



اوتوريټي كېڤسائن كسلامتن
كصيتن. دان عالم سكيتر
Safety, Health and Environment
National Authority

CODE OF PRACTICE

WORKPLACE SAFETY AND HEALTH MANAGEMENT SYSTEM



CODE OF PRACTICE (COP)

This Code of Practice (COP) is issued by the Safety, Health and Environment National Authority (SHENA) to guide organisations in ensuring their workplace safety and health obligations. This document is not legally binding and merely represents advice and guidance on how to comply with the law. It is highly encouraged for users to adopt this COP where possible unless there are better or similar alternatives or where it is not reasonably practicable to do so. Workers and managers are also encouraged to know and understand what is expected of the Company Directors who lead their organisations.

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1. INTRODUCTION

The occupier has overall accountability for the organisation and management of workplace safety and health (WSH). An effective way for an occupier to fulfil this obligation is by implementing an effective WSH Management System.

This Code of Practice (COP) has been designed as a guidance that provides an overview of the key concepts and principles of safety and health management systems. The COP has been developed to integrate all the 14 elements of Safety and Health Management System in the Schedule 2 of WSH (General Provisions) Regulations with the alignment of International Organisation for Standardisation (ISO) 45001:2018 (Occupational health and safety management systems).

Further, this COP acts as a practical tool to support organisations achieving continuous improvements in the WSH performance that are in line with the applicable laws and regulations. Consultation and participation of workers is crucial for the successful implementation of the WSH Management System.

The WSH Management System is intended to be a self-regulatory tool so that workplaces are able to manage safety and health systematically. Nonetheless, the management system is periodically audited (in workplaces where a safety and health auditor are required) to ensure the system is robust and properly implemented.

NOTE: This COP serves to assist workplaces to comply with the 14 elements of the safety and health management system seen in the Schedule 2 of the WSH (General Provisions) Regulations. Organisations certified with ISO 45001:2018 will also have a distinct advantage in which they can utilise this COP to further conduct a comparative gap analysis, ensuring the alignment with both regulatory and ISO 45001:2018 standards, thus enhancing their safety management systems.

1.1 Purpose

The purpose of this COP is to provide guidance and support for the implementation of the WSH Management System at the workplace to protect workers from any potential hazards and risks within the workplace and to prevent any work-related injuries, disabilities, illness, near misses and fatalities. This COP is further designed to:

- Interpret the requirements outlined in the Schedule 2 of WSH (General Provisions) Regulations;
- Assist and ensure compliance with the legal requirements;
- Guide workplace to establish a basic WSH Management System;
- Acts as reference/ resource that can be used by WSH Auditor for auditing purposes;
- Enable continuous improvement in WSH performance; and
- To cultivate a culture of WSH within the organisation.

1.2 Scope

This COP provides generic advice on the application and implementation of the WSH Management System which incorporates the 14 elements of a safety and health management system (as listed in the Schedule 2 of the WSH (General Provisions) Regulations) with the alignment of ISO 45001:2018 (See **Appendix A**).

1.3 Legal Requirements

The following are workplaces for which the implementation of a safety and health management system is required by the Workplace Safety and Health legislation:

(a) WSH (General Provisions) Regulations (Regulation 44)

- Factories engaged in the processing or manufacture of petroleum, petroleum products, petrochemicals, or petrochemical products;
- Factories engaged in the manufacture of semiconductor wafers; and
- Factories engaged in the manufacture of fabricated metal products, machinery or equipment, in which 100 or more persons are employed.

Under Regulation 44(2) of WSH (General Provisions) Regulations, an occupier of the workplace is required to appoint such a number of WSH Auditor to audit the safety and health management system as the Authority may require, and as far as reasonably practicable, implement the recommendations of WSH Auditor without undue delay. The safety and health management system shall include the 14 elements as specified in the Schedule 2 of the WSH (General Provisions) Regulations.

(b) WSH (Construction) Regulations (Regulation 4)

- All worksites.

Under Regulation 4(2) of WSH (Construction) Regulations, where the total contract value of the building or engineering work at a site is \$30 million or more, the site occupier must appoint a workplace safety and health auditor to audit the site's safety and health management system at least once every six (6) months.

Under Regulation 4(3) of the WSH (Construction) Regulations, where the contract value of the building or engineering work at a site is less than \$30 million, the site occupier must review the site's safety and health management system at least once every six (6) months. Additionally, if directed by the Authority, the occupier must appoint a workplace safety and health auditor to audit the system.

