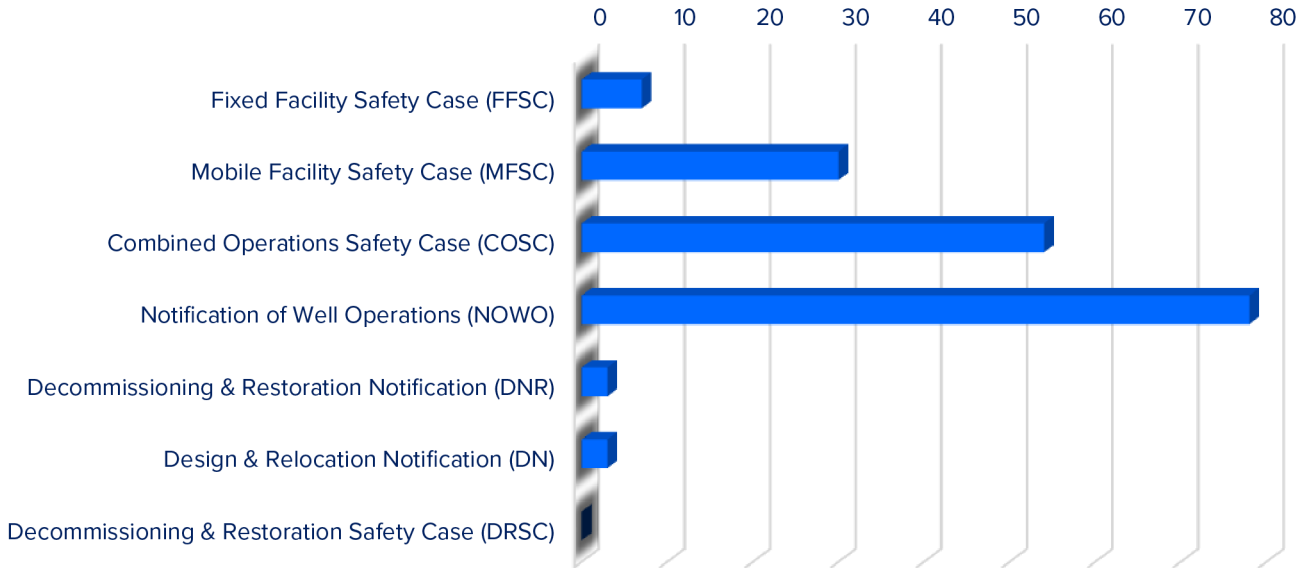


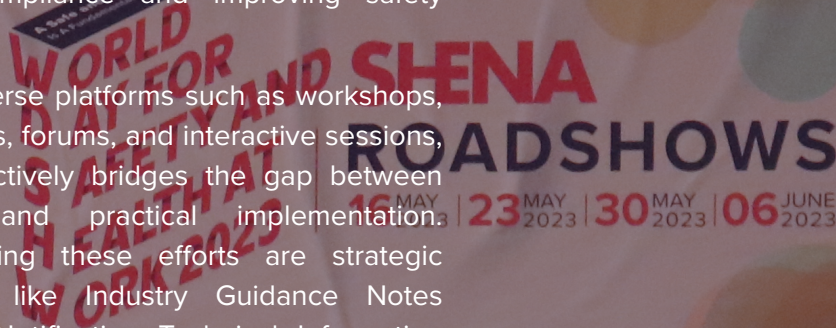
Figure 9 Safety Case Certifications / Notifications



OUTREACH PROGRAMMES

SHENA's Outreach Programmes serve as a vital conduit for fostering awareness, understanding, and collaboration among stakeholders and the public. These initiatives are designed to strengthen the nation's workplace safety, health, and environmental standards by equipping industries and communities with the knowledge needed to meet their legal obligations and adopt proactive practices. By promoting engagement and dialogue, SHENA builds a culture of accountability and shared responsibility in ensuring compliance and improving safety outcomes.

Through diverse platforms such as workshops, presentations, forums, and interactive sessions, SHENA effectively bridges the gap between legislation and practical implementation. Complementing these efforts are strategic publications like Industry Guidance Notes (IGNs) and Notification Technical Information (NTIs), which offer clear, actionable insights into safety regulations and best practices. These programmes underscore SHENA's commitment to empowering stakeholders, enhancing safety awareness, and cultivating partnerships for a safer, more sustainable Brunei Darussalam.



WORLD DAY FOR SAFETY AND HEALTH AT WORK 2023

SHENA

16 MAY 2023 | 23 MAY 2023 | 30 MAY 2023 | 06 JUNE 2023



SHENA PROVIDES IFTAR MEALS TO OVER 150 CONSTRUCTION WORKERS DURING RAMADHAN

17 APRIL 2023

As part of the commemoration of World Day for Safety and Health at Work 2023 and in conjunction with the holy month of Ramadhan, the Safety, Health and Environment National Authority (SHENA) held a Corporate Social Responsibility (CSR) event to provide iftar meal packs to over 150 construction workers at various worksites in the Berakas area.

SHENA HOLDS TAHLIL AT ROYAL MAUSOLEUM

19 APRIL 2023

In conjunction with the holy month of Ramadhan 1444 Hijrah, the Safety, Health and Environment National Authority (SHENA) organised a Tahlil ceremony specifically dedicated to the late parents and son of His Majesty Paduka Seri Baginda Sultan Haji Hassanah Bolkiah Mu'izzaddin Waddaulah, Sultan and Yang Di-Pertuan of Brunei Darussalam, Al-Marhum Sultan Haji Omar 'Ali Saifuddien Sa'adul Khairi Waddien, Al-Marhumah Duli Raja Isteri Pengiran Anak Damit and Al-Marhum His Royal Highness Prince Haji 'Abdul 'Azim. The ceremony took place at the Royal Mausoleum in Jalan Tutong.

THE ROADSHOW FOR SHENA SAFETY MONTH 2023 KICKS OFF IN TEMBURONG

16 MAY 2023

The District of Temburong hosted the first Safety, Health and Environment National Authority (SHENA) roadshow that received a good turnout. It being a pivot of the SHENA Safety Month, its success was partly due to the support that was given by participating stakeholders that showed strong commitment in instilling reasonable safety and health practices at their workplace. The roadshow comprises an array of showcases, talk series, and interactive games, and it was encouraging to be able to engage the general public, students and industry stakeholders with knowledge exchanged and dialogue on elevating workplace safety and health standards held.

SHENA CELEBRATES WORLD DAY FOR SAFETY AND HEALTH AT WORK WITH THE LAUNCH OF NEW SHENA WEBSITE

15 MAY 2023

The Safety, Health and Environment National Authority (SHENA) held a ceremony to launch the Safety Month and to commemorate the World Day for Safety and Health at Work (WDSHW), that takes place annually on 28 April.