(c) WSH (Facilities) (Control of Major Accident Hazards) Regulations (Regulation 17)

Under Regulation 17(1)(b) and (d) of WSH (Facilities) (Control of Major Accident Hazards) Regulations, the duty holder who prepares a Safety Case shall include in the Safety Case sufficient particulars to demonstrate that there are effective means of ensuring the implementation of a safety and health management system, has established adequate arrangements for audit of the safety and health management system as well as demonstrate that there are effective means of ensuring continual and systematic improvement of the safety and health management system.

Audit shall be carried out by persons who are sufficiently independent of the safety and health management system (but who may be employed by the duty holder) to ensure that the assessment is objective (Regulation 17(2), WSH (Facilities) (Control of Major Accident Hazards) Regulations).

NOTE: Workplaces are strongly encouraged to develop and implement WSH Management Systems, even if they are not legally required to do so as outlined above.

2. ABBREVIATIONS

ABBREVIATIONS	DEFINITION
ATP	Approved Training Provider
BOWEC	Building Operation and Work of Engineering Construction
COP	Code of Practice
ISO	International Organisation for Standardisation
JHA	Job Hazard Analysis
PDCA	Plan, Do, Check, Act
PEL	Permissible Exposure Level
PPE	Personal Protective Equipment
SDS	Safety Data Sheet
SHENA	Safety, Health and Environment National Authority
WSH	Workplace Safety and Health
WSH Act (Chapter 277)	Workplace Safety and Health Act Chapter 277, the primary Law on Workplace Safety and Health in Brunei Darussalam, introduced in 2009, sets the general framework to which all workplaces must comply. It has been enforced since 1 st August 2013.

In this document, the following terms are indicated below:

- a) “shall” = a must and an obligation
- b) “should” = a recommendation
- c) “may” = a permission or optional course of action
- d) “can” = a possibility or a capability.

3. DEFINITION

- **Audit**
Systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled (ISO45001:2018).
- **Competent Person**
A person who has sufficient experience and training to perform the work required to be carried out and has passed such courses as the Authority may require for that work (as defined under Workplace, Safety and Health (General Provisions) Regulations).
- **Contractor**
External organisation provide services to the organisation in accordance with agreed specifications, terms and conditions (ISO 45001:2018).
- **Occupational Health Programme**
A systematic approach implemented by the organisation aimed at the protection and promotion of health as well as the well-being of all workers in the workplace.
- **Safe Work Practices**
An outline of generalised statements of what shall be or shall not be done to perform the job safely. It also takes into consideration the accepted standard practices within the concerned industry.
- **Safe Work Procedures**
A step-by-step guide to safely perform a task from the beginning to the end. This includes the establishment, implementation and maintenance of procedures for the safe execution of work activities from planning, design and approval, mobilisation, construction and de-mobilisation stages.
- **WSH Auditor**
As defined and appointed under the WSH Act (Chapter 277).
- **WSH Policy**
A written document which demonstrates the organisation's commitment towards employee safety, health and well-being.

4. LEGAL RESPONSIBILITIES

The occupier of the workplace has the legal duty to implement a safety and health management system to ensure the safety and protecting the health and welfare, of persons employed in the workplace as per Regulation 44 of WSH (General Provisions) Regulations. The occupier shall also appoint several WSH Auditors to audit the safety and health management system as the Authority may require.

In reference to Regulation 4(1) of WSH (Construction) Regulations, it shall be the duty of the occupier of a worksite to implement and maintain at all times a safety and health management system to ensure the safety and protecting the health of every person within the worksite, whether or not the person is at work or is an employee of the occupier.

5. THE 14 ELEMENTS OF SAFETY AND HEALTH MANAGEMENT SYSTEM

5.1 Workplace Safety and Health Policy, including the Objectives, Plan and Responsibility for safety and health

- 5.1.1 WSH Policy should be made specific to the organisation and be reasonably practicable to its size and the nature of its activities.
- 5.1.2 It should be concisely written and endorsed/ authorised by the top management of the organisation.
- 5.1.3 An occupier (in consultation with employees and their representatives) is required to develop, implement, and maintain the WSH Policy which includes the following key principles and objectives:
- Provision and commitment to a safe and healthy working environment;
 - Protection of the safety and health of all members of the organisation by preventing work-related fatalities, disabilities, injuries, ill health, disease and incidents;
 - Compliance with the national WSH legal requirement, relevant standards (as applicable) and other requirements to which the organisation subscribes;
 - Elimination of hazards and minimisation of risk involved; and
 - Consultation and active participation of employees in all elements of the WSH management system.