This year's theme, "A Safe and Healthy Working Environment as a Fundamental Principle and Right at Work" underscores the importance of holistic worker well-being, encompassing physical, mental, and emotional aspects. This theme reflects the resolution that was adopted during the 110th International Labour Conference last year where all member states of the International Labour Organisation (ILO) must respect and promote the fundamental right that all workers are entitled to a safe, healthy, and hazard-free work environment.

Present as the guest of honour was Yang Berhormat Pehin Datu Lailaraja Major General (R) Dato Paduka Seri Haji Awang Halbi bin Haji Mohd Yussof, Minister at the Prime Minister's Office and Minister of Defence II, who is also the Minister in Charge of SHENA. Also present at this event were Yang Mulia Dato Seri Paduka Awang Haji Sufian bin Haji Sabtu, Deputy Minister (Security and Law) at the Prime Minister's Office and Chairman of the SHENA Board of Directors, Yang Mulia Dato Seri Paduka Awang Mohd Riza bin Dato Paduka Haji Mohd Yunos, Deputy Minister (Civil Service Governance) at the Prime Minister's Office, Permanent Secretaries and Acting Permanent Secretary at the Prime Minister's Office, the SHENA Board of Directors, Yang Mulia Datin Zubaidah binti Haji Mahmud, SHENA Interim Chief Executive Officer, SHENA Senior Management Team and representatives from government agencies and industries.



SHENA SAFETY MONTH 2023 - ROADSHOW CONTINUES IN TUTONG DISTRICT

23 MAY 2023

Following the successful event in Temburong held on 16 May 2023, the Safety, Health and Environment National Authority (SHENA) hits the road again to its next destination, the Tutong District. Held at the Dewan Kemasyarakatan Seremban, the roadshow that includes showcase, talk series, and interactive games, received strong support with the attendance from government agencies, private companies, institutes of higher learning, and schools. Participants of the showcase were the MPEC Secretariat, JobCentre Brunei, Centre for Lifelong Learning C3L, Lifelong Learning Centre L3, Health Promotion Centre, and EX-TG Zones Consultant & Services.

SHENA SAFETY MONTH 2023 - ROADSHOW CONTINUES IN BRUNEI-MUARA DISTRICT

30 MAY 2023

As part of the SHENA Safety Month 2023, the third part of the roadshow that showcased the importance of safety and health at workplace was successfully held at the Main Conference Hall, International Convention Centre (ICC) in the Brunei-Muara District. The event witnessed a remarkable turnout with active participation from government agencies, private companies, and institutes of higher learning and schools.

One of the highlights of the programme was the recently published Workplace Safety and Health Notice (WSHN) on Heat Stress Precautions in the workplace that emphasised the importance of safeguarding workers in hot and dry weather conditions.

THE BELAIT DISTRICT ROADSHOW CONCLUDES THE SHENA SAFETY MONTH 2023

6 JUNE 2023

With the success in the other three districts, the SHENA Safety Month 2023 roadshow came to its last destination in the Belait District at Pusat Insani, Seria. The event witnessed a remarkable turnout with active participation from government agencies, private companies, and institutes of higher learning and schools.

SHENA URGES THE PUBLIC TO EMBRACE A RESILIENT SAFETY AND HEALTHY CULTURE, TOWARDS ZERO WORK-RELATED FATALITIES

8 JUNE 2023

The Safety, Health and Environment National Authority (SHENA) hosted a momentous closing ceremony to mark the successful conclusion of SHENA Safety Month in conjunction with World Day for Safety and Health at Work (WDSHW) 2023.

The winners of the SHENA Short Video Contest were also announced during the ceremony. Yang Mulia Jonatan Muli Anak Philip secured the first place, followed by Yang Mulia Muhammad Haziq Iman bin Salmi Jan in second place, and Yang Mulia Nur Thaqifah binti Mohammad Suffri in third place. The prizes were presented by Yang Mulia Haji Ya'akub bin Haji Yusof, alongside the presence of esteemed SHENA Senior Management Team.

JKR SAFETY WEEK

12-13 JUNE 2023

The presentation included an introduction to SHENA, legislative requirements and enforcement findings.

BRUNEI SHELL MARKETING (BSM) RETAILERS ENGAGEMENT

16 AUGUST 2023

SHENA was invited by BSM as one of the presenters during the BSM Retailers Engagement. Representatives from SHENA CID, EFD and SPD shared an introduction to SHENA, legislative requirements and enforcement findings

SOCIALISATION ON WORKPLACE SAFETY AND HEALTH REQUIREMENTS

6, 13 & 14 SEPTEMBER 2023

SHENA in collaboration with ABCi conducted the Socialisation on Workplace Safety and Health Requirements to Contractors Class 4, 5 and 6. The socialisation agenda included the appointment of WSH Officer, WSH Co-Ordinator, First Aid requirements and commencement details of compound fines.



WORKING VISIT FROM ROYAL BRUNEI POLICE FORCE (RBPf)

15 SEPTEMBER 2023

Representatives from SHENA CID, EFD, IRD and SPD presented the organisation’s background, functions, legal framework, investigation and enforcement findings including demonstration and showcase of radiation monitoring equipments.

OUTREACH PROGRAMME TO BUTRA HEIDELBERG CEMENT SDN BHD

25 OCTOBER 2023

SHENA presented a talk titled “Developing a Compliance Culture – a WSH perspective” to Butra Heidelberg Cement Sdn Bhd. Representatives from CID shared a culture of compliance to foster a working environment where ethical and compliant behaviours are embedded at all levels of an organisation.

WSH COMMITTEE WORKSHOP FOR GOVERNMENT REPRESENTATIVES

16 & 23 JANUARY 2024

CID team, with support from SHE Committee, executed the WSH Committees workshop for Government representatives.

On 16 January 2024, attendees were from the Ministry of Religious Affairs (MORA) and the Ministry of Development (MOD) and on 23rd January 2024, attendees were from Ministry of Education (MOE).

The objectives of the workshops were to raise awareness of the requirement specifically the WSH (WSH Committees) Regulations, 2014 and to encourage the participant’s proactive involvement in the planning and execution of activities related to workplace safety and health.

CME WEBINAR FOR MEDICAL PRACTITIONERS

6 MARCH 2024

SHENA presented on Occupational Disease Requirements under the CME Webinar platform to medical practitioners. This is regarding the requirement of Registered Medical Practitioner to notify and report Occupational Disease and general requirement under WSHO, 2009 and its regulation as applicable to GP.

INVITED SPEAKERS FOR “EKSPo PRODUK TEMPATAN”

2 DECEMBER 2023

SHENA was invited by the Department of Agriculture and Agrifood, MPRT, to deliver a presentation at the Ekspo Produk Tempatan held at Bridex. Representatives from CID and EFD conducted the presentation of legal requirements and enforcement activities.