- 5.1.4 The WSH Policy should also be made readily available and accessible as documented information.
- 5.1.5 Additionally, the WSH Policy is to be effectively communicated within the organisation as well as be reviewed at defined intervals to ensure its suitability and effectiveness. Evidence of communication should be retained.
- 5.1.6 Organisation's top management should provide adequate visibility on WSH matters and demonstrate their full commitment to the WSH Policy.
- 5.1.7 As part of the mechanism to measure the achievement of the WSH Policy, WSH objectives are required to be developed and documented at relevant functions and levels which serves as a target to maintain and continually improve the WSH Management System and WSH Performance.
- 5.1.8 The WSH Plan is the planning to achieve WSH objectives which should consider the resources that will be required, allocation of personnel responsible, target time of completion and evaluation of outcome.
- 5.1.9 WSH organisation should be established and documented which include duties, responsibilities and communication lines of relevant roles within the WSH Management System.

5.2 Risk Assessment

Risk assessment is a crucial part of the management system as it aims to evaluate the risks to safety and health through the means of identification and management of the existing and potential hazards at the workplace to eliminate/ minimise the risk of work-related fatality, injury and ill-health.

- 5.2.1 The organisation shall establish, implement and maintain documented processes for hazard identification and risk assessment, including methodology and criteria to assess the risks.
- 5.2.2 When determining the risks to be evaluated and managed, workplaces should take into account the following (in consultation with and involving workers and their representatives):
- Identification of hazards (associated with the work and the workplace);
 - Risks associated with the hazards and other risks; and
 - Determine suitable mitigation measures (controls) to reduce and manage risks. The controls shall consider the Hierarchy of Controls in the order as follows:
 - Eliminate the hazard;

- Substitute with less hazardous processes, operations, materials or equipment;
 - Use engineering controls and reorganisation of work;
 - Use administrative controls, protective equipment where residual/ risks cannot be controlled by collective measures; and
 - Use of adequate personal protective equipment (PPE).
- 5.2.3 Risk assessment should focus on the identification of all work activities (especially high-risk activities) associated with the activities of all employees and persons at the workplace which can be a routine, a non-routine, or abnormal.
- 5.2.4 The organisation (employer, self-employed person and principal) is responsible for documenting, retaining and safekeeping the results of hazard identification, risk assessment and control measures that are kept up to date in a register.
- 5.2.5 Additionally, the occupier shall also ensure that the WSH risks and control measures are in place when establishing, implementing and maintaining its WSH Management System as well as communicating with relevant personnel.
- 5.2.6 Review of risk assessment shall be conducted by the employer, self-employed person and / or principal once every three (3) years at a minimum as required under the WSH (Risk Management) Regulations.
- 5.2.7 Revision of the risk assessment should also be made if necessary, upon occurrences of any incident as a result of exposure to the hazard in the workplace, or where there is a significant change in work practices or procedures.

5.3 Competency, Continuous Education, Training and Awareness

The objective of competency, continuous education, training and awareness is to ensure that all employees are competent in terms of qualification, training and work experience as well as the ability to identify hazards. Proper and suitable training provides and equips all personnel with the required skills, knowledge, and safety-related information for the operations, work processes and maintenance of machinery and equipment.

- 5.3.1 Resources should be determined and provided for the establishment, maintenance and continual improvement of training needs within the organisation.
- 5.3.2 Training matrix should be developed and documented which includes legal, mandatory and specific training requirements as per principal/ supplier/ manufacturer/ standard recommendation for employees to attend such as, but not limited to:

- Mandatory training requirement by legislation (i.e. Safety and Health course for supervisors/ workers, Occupational First Aid, Management of Hazardous Substance, Lifting Machine Operator, etc.).
- Training qualification required for WSH professionals and practitioners to be competent and registered with Authority (i.e. WSH Officer and WSH Co-Ordinator).
- Safety and Health induction/ orientation and awareness training for new employees as well as indirect contract workers which should cover (however not limited to) the organisation:
 - WSH Policy and WSH Objectives;
 - Hazard identification and risks associated within the workplace and industry including ability of employee to remove themselves from work situation that pose imminent and serious danger;
 - In-house Safety and Health Rules;
 - Safe Working Practices (in reference to 5.2);
 - Accident or Incident Reporting Procedures;
 - Incident Learning that are relevant; and
 - Emergency Response Procedures.
- Specific competency skills to safely operate the plant, machinery, equipment, high-risk/ critical activities, etc.
- Training required to increase the awareness and knowledge of employees to conduct investigations.
- Emergency response training (i.e. occupational first aiders, fire marshal, rescue at height, etc.).
- Necessary skills, training and ability required for a suitable competency assurance system for safety-critical people associated with the facility (including contractors and sub-contractors) **[Applicable for facilities under WSH (Facility) (COMAH) Regulations]**.

Note: The organisation can develop a list of applicable WSH training matrices that incorporate the factors stated above. This may involve certification programs and ongoing refresher, re-skilling, and up-skilling training.

5.3.3 For an organisation to conduct internal in-house training awareness programmes, the following should be considered (however, not limited to):

- Covering all members of the organisation (as appropriate);
- Training conducted by competent persons in the subject field;
- Provide effective and timely initial and refresher training at appropriate

- Include participants' evaluation of their comprehension and retention of the training; and
- Review of such programme at regular intervals to ensure its relevancy and effectiveness.

5.3.4 In addition to the training matrix, organisation should ensure that all safety training records are retained and well-documented.

5.3.5 Where applicable, the occupier should also analyse the possibilities to offer continuous education and additional qualifications to the employees. Continuous education should be shared and communicated amongst employees and where necessary to maintain a high level of safety and health in the organisation.

5.3.6 Training and continuous education of employees shall be provided at no cost to the employees and shall take place during working hours where possible.

5.3.7 For local safety and health training courses, organisations should refer to SHENA's Approved Training Provider (ATP).

5.4 Emergency Preparedness and Response

It is crucial to develop and uphold arrangements for preventing, preparing for, and responding to emergencies. Emergency situations should include but not be limited to fire, medical emergency, explosion, failure and collapse of structure, failure and collapse of heavy machinery and equipment, spillage of hazardous substance, adverse weather and flooding, and any other incident resulting in fatality or serious injuries.

5.4.1 Organisation is required to come up with emergency preparedness plan, and should first need to identify the possibility of accidents and emergency scenarios which should be documented.

5.4.2 There should be a provision of essential information, internal/ external communication, and coordination to safeguard all individuals during emergencies (the essential information should include emergency prevention, preparedness, and response procedures, evacuation map, emergency responders appointed in the organisation, provision of first aid, medical assistance, fire-fighting facilities, etc.).

5.4.3 Organisation should have an established communication and coordination procedure/ flow documented in the case of emergency with relevant government authorities, neighbouring communities, and emergency response services.

5.4.4 Emergency equipment and items should be adequately provided in the case of emergencies which can be determined through risk assessment.

- 5.4.5 Emergency Response Team for the initial response to manage an emergency should be formed and relevant personnel to be appointed with a proper documentation.
- 5.4.6 Emergency drills or exercises should also be conducted at defined intervals to measure the effectiveness of the emergency plans.
- 5.4.7 Documentation of these emergency drills must be maintained as records for the purpose of evaluation and continuous improvement.

5.5 System for Evaluation, Selection and Control of Contractors

The overall purpose of this element is to ensure compliance with WSH obligations and only contractors who can meet these obligations are employed at the workplace. It shall be a duty of the principal to take, so far as is reasonably practicable, such measures that are necessary to ensure the safety and health of any contractor engaged, any direct or indirect sub-contractor or any employee employed by such contractor or sub-contractor when at work (Section 14 of WSH Act (Chapter 277)).

- 5.5.1 There should be a system in the workplace to evaluate the WSH performance of contractors.
- 5.5.2 Only competent contractors that meet the WSH requirements should be selected for the task to be performed.
- 5.5.3 Additionally, contractors should be provided with a full understanding of WSH requirements before the commencement of works.
- 5.5.4 Organisation shall ensure that the contractors engaged have conducted risk assessment in relation to the safety and health risks posed to any person who may be affected by the work.
- 5.5.5 Arrangements for evaluation, selection and control of contractors should be established and embedded as part of the procurement process which should include:
 - Embedding WSH criteria in procedures for evaluation and selection of contractors (which should include, however not limited to):
 - Contractor's WSH Policy;
 - Risk Management/ Assessment capability;
 - Training, qualification and experience of managers, supervisors and workers;
 - Robustness of control measures, including safe work procedures;
 - Safety plan, target and objectives; and

- Maintenance and thorough examination schedule for lifting equipment.
- Developing a WSH bridging document between the occupier and/or principal and contractor, which indicates the mutual agreement in establishing and maintaining WSH criteria and practices.
- Establishing effective ongoing communication and coordination (i.e. provisions for communicating hazards and measures to prevent and control them) between the workplace and the contractor prior to any work commencement.
- Reporting of work-related fatalities, injuries, ill health, diseases and incidents among the contractor's workers while performing work for the workplace.
- Providing relevant WSH hazard awareness and training to contractors and their workers prior to work commencement.