LEARNING SESSION FOR THE MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) HSE APPRENTICESHIP PROGRAMME

15 JANUARY 2024

SHENA was invited by MPEC to provide a learning session on HSE Competencies to apprentices and supervisors (Cohorts 1 to 5) that are undergoing MPEC’s programme. The purpose of the session was to ensure apprentices and supervisors are aware of the requirements of WSH Officer and WSH Co-Ordinators which includes legal requirements and registration process. CID representatives delivered the presentation at Jobcentre Brunei.

GERAI RAMADHAN VENDORS

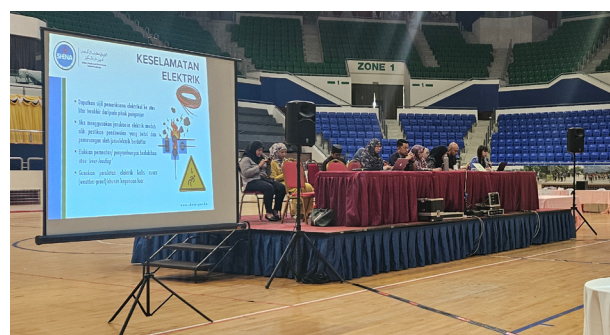
29 JANUARY 2024

SHENA was invited by Jabatan Belia dan Sukan, Ministry of Culture, Youth and Sports to conduct *Keselamatan dan Kesihatan Tempat Kerja bagi Gerai Ramadhan 2024* at the Indoor Stadium, Berakas focusing on the critical aspects of health and safety in hawker stalls and to share some past experiences and lesson learnt to prevent potential hazards to both vendors and the general public.

CONSTRUCTION SAFETY – ABCI’S BUILD BRUNEI TALK SERIES

30 JANUARY 2024

SHENA was invited by ABCi to present during ABCi’s Build Brunei Talk Series on the safety aspect at workplace related to construction industries. Representatives from CID presented on Workplace Safety and Health Legislation, Safety And Health Notification for Building Operations/ Works of Engineering Construction (via ABCI Onebiz Portal) and updates from Enforcement.



FORUM ON EMPOWERING WOMEN IN SAFETY AND HEALTH

18 MARCH 2024

SHENA held the Forum on Empowering Women in Safety and Health.

The objectives of the forum were to raise awareness on the specific considerations required for women in the workforce in relation to WSHO, 2009 and its regulations thereunder; to provide a platform for sharing of experiences and best-practices to encourage more inclusive workplaces; and to inspire and encourage more women to be a part of health and safety or contribute towards health and safety initiatives within their respective organisations.

The forum consisted of one presentation by SHENA, followed by presentation and a panel session by three invited panelists from the industry.

UNN MINI SAFETY DAY 2024

21 MARCH 2024

SHENA was invited by UNN to provide a presentation at their mini Safety. CID representative conducted the presentation on safety culture and legal requirements in workplaces.

SHENA PROVIDES DONATIONS TO 20 ORPHANS AND KG. PINTU MALIM MOSQUE DURING RAMADHAN

22 MARCH 2024

In an effort to contribute to the community, the Safety, Health and Environment National Authority (SHENA) had organised a Corporate Social Responsibility (CSR) initiative in the holy month of Ramadhan that focused on provide donations to families in need. In demonstrating a strong commitment to social welfare, SHENA made contributions to twenty (20) orphans and provided endowments to the Kg. Pintu Malim Mosque.

The event was led by Yang Mohd Yusof bin Haji Mohd Taufik, Acting Interim Chief Executive Officer (AICEO) of SHENA. The event included the Recital of Surah Yaasin, Doa Tahlil, and Doa Selamat led by the Imam of the Kg. Pintu Malim Mosque and concluded with an Iftar for attending families, mosque-goers and SHENA staff. The contributions to the orphans and the Kg. Pintu Malim Mosque reflect SHENA's broader CSR strategy to engage with and make a significant difference in the lives of underprivileged community members, highlighting the role of the Authority in building a supportive and inclusive society.



COLLABORATION WITH AGENCIES & INDUSTRY

By partnering with regulatory authorities, industry leaders, and key stakeholders, SHENA fosters a collective approach to addressing challenges, aligning practices with regulations, and promoting a shared culture of safety and compliance. These collaborations enable the exchange of expertise, enhance oversight capabilities, and ensure a consistent application of safety standards nationwide.

Throughout FY2023-2024, SHENA actively worked alongside partner organisations to carry out joint inspections, initiatives, and engagements. These joint efforts facilitated resource sharing, knowledge exchange, and alignment of enforcement strategies with each stakeholder's mandate. Such partnerships are instrumental in achieving a unified approach to safety oversight while optimising efficiency and ensuring broader coverage across industries.

Joint initiatives further serve as opportunities for identifying non-compliance, sharing best practices, and streamlining corrective actions. Through this collaborative approach, SHENA and its partners effectively address challenges, enhance trust, and build a foundation for sustainable improvements in workplace safety and health management. The combined efforts underscore SHENA's commitment to creating safer working environments through mutual accountability and cooperation.



OCCUPATIONAL HEALTH DIVISION, MINISTRY OF HEALTH

Shared Workplace Accident and Occupational Disease Database

During the first quarter of the financial year, SHENA, through its Compliance and International Division (CID), partnered with the Occupational Health Division (OHD) of the Ministry of Health to establish the **Shared Workplace Accident and Occupational Disease Database**. This initiative represents a holistic approach to capturing national statistics on workplace incidents and occupational diseases in Brunei Darussalam. SHENA contributes by populating the database with data on work-related injuries and occupational diseases reported via its Initial Incident Notification (IIN) mechanism. Meanwhile, OHD provides complementary information received from government hospitals and clinics where medical practitioners attend to work-related injuries and occupational diseases. This collaboration enhances data accuracy, fosters inter-agency alignment, and supports informed decision-making to improve workplace health and safety standards.

BASIC INVESTIGATION WORKSHOP WITH THE ROYAL BRUNEI POLICE FORCE

SHENA collaborated with the Royal Brunei Police Force (RBPF) through a Basic Investigation Workshop held from 26 to 28 June 2023. Organised by RBPF's Criminal Investigation Department upon SHENA's request, the workshop focused on key investigation processes such as statement-taking techniques, hands-on exhibit collection, and arrest procedures. It also included scenario-based tabletop exercises to reinforce practical learning. The workshop aimed to enhance SHENA inspectors' competencies in conducting regulatory investigations while fostering a shared understanding of legal frameworks between SHENA and RBPF. This initiative reflects SHENA's commitment to capacity building and effective collaboration with enforcement stakeholders, ultimately strengthening investigation processes and promoting compliance with workplace safety and health legislation.



JOINT ENFORCEMENT ACTIVITIES

Collaboration in enforcement activities is a key element of SHENA’s regulatory approach, ensuring robust compliance with safety, health, and environmental standards across various sectors. During FY 2023-2024, SHENA conducted sixteen (16) joint inspections in partnership with other agencies and authorities. These inspections integrated expertise and resources from participating entities, resulting in a more comprehensive and effective enforcement process.