5.5.6 The establishment of procedures to effectively monitor and control the safety performance of contractors within its premises and ensure that safety requirements as specified in the written agreement are documented and implemented may include:

- Monitoring the overall safety performance and management's commitment of contractors;
- Conducting periodic inspections to ensure contractors' compliance with safety requirements;
- Reviewing and verifying safety training records of contractors;
- Maintaining and monitoring incident statistics of contractors; and
- Maintaining a list of approved contractors who have regularly complied with safety requirements.

5.5.7 As far as reasonably practicable, organisation should ensure requirements of its WSH Management System are met by contractors and their workers.

5.6 Group Meetings

Group meetings are intended to formally inform and address issues and take appropriate actions to achieve WSH Management System objectives. It also acts as a means for effective communication on WSH matters as well as to encourage the involvement and participation of employees in the discussion of safety and health issues that arise within the workplace.

5.6.1 For an organisation with 50 or more employees, a meeting within the WSH committee is a mandatory requirement under the WSH (WSH Committee) Regulations which needs to be conducted at least once every month.

- 5.6.2 The WSH committee meeting shall address safety and health issues, review incidents, and ensure a safe and healthy working environment for all employees.
- 5.6.3 For every group meeting conducted by the WSH committee, the minutes of the meeting shall be properly furnished, recorded and maintained with all decisions and follow-up actions.
- 5.6.4 Workers should be involved and engaged in the safety discussions and decision-making process to encourage ownership and accountability for safety.
- 5.6.5 Other applicable meetings may include:
- **Coordination meeting** – This is a legal requirement for Building Operation and Work of Engineering Construction (BOWEC) under WSH (Constructions) Regulations. The occupier shall ensure that work operations are properly coordinated through the setting up of relevant coordination meetings which are intended to eliminate hazards arising from work activities.
 - **Toolbox talk/ meeting** – Conducted at regular intervals within the group of people for a particular activity which is normally done before any work could commence to discuss OSH concerns and issues.
 - **Management safety meeting** – Held by the organisation management which may include relevant external parties such as WSH auditors and consultants to discuss specific safety and health matters and findings.

5.7 Safety and Health Promotion

Safety and health promotion shall aim to develop and maintain WSH knowledge and awareness among all work personnel in the workplace.

- 5.7.1 There should be an effective means of communication provided for the dissemination of information throughout the organisation which is to ensure that the WSH information is provided, received and well-understood.
- 5.7.2 Active and ongoing participation of all personnel in the workplace is vital, hence it shall be covered in the organisation's policy and procedures in support of the development of WSH practices and implementation of WSH Management System.
- 5.7.3 An organisation should establish and maintain an effective programme which aims to promote WSH at the workplace.
- 5.7.4 The programme shall include promotional activities such as (but not limited to):
- Providing WSH information board which displays WSH Policy, incident performance/statistics, posters, bulletins and alerts;

- Conduct in-house WSH talks, workshops and seminars;
- To push for email notification reminders on WSH;
- To share WSH performance and inspection/ audit outcome;
- Screening of WSH videos; and
- Organising time-out activities (i.e. WSH campaign, awards, contests and competition).

5.7.5 An organisation should retain documented information of this promotional activities and have the drive and long-term achievement goal to instil a positive attitude and behaviour towards WSH amongst all personnel.

5.7.6 Organisation should also consider healthy lifestyle promotion programmes to promote physical activity and exercise in the workplace (where applicable).

5.7.7 Strategies that organisation can do to promote and implement physical activity and exercise in the workplace include (not limited to):

- Adjusting work within an organisation to allow appropriate time slots for physical activity;
- Consistent activity breaks range to allow simple activities such as stretching and office workouts to more complex activities;
- Encouraging the use of stairs rather than lifts;
- Park the car further from the workplace to encourage walking long distances; and
- Provide access to exercise facilities and encourage their use through outreach activities.

5.8 Safe Work Practice and Procedures

5.8.1 A documented safe work practice should be readily available which outline of generalised statements of what shall be or shall not be done to perform the job safely.

5.8.2 Safe work procedures should be developed and documented as work procedures, instructions, method statements or permit-to-work systems for all related work activities and processes including the use of plant, machinery, equipment and hand-tools.