These collaborative efforts not only verified compliance with legal frameworks but also fostered meaningful exchange of knowledge and best practices among the participating agencies. Through joint inspections, team members contributed unique perspectives and expertise, addressing areas of mutual concern while ensuring that all relevant legal obligations were upheld. This synergy bolsters SHENA’s commitment to improving regulatory processes and cultivating a culture of compliance within industries.

Joint inspections covered a diverse range of activities, including monitoring operations at high-risk facilities, evaluating emergency preparedness, and assessing compliance with workplace safety regulations. By pooling collective insights, these activities enhanced enforcement effectiveness, ensuring the safety and well-being of workers, stakeholders, and the public at large.

NO.	DATE	INSPECTION DESCRIPTION	AGENCIES
1	4 April 2023	Regulatory Inspection to Hengyi (Phase 1 Turnaround)	Petroleum Authority (PA)
2	11 April 2023	Gerai Ramadhan, Stadium Hassanal Bolkiah Berakas (<i>Operasi Bersepadu Penguatkuasaan</i>)	Jabatan Daerah Tutong, Royal Brunei Police Force, Fire and Rescue Department, Ministry of Health, Department of Immigration and National Registration, and Department of Labour
3	8 May 2023	Regulatory Inspection to Hengyi (Phase 1 Post Turnaround)	Petroleum Authority (PA)
4	1 June 2023	Royal Custom and Excise Department	Fire and Rescue Department
5	26 July 2023	Regulatory Inspection to PDS	Agriculture Department
6	23 August 2023	Regulatory Inspection to Wasan Milling Company	Agriculture Department
7	13 September 2023	Regulatory Inspection to CCOSB	Authority on Building and Construction Industry, and Ministry of Home Affairs
8	13 November 2023	Q3 2023 Hengyi Phase 1 HSE Joint Monitoring Program Working Group Meeting	Petroleum Authority, Maritime and Port Authority of Brunei Darussalam, Department of Environment, Parks and Recreation (JASTRe) and Darussalam Enterprise (DARE)

NO.	DATE	INSPECTION DESCRIPTION	AGENCIES
9	16 November 2023	Regulatory Inspection to Hua Ho	Agriculture Department
10	22 November 2023	Monitoring Visit to Masjid Mengkubau	Public Work Department (JKR)
11	22 November 2023	Jetties Inspection	Maritime and Port Authority of Brunei Darussalam (MPABD)
12	23 November 2023	MV to NBT Workshop and Lau Motors Sdn Bhd	Land Transport Department (JPD)
13	17 January 2024	Bangunan Pasar Belbagai Barangan Gadong	Jabatan Bandaran (MOHA), Fire and Rescue Department and Brunei Shell Marketing
14	5 March 2024	Bangunan Komplek Tamu Kianggeh	Bandar Seri Begawan Municipal Department (MOHA) and Brunei Shell Marketing
15	18 March 2024	Chung Lian School	Ministry of Education, Lands Department (MOD), Town and Country Planning (MOD), Fire and Rescue Department and Ministry of Health
16	19 March 2024	Gerai Ramadhan Tutong	Jabatan Daerah Tutong, Royal Brunei Police Force, Fire and Rescue Department, Ministry of Health, Department of Immigration and National Registry, and Department of Labour

STANDARDS FOR SCAFFOLD

Recognising the significant issue of falls from height—specifically related to scaffolding activities—SHENA has prioritised the development of robust scaffolding standards to address this pressing workplace safety concern. Falls from height remain a leading cause of workplace injuries and fatalities in Brunei Darussalam, particularly within the construction sector. In response, SHENA has scheduled a meeting with the Brunei Darussalam Standards and Accreditation Centre (BDSAC) to initiate the establishment of comprehensive scaffolding standards.

The primary objective of this initiative is to develop guidelines that ensure scaffolding activities adhere to stringent safety requirements, thereby reducing risks to workers operating at elevated heights. By collaborating with industry professionals, SHENA seeks to incorporate practical insights and best practices into these standards. This proactive approach demonstrates SHENA’s dedication to mitigating hazards and fostering safer working environments across the nation.

CONTINUOUS ENGAGEMENTS IN FY2023/2024

MEETING

2 APR 2023	<p>MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT</p>
	<p>To update on the progress of existing batches of the HSE Apprenticeship programme and the way forward. This is to determine the supply and demand of WSH professionals in Brunei Darussalam.</p>
12 OCT 2023	<p>MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT</p>
	<p>To discuss the progress of the HSE Apprenticeship Programme and improvements required to the supervisory portion of the initiative.</p>
25 JAN 2024	<p>MANPOWER PLANNING AND EMPLOYMENT COUNCIL (MPEC) SECRETARIAT</p>
	<p>Discussion on HSE Career Pathway and salary guidelines.</p>
12 APR 2023	<p>OCCUPATIONAL HEALTH DIVISION, MOH</p>
	<p>To get final feedback on the draft WSH (Medical Examination) Regulations and the real-time Workplace Accident Database.</p>
13 APR 2023	<p>AUTHORITY ON BUILDING CONTROL AND CONSTRUCTION INDUSTRY (ABCi)</p>
	<p>To present information on the WSH (Asbestos) Regulations and IGN as per their request following an observation made on a building at Lot 5511, Kg Kumbang Pasang. This is part of the preliminary studies of asbestos in Brunei Darussalam.</p>
17 APR 2023	<p>UNIVERSITI TEKNOLOGI BRUNEI (UTB)</p>
	<p>To discuss on the development of WSH Officer video and recording of narration for the Incident Reporting video.</p>
	<p>Meetings with stakeholders to communicate on radiation licensing regulatory requirements and/or application:</p>
4 APR 2023	<p>GHANIM INTERNATIONAL CORPORATION SDN BHD</p>
18 APR 2023	<p>UNITED PHARMA</p>
18 APR 2023	<p>SARAWAK SHELL BERHAD</p>
3 JUL 2023	<p>DZ TRADING SDN BHD</p>
4 JUL 2023	<p>MEDIDENT SDN BHD</p>
13 JUL 2023	<p>SHELL PETROLEUM COMPANY</p>
15 AUG 2023	<p>B.T. FORWARDING SDN BHD</p>
21 AUG & 12 SEP 2023	<p>BRUNEI RESEARCH DEPARTMENT, PMO</p>
18 OCT 2023	<p>AUTOMAC MULTIRESOURCE SDN BHD</p>
26 OCT 2023	<p>HQ BRITISH FORCES BRUNEI</p>
15 NOV 2023	<p>PAWS & CLAWS VETERINARY CARE SDN BHD</p>
21 NOV 2023	<p>AISHA AUTOMATION SDN BHD</p>
22 NOV 2023	<p>EPIC INTERNATIONAL</p>