5.8.3 In some circumstances, a risk-based approach maybe essential to identify prioritization of high-risk areas. High-risk activities should be evaluated based on the risk assessment matrix.

5.8.4 Safe work procedures should be established for work activities including (but not limited to the following):

- Work on machinery (especially when fencing/ guarding has been removed for maintenance);
- Work at height;
- Work in confined space;
- Work involving the application of heat or the potential of generation of any source of ignition;
- Work on process, plant, vessels or machinery liable to produce or give off any corrosive, toxic or flammable substance;
- Work in a compressed environment;
- Electrical work;
- Piling work;
- Installation of formwork;
- Crane and lifting operation;
- High-pressure jetting; and
- Erection and dismantling of scaffold.

5.8.5 Permit-To-Work (PTW) System procedure shall be documented, established and implemented for a high-risk activities in BOWEC including:

- Demolition work;
- Excavation and trenching works (exceeding 1.5-metre depth);
- Lifting operations involving crane operations;
- Piling work;
- Tunnelling work;
- Work on scaffold where a person could fall more than 2 metres;
- Hazardous work at height; and
- Confined space(s).

[**Note:** This is a legal requirement in WSH(Construction) Regulations].

As a minimum, the process of PTW is summarised as per **Figure 1** (where applicable) seen below.

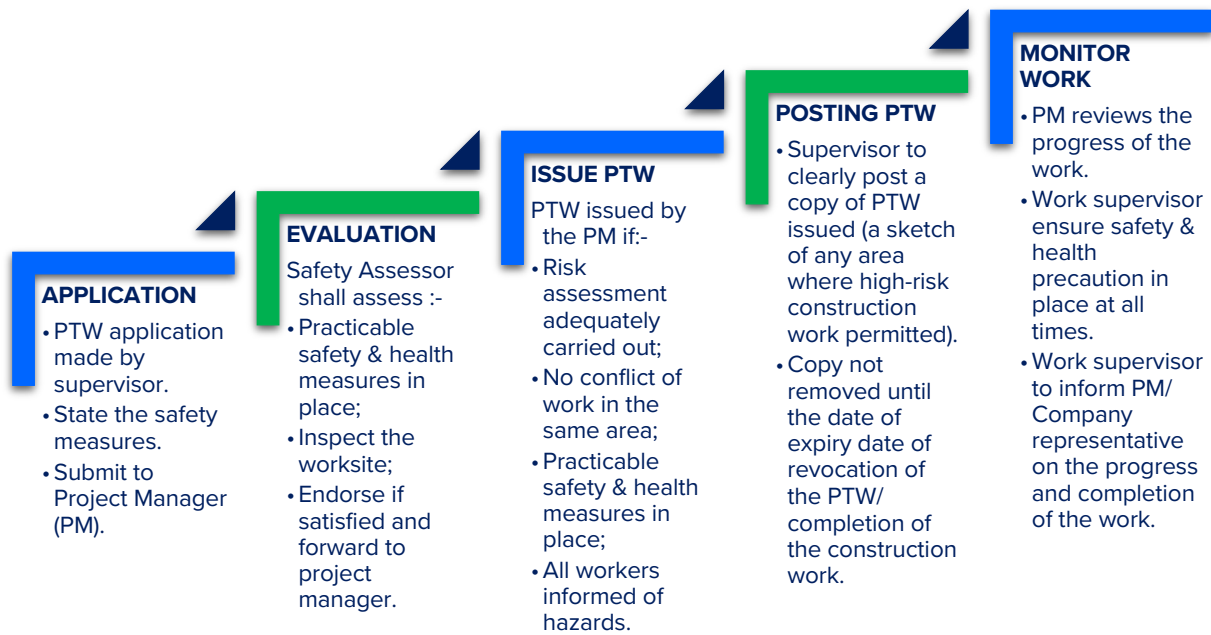


Figure 1: Process of PTW

Note:

- *The appointed Safety Assessor and Project Manager shall exercise due diligence when performing the functions concerning the evaluation, endorsement and issuance of PTW.*
- *Safety Assessor shall either be a WSH Officer for the worksite or a competent person.*

5.9 Maintenance Regime

5.9.1 Organisation should have a documented inventory and systematic maintenance regime for its plant, machinery, equipment and hand tools.