28 NOV 2023	JOE CURIO/MEGALIFT SDN BHD
12 DEC 2023	BRUNEI SHELL PETROLEUM (BSP)
17 JAN 2024	BAKER HUGHES EHO FZE
9 FEB 2024	BELTS ENGINEERING SERVICES
19 FEB 2024	PETLINK VET CARE
26 FEB 2024	EXPRO (B) SDN BHD
	ESC ENGINEERING SDN BHD
12 APR 2023	Meetings with stakeholders on Radiation Module in E-SHENA Online Registration Portal.
	INTERNATIONAL RELIABILITY SERVICES SDN BHD
12 APR 2023	Meetings with stakeholders on Radiation Module in E-SHENA Online Registration Portal.
	ESC ENGINEERING SDN BHD
16 AUG 2023	Meetings with stakeholders on Radiation Module in E-SHENA Online Registration Portal.
	ABCi & JCB
4 MAY 2023	To discuss way forward on specific training for construction supervisor/manager.
	HSE DEPARTMENT, DARE
15 JUN 2023	Meeting on regulatory compliance.
	Sharing on WSHO, 2009 and proposed way forward to ensure legal compliance by their tenants and awareness raising for client-facing staff.
6 JUL 2023	
	To share findings from the surveys conducted for BEDB/DARE management and tenants as well as planned initiatives moving forward i.e. outreach programmes.
28 NOV 2023	
	MANPOWER AND INDUSTRY STEERING COMMITTEE (MISC) HSE TASKFORCE
15 JUN 2023	Initiated by MISC to discuss on the opportunity for scaffolding career in Brunei based on SHENA's legislation.
	THE ELECTRICAL SAFETY COMMITTEE (ESCOM)
20 JUN 2023	Third meeting to discuss on the preparations for upcoming ESCOM Workshop between core and support members.
	As a follow up from an ESCOM meeting agenda, EGNC gave a briefing to share their tendering process which includes ICT assessment and issuance of support letter.
7 AUG 2023	
	Fourth meeting to share updates from the respective working groups on the progress of the development of technical guidance documents.
23 AUG 2023	
	Meeting to provide updates on the progress on the development of technical documents by respective groups.
12 OCT 2023	
	Seventh meeting to discuss progress update on Electrical Safety Best Practice documents.
1 FEB 2024	

SHENA-JKR HSE WORKING GROUP

- 11 JUL 2023** Fifth meeting focusing on list of existing JKR projects with cost estimate, appointed WSH Officer/Co-Ordinator and construction safety training.
- 16 AUG 2023** Sixth meeting to discuss data analysis and findings on compliance of WSH Officer/ Co-Ordinator, WSH Committee and HSE plan submission.
- 18 OCT 2023** Seventh meeting to discuss the Concept Paper on Mandatory Requirements for WSH as Pre-Requisites in Construction Projects by the Public Works Department (PWD)
- 1 MAR 2024** Eighth meeting to discuss finalisation and way forward of concept paper on WSH pre-requisites in JKR project tenders.

AUTHORITY FOR BUILDING CONTROL AND CONSTRUCTION INDUSTRY (ABCi)

- 20 JUL 2023** To discuss plans for uploading of the SHENA Safety and Health Notification for BOWEC onto the OneBiz portal as well as the socialisation strategy and events to architects, professional engineers, government representatives and class 4–6 contractors in September.

INTERNATIONAL RELIABILITY SERVICES SDN BHD

- 16 AUG 2023** To seek clarification on HS Code for Shielding Container.

HSE REPRESENTATIVES FROM DARUSSALAM ASSET

- 4 SEP 2023** To discuss legal compliance with WSHO, 2009 of the companies under their portfolio.

DME, JKR

- 4 SEP 2023** To discuss potential collaboration on passenger lift requirements in relation to workplace safety and health controls. SHENA as support within WSHO, 2009 purview.

JASTRE AND UTAMACON (AS PROJECT CONSULTANTS)

- 9 OCT 2023** 2023 as part of their data gathering towards the proposal document to Invest, Design, Develop and Operate a Waste Incineration Facility in Brunei.

DEPARTMENT OF LABOUR

- 14 NOV 2023** Discussed updates on the OH National Strategy, ILO Expert Mission to Brunei Darussalam, list of occupational diseases and reporting requirements socialisation strategy as well as the APOSHO conference attended.

MINISTRY OF HEALTH

- 15 NOV 2023** To discuss regulation of chemicals/poisons hosted by Ministry of Health as they are planning to repeal the Poisons Act.

TOTAL ENERGIES

- 13 DEC 2023** Virtual meeting regarding WSH Auditor requirements.

BRUNEI DARUSSALAM STANDARD AND ACCREDITATION CENTRE (PREVIOUSLY KNOWN AS THE NATIONAL STANDARD CENTRE)

- 10 JAN 2024** Preliminary meeting to discuss proposed national standards on scaffolding to be established.

MEETING

- 25 MAR 2024** To discuss SHENA’s plans to develop national standards on safety with scaffolding seen as top priority in collaboration with ABCi.
- 29 JAN & 15 FEB 2024** **DEPARTMENT OF LABOUR**
DOL to discuss ratification of ILO conventions C187 and C155.
- 22 FEB 2024** **INDUSTRY HSE GROUP**
Preliminary meeting to discuss collaboration on WSH Conference 2024.
- 21 MAR 2024** **BRUNEI SHELL PETROLEUM (BSP)**
To understand the role of the Industrial Hygienists within BSP.
- 27 MAR 2024** **AWARDS ASSESSORS I.E., DEPARTMENT OF LABOUR, OCCUPATIONAL HEALTH DIVISION AND JKR HSE**
SHENA as the awards selection mechanism secretariat for the ASEAN-OSHNET Awards organised a meeting with the awards assessors to finalisation the nominations for Brunei Darussalam.
- 27 MAR 2024** **ROYAL CUSTOMS AND EXCISE DEPARTMENT (RCED) AND DEPARTMENT OF PHARMACEUTICAL SERVICES, MINISTRY OF HEALTH**
To discuss HS codes related to Radiation Protection Act, Cap 228.

LEARNING VISIT

- To observe their management of hazardous substances on site as part of data gathering for development of IGN on Hazardous Substance Management:
- 18 SEP 2023** **JERUDONG PARK MEDICAL CENTRE**
- 25 SEP 2023** **FACULTY OF SCIENCE, UBD**
- 2 OCT 2023** **HASSANAL BOLKIAH NATIONAL SWIMMING POOL COMPLEX UNDER JBS**
- 19 OCT 2023** **RENTOKIL (WAREHOUSE)**
- 24 OCT 2023** **DEPARTMENT OF SCIENTIFIC SERVICES (DSS), MINISTRY OF HEALTH**

DISCUSSION

- 14 AUG 2023** **DIRECTOR GENERAL OF HEALTH SERVICES AND HEAD OF OCCUPATIONAL HEALTH DIVISION, MINISTRY OF HEALTH**
Discussion to understand existing challenges with occupational disease reporting and strategic ways forward.
- 4 DEC 2023** **MARITIME AND PORT AUTHORITY OF BRUNEI DARUSSALAM (MPABD)**
Discussion regarding WSH Committee and seeking HSE advice.
SHENA CID discussion with stakeholders on the draft Workplace Safety and Health (Safety and Health Training) Regulations:
- 14 DEC 2023** **MINISTRY OF PRIMARY RESOURCES AND TOURISM (MPRT)**
- 7 FEB 2024** **ROYAL BRUNEI AIRLINES SDN BHD**

<p>ENGAGEMENT</p>	<p>11 JUL 2023</p> <p>30 NOV 2023</p>	<p>SHENA SHENA CID organised an engagement with ATPs interested in running the WSHO, 2009 training course.</p> <p>BORNEO UNITED, JKR HSE SHENA EFD and CID had an engagement with Borneo United together, as invited by JKR HSE, to discuss monitoring visit findings at Masjid Baru RPN Kg Mengkubau.</p>
<p>PRESENTATION</p>	<p>5 JUN & 6 JUL 2023</p>	<p>MINISTRY OF EDUCATION CID representatives conducted a presentation on the regulatory requirements and IGN Managing Health and Safety in Educational Institution as part of the five-day workshop organised by Ministry of Education to nominated representatives from schools.</p>
<p>OPEN DAY</p>	<p>7 - 6 JUN 2023</p>	<p>SHENA SHENA CID conducted an open day with radiation licensees on the use of E-SHENA Online Registration Portal for radiation applications.</p>
<p>VIRTUAL FORUM</p>	<p>28 JUL 2023</p>	<p>SHENA SHENA CID organised a virtual forum for registered WSH Officers to communicate the requirement for training as part of renewal process.</p>
<p>CAMPAIGN</p>	<p>17 JAN 2024</p>	<p>BRUNEI SHELL MARKETING COMPANY (BSM) SHENA CID and SPD participated in BSM's Fill Safe Feel Safe campaign at Stesen Minyak Kotiba (Salambigar) on 17 January 2024 to raise awareness on safe filling of jerry cans.</p>

INTERNATIONAL COLLABORATION

SHENA is advancing its international collaboration efforts to strengthen workplace safety, health, and environmental standards. By engaging with global partners and aligning with internationally recognised frameworks, SHENA is enhancing its regulatory capabilities, refining legislative approaches, and improving enforcement mechanisms. These initiatives support its commitment to continuous improvement and ensure a safer, more resilient work environment for all stakeholders.

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44	083

SHENA & NEA ESTABLISHED CLOSER COOPERATION

SHENA continues to strengthen its international collaboration efforts to enhance workplace safety, health, and environmental standards. In March 2024, as part of the Technical Cooperation Project BRU9002, SHENA established a significant working relationship with the National Environment Agency (NEA) of Singapore. This collaboration provided valuable insights into various radiation-related matters, including licensing, enforcement, legislative frameworks, and technical cooperation programmes. These shared learnings are set to improve SHENA's operational capabilities and ensure alignment with international best practices in radiation safety and management.

NATIONAL OBLIGATION TO THE INTERNATIONAL LABOUR ORGANISATION (ILO)

Additionally, under the International Labour Organisation (ILO), SHENA has deepened its partnerships with the Department of Labour and the Ministry of Home Affairs to meet the standards outlined in the Promotional Framework for Occupational Safety and Health Convention, 2006 (C187). Together with social partners such as the Industry HSE Group, which represents employers, and the Workers Group, SHENA is committed to advancing occupational safety and health standards. By addressing gaps and aligning with international conventions and action plans, these collaborations pave the way for SHENA to achieve global standards while ensuring a safer work environment for all stakeholders.



OPERATIONAL EXCELLENCE: SUPPORT SERVICES

At the core of SHENA's mission to deliver exceptional regulatory oversight is a steadfast commitment to operational excellence driven by strong support services. This section highlights the importance of financial and human resource management in ensuring that every operational initiative is appropriately resourced and aligned with the SHENA Strategic Plan. Serving as a dynamic framework, the Strategic Plan continually evaluates organisational performance through well-defined metrics and key performance indicators, guiding resource allocation and fostering continuous improvement.

By strategically allocating funds and nurturing a skilled workforce, SHENA enables each division to fulfill its responsibilities effectively and safely. The Strategic Plan's rigorous evaluation methods ensure that all actions are data-driven and intentionally aimed at enhancing efficiency and achieving strategic goals. This comprehensive approach to operational excellence allows SHENA's support services to remain agile, sustainable, and equipped to meet the ever-changing demands of safety, health, and environmental governance.



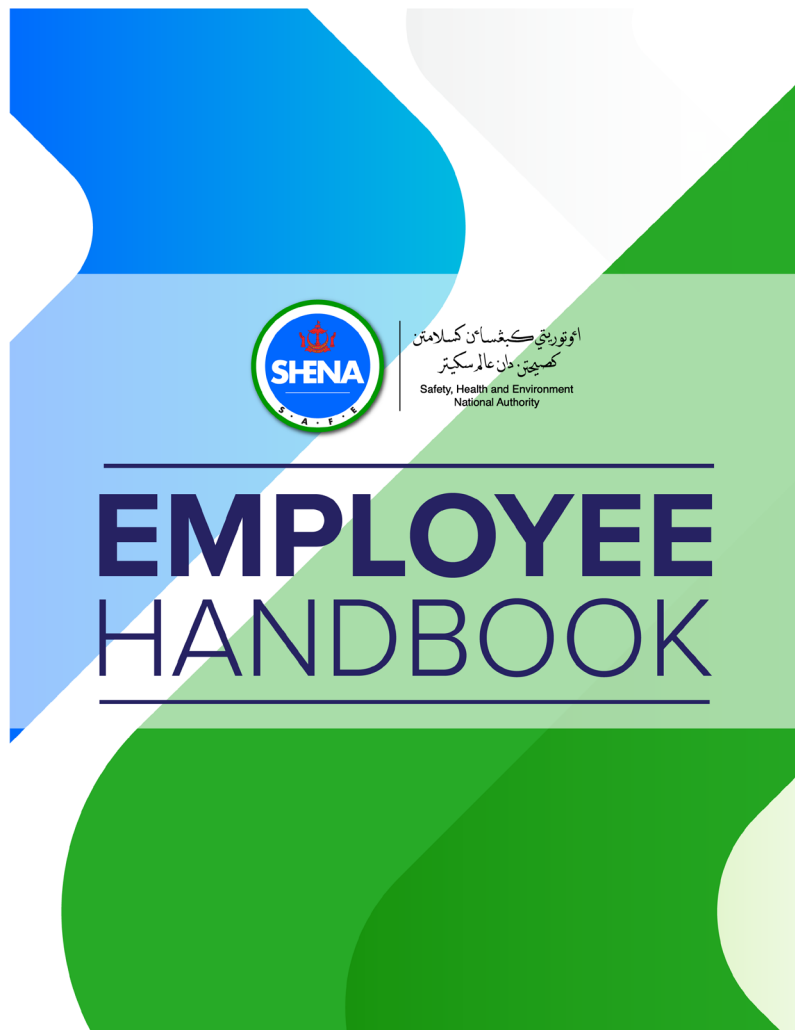
ENHANCING WORKFORCE AND OPERATIONAL SUPPORT