5.9.2 The occupier should develop a maintenance programme (preventive and corrective) which need to be documented to ensure the safe and efficient operation of the plant, machinery, equipment and hand tools at such intervals. This can include:

- Inventory of the plants, machinery, equipment and hand tools;
- Schedule of inspection and maintenance;
- Policy/ Procedure for breakdown and repair;

- 5.9.3 Workplaces need to ensure that maintenance programmes are set under the manufacturer's recommendations.
- 5.9.4 Any defects and malfunctions that are identified during inspection shall be recorded and documented.
- 5.9.5 An effective procedure is required during the breakdown and repair which includes the following:
- To ensure that repairs are carried out by competent persons and conform to the manufacturer's recommendations;
 - To display warning signs and notices at respective locations of the plants, machinery, equipment and hand tools;
 - Prohibition on the usage of the plants, machinery, equipment and hand tools which are under maintenance;
 - Removal of the machinery, equipment or hand tools from the workplace where it is required; and
 - Certification by a competent person prior to re-use.
- 5.9.6 Further consideration shall also be given for equipment (i.e. lifting equipment), plant and vessels that are required under the WSH legislation to undergo thorough examination by an Authorised Examiner.

5.10 Management of Hazardous Substances

Management of hazardous substances shall include the stages of its storage, transportation, use and disposal.

- 5.10.1 Procedure for the proper management of hazardous substances should be established which are to include flammable, toxic or corrosive substances.
- 5.10.2 Organisation shall obtain the safety data sheet (SDS), assess the information in the SDS, take precautionary measures to ensure the safe use of the substance and make the SDS available to all persons who are liable to be exposed to the substance.
- 5.10.3 Hazardous substances shall be placed under the control of a competent person.
- 5.10.4 Procedures for labelling with the use of the Globally Harmonised System (GHS) should be developed during the issuance, distribution and use of hazardous substances in accordance with the national requirements.

- 5.10.5 Hazards associated with the hazardous substances should be communicated accordingly to users including any relevant awareness training and instruction for the user and proper use of the PPE.
- 5.10.6 Organisation should design proper and secured storage areas for the hazardous substances taking into consideration the ventilation requirements, flammable storage/ cabinet requirements, protection from spillage as well as emergency equipment requirements.
- 5.10.7 Occupier in the organisation shall ensure no person at work in the workplace is exposed by means of exceeding the Permissible Exposure Level (PEL) as specified in the Schedule 1 of WSH (General Provisions) Regulations.
- 5.10.8 Procedures for the disposal of hazardous substances should also be documented and implemented accordingly as per the manufacturer's recommendations.
- 5.10.9 Organisation should also conduct health surveillance for personnel exposed to the hazardous substance and consider the requirement for them to undergo medical examination (including pre-employment and periodic medical examination).
- 5.10.10 Establishment of emergency response procedures for medical and spill incidents.

5.11 Occupational Health Programme

The purpose of Occupational Health Programme is to protect workers from various occupational health hazards such as fatigue, noise, hazardous substances, radiation and excessive heat.

Workplace well-being relates to all aspects of working life, from the quality and safety of the physical environment, to how workers feel about their work, their working environment, the climate at work and work organisation.

- 5.11.1 The organisation should plan and implement an occupational health programme which typically involves a combination of policies, procedures and initiatives that are aimed at protecting the physical and mental health of workers.
- 5.11.2 Health risk assessment should be conducted (as applicable) by the organisation to further evaluate the necessity of conducting a programme for Occupational Health.
- 5.11.3 Occupational health programme should include (as applicable):

- Hearing conservation programme;
- Respiratory protection programme;
- Ergonomics programme;
- Mental health at work awareness programme;
- Heat stress management programme;
- Infection control programme; and
- Medical/ Health surveillance programme (including medical examination requirement for specific personnel involved in hazardous occupation).

5.11.4 As far as reasonably practicable, an organisation shall engage a competent person to monitor, test or assess the environment of any workplace for potential health hazards at sufficient intervals for workplaces in which toxic substances are manufactured, handled, used or given off.

5.12 Safety and Health Inspection

Safety inspections aim to verify the WSH provisions and implementation which conform to relevant statutory requirements and WSH regulations.

5.12.1 Organisation should establish and maintain documented procedures for WSH inspections at such intervals which is reasonably practicable to identify any unsafe practices and conditions at the workplace and implement corrective actions as well as identification of areas for improvement.

5.12.2 Safety and health inspections should include the following (however, not limited to):

- Routine inspection;
- WSH Committee inspection;
- Plant, machinery, equipment, and hand tools inspection;
- Inspection arising from the occurrence of an incident(s);
- Inspection arising from risk assessment;
- Inspection of specialised operation and equipment; and
- Other specified inspections as required by the authorities.

5.12.3 Inspections should be planned accordingly with a suitable checklist to facilitate the efficiency and consistency of its deliverables.