The Human Resources and Corporate Services Division (HCD) plays an important role in supporting SHENA's operational excellence and strategic objectives. This section outlines the key activities carried out by HCD during FY 2023-2024, focusing on strengthening workforce capabilities, fostering continuous improvement, and optimising operational support systems. Through well-planned initiatives and a commitment to professional development, HCD ensures that SHENA remains agile, effective, and prepared to meet the demands of an evolving regulatory landscape.

EMPLOYEE HANDBOOK

The successful completion and implementation of the SHENA Employee Handbook in 2023 has been a key milestone in advancing operational excellence within the organisation. This comprehensive guide has empowered the workforce with clear information on policies, procedures, benefits, and expectations, fostering a more informed and skilled team. The long-term effects include enhanced adherence to SHENA's guidelines, increased employee satisfaction and engagement, and the promotion of a culture of excellence.

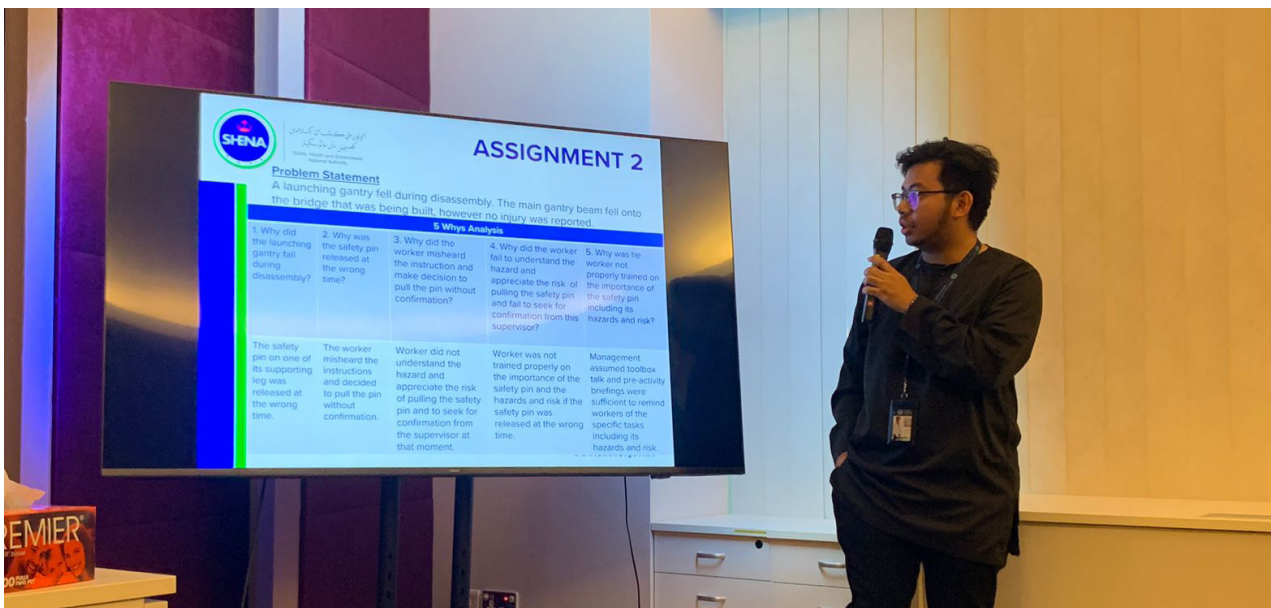
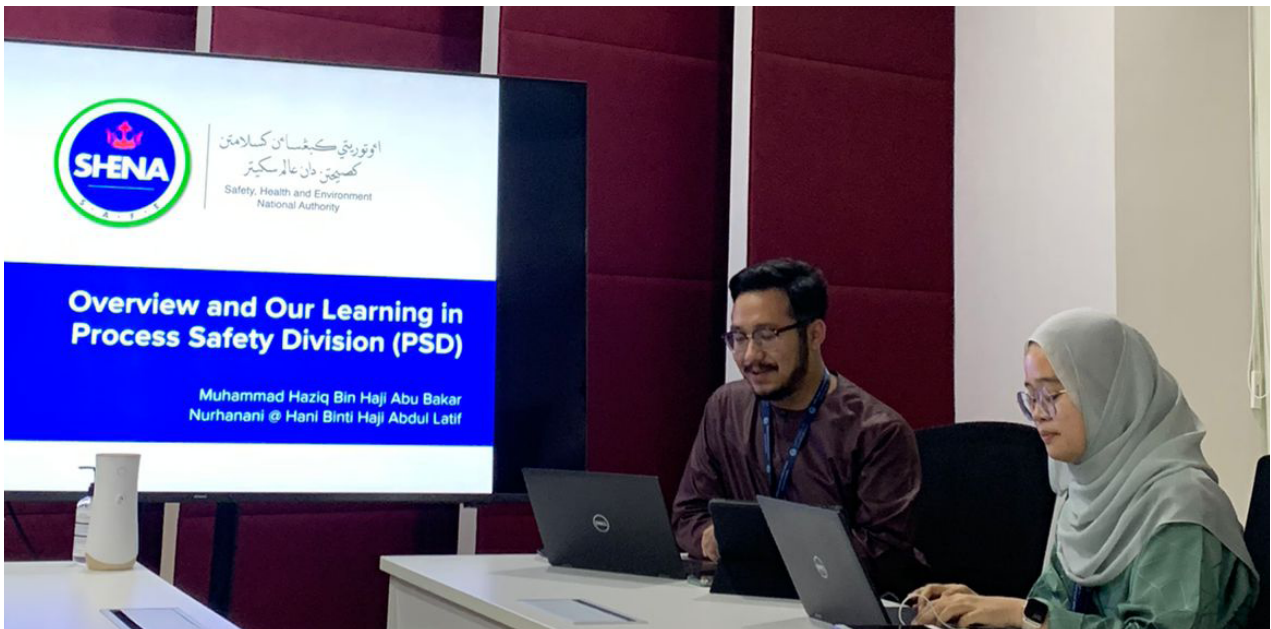
Looking ahead, SHENA is committed to ensuring the handbook remains relevant through periodic reviews and updates. Staff feedback will play a crucial role in refining and improving this valuable resource, reflecting SHENA's dedication to continuous improvement and employee-centric practices.



TGI FRIDAY – KNOWLEDGE SHARING SESSION

The TGI Friday initiative represents SHENA’s dedication to fostering a culture of collaboration, knowledge sharing, and continuous learning within the organisation. This innovative platform offers employees at all levels the opportunity to share insights, experiences, and expertise with colleagues, encouraging the transfer of knowledge and inspiring mutual learning. The topics discussed during these sessions span a wide range, including training updates, development strategies, meeting insights, industry trends, and personal growth tips. This initiative has been instrumental in promoting a sense of community and galvanising collective growth across SHENA.

In FY 2023-2024, SHENA successfully conducted eighteen (18) TGI Friday sessions, with thirty-six (36) staff members stepping up as presenters or speakers. Through these sessions, employees gained valuable new skills and knowledge, supporting their professional development and enhancing cross-divisional collaboration. The open exchange of ideas has also fostered a sense of motivation and inspiration among staff to explore, learn, and share further. By creating a vibrant knowledge-sharing environment, this initiative contributes to SHENA’s commitment to operational excellence and establishes a strong foundation for continuous improvement within the workforce.



BUILDING REJUVENATION FOR SHENA HQ (PREVIOUSLY KNOWN AS SHENA NEW HQ PROJECT)

The Building Rejuvenation for SHENA HQ, launched on 4 September 2023, is a transformative initiative aimed at establishing SHENA's dedicated headquarters to accommodate its growing workforce and resource demands. This strategic project supports SHENA's expanding roles in workplace safety, radiation, and nuclear safety, ensuring a modern and efficient workspace that aligns with its evolving responsibilities.

Currently ongoing and progressing on schedule, the project is set for completion by September 2026. It seeks to enhance SHENA's organisational image as a prominent regulator while ensuring financial sustainability by acquiring a rent-free building. By creating a functional and aesthetically upgraded workspace, the new headquarters aims to optimise employee productivity and operational efficiency, positioning SHENA to effectively meet future challenges and maintain its commitment to operational excellence.



NO.	TITLE OF PROJECT / PROGRAMME/ EVENT	START DATE	END DATE	DESCRIPTION	STATUS
1	Employee Handbook	2022	2023	The SHENA Employee Handbook is a comprehensive document designed to serve as a valuable resource for employees. It offers general guidelines, key policies, benefits, and expectations that define employee's experience as a member of the SHENA team.	Completed
2	TGI Friday – Knowledge Sharing Session	Jan 2023	–	TGI Friday is a knowledge sharing platform as an opportunity for all SHENA staff to share and exchange knowledge with colleagues.	On-going
3	Development of Technical Competency for Human Resource Competency Framework (HRCF)	May 2023	Nov 2023	Phase 2 project of the competency framework in establishing the competencies for technical discipline for all Divisions within SHENA. The project was facilitated by HCD and input from respective Heads of Division and subject matter experts.	Completed
4	Building Rejuvenation for SHENA HQ (Previously known as SHENA New HQ Project)	4 Sept 2023	Sept 2026	This project involves establishing SHENA's own headquarters to support its growing manpower and resource needs, in line with its expanding roles and functions in workplace safety, radiation, and nuclear safety.	Ongoing and currently on track, with a planned completion date by September 2026.
5	Industrial placement – SHENA Apprenticeship Scheme	Nov 2023	–	As part of the SHENA Apprenticeship Scheme, the apprentices underwent an industrial placement at various industries to ensure they are provided with hands-on Health, Safety and Environment (HSE) experience to complement their regulatory knowledge and exposure in SHENA.	On-going
6	SHENA Data and File Storage – Disaster Recovery Management	Nov 2023	Dec 2023	This project focused on the implementation of Disaster Recovery plan for SHENA data and file storage system.	Completed

LOOKING AHEAD

As SHENA moves forward, the focus remains on building a resilient regulatory framework that anticipates future challenges while fostering a culture of compliance, safety, and environmental stewardship across Brunei Darussalam. Strategic initiatives will emphasise both aspirational and actionable steps that strengthen SHENA's role as a progressive regulator.

SHENA aims to advance occupational health initiatives by solidifying the role of the Occupational Health Committee (OHCOM) and improving disease reporting frameworks. Plans are in motion to update the definition and list of occupational diseases under the Workplace Safety and Health Order, 2009 (WSHO), reflecting contemporary workplace hazards. A collaborative effort with the Ministry of Health will drive the administrative registration of Designated Workplace Doctors, along with the introduction of robust medical examination requirements tailored for workers in hazardous occupations. These measures will strengthen the overall support system for occupational health and safety in Brunei.

Recognising the importance of safe hazardous substance management, SHENA is working to bolster compliance with the provisions of the WSH (General Provisions), 2014. Learning visits and industry feedback have underscored the need for clearer guidance, prompting SHENA to develop an Industry Guidance Note (IGN) on the management of hazardous substances. This initiative will provide practical recommendations for industries, ensuring enhanced safety practices and better adherence to legal requirements.

Amendments to the WSHO, 2009 are planned to further strengthen regulatory mechanisms. Proposed clauses include appointing WSH Representatives for workplaces with five or more employees, ensuring employee rights, mandating employers to have health, safety, and environment policies, and imposing additional duties on manufacturers, suppliers, and importers. These updates will align the legislation with international standards and close existing gaps in safety compliance.

As workplace landscapes evolve, SHENA is committed to addressing emerging trends that could impact health, safety, and environmental governance:



RAPID TECHNOLOGICAL ADVANCEMENTS

Automation and AI are reshaping industry practices, creating new safety challenges while providing opportunities for enhanced monitoring and predictive risk assessments.



CLIMATE AND ENVIRONMENTAL CONCERNS

Increased focus on climate change and extreme weather events necessitates robust safety measures to address risks such as heat stress, flooding, and severe storms, particularly for industries relying heavily on outdoor labor.



GLOBAL INTEGRATION AND COLLABORATION

Brunei Darussalam’s position within ASEAN and increasing global connectivity requires alignment with international standards and best practices. Collaboration with regional bodies will ensure Brunei stays at the forefront of safety and compliance.



MENTAL HEALTH AND PSYCHOSOCIAL RISKS

Growing awareness of mental health issues and psychosocial risks underscores the need for inclusive frameworks that address non-physical occupational hazards comprehensively.



WORKFORCE AND SKILL DEVELOPMENT

As industries evolve, fostering a skilled workforce adept at modern safety practices becomes critical, requiring SHENA to align training syllabi with global expectations.

By actively engaging with these trends and integrating forward-looking policies, SHENA aims to uphold its vision of making Brunei Darussalam a safe place to work and live.

ENSURING BRUNEI A SAFE PLACE TO WORK & LIVE

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