5.12.4 The result of the inspection should be recorded, reported and communicated to the person responsible.

5.12.5 Procedures to implement the corrective actions from the inspection should be developed and include the following:

- Investigation of the contributing factors leading to unsafe practices and/or conditions;
- Determination of actions required to eliminate the contributing factors of non-conformities;
- Effective control measures (with a target timeline) in dealing with corrective actions; and
- Monitoring the progress of corrective actions to ensure its sustainability.

5.13 Incident Investigation and Analysis

5.13.1 An organisation should establish, implement and maintain documented procedures to notify, report, investigate, record, analyse and record-keeping of all workplace related incidents. All workplace incidents must be investigated as soon as possible.

5.13.2 Investigation procedures may include (but are not limited to):

- Procedure of notification and reporting to SHENA (where applicable) following the WSH (Incident Reporting) Regulations.
- Types of incidents to be investigated;
- Prompt notification/reporting of incidents to designated persons/authorities;
- Identification of immediate causes, underlying factors and root causes;
- Recommendation and implementation of follow-up actions;
- Review of the effectiveness of corrective actions; and
- Review of risk assessment for the affected work process.

5.13.3 Investigations should be carried out by competent persons, with appropriate participation from employees and their representatives.

5.13.4 The outcome of the investigations and any recommendation should be addressed and communicated to the relevant parties involved including:

- The need for corrective action(s);
- The implementation of corrective action, which prevents incidents from recurring;
- Analysis, trend and statistical comparison; and
- Lesson learnt and sharing from the investigations.

(Note: This should be documented accordingly)

5.13.5 Furthermore, where it involves an investigation conducted by external investigative agencies, such as SHENA and other agencies, any reports and

recommendations derived from these agencies shall be acted upon in the same manner as investigations, considering issues of confidentiality.

5.14 In-house Safety and Health Rules and Regulations

5.14.1 Organisation should establish written safety rules and regulations that are specifically relevant to workplace business and operations to provide instruction for achieving safety management objectives which include, but are not limited to, the following:

- Good general housekeeping including clear passageways;
- Provision, use and maintenance of personal protective equipment requirement at certain areas in the workplace;
- Use, storage and disposal of hazardous substances;
- Safety signage and colour coding systems;
- Intervention/ reporting of hazards and incidents;
- Evacuation plan;
- Traffic management plan;
- Use of handrails;
- Safe handling and movement of materials;
- Smoking rules; and
- Provision of designated rest areas and rest breaks.

5.14.2 Organisation should ensure that in-house safety rules and regulations are well communicated throughout all levels of the workplace.

5.14.3 In addition, there should be a review process in place to update the in-house safety rules and regulations when required which can be embedded as part of the outcome of corrective action during the review of the system.

6. EVALUATION OF ORGANIZATIONAL PERFORMANCE FOR CONTINUOUS IMPROVEMENT

6.1 Evaluation against Legal Requirement

The availability of a **legal requirements register** can be used to assist in the determination and evaluation exercise to ensure compliance with workplace safety and health. The evaluation of compliance with workplace safety and health legal requirements is essential in determining the adherence of workplaces to relevant legislation. The legal requirements reflect the accountability of relevant personnel in complying with the legislation.

6.1.1 The workplace shall also determine and evaluate up-to-date local WSH legal requirements where applicable.

6.1.2 Workplaces need to periodically check and evaluate their compliance with such legal requirements relevant to the workplace and come up with an effective well-documented legal register. These may include:

- A mechanism to evaluate the legal compliance;
- The frequency of evaluation;
- The person responsible for carrying out the evaluation;
- Recording the results of compliance status; and
- Reviewing of the results obtained.

6.1.3 Legal compliance evaluation programmes can also be integrated with other assessment activities such as management system audits, environmental audits, or quality assurance audits.

6.2 Internal Review of Safety and Health Management System

The primary goal of internal review is to verify that the workplace safety and health management system is appropriate, sufficient, and efficient for the workplace, and therefore meets its specified requirements. This process aims to facilitate continual improvement in handling workplace safety and health concerns within the organisation.

6.2.1 The review shall include, but not be limited to, the following:

- WSH Policies;
- WSH targets and objectives performance status;
- WSH plan and objectives;
- Root causes from the incident investigation;
- Follow-up items from the previous review; and
- New legal or other regulatory requirements as set by the country.

Note: Under Regulation 4(3) of the WSH (Construction) Regulations, where the contract value of the building or engineering work at a site is less than \$30 million, the site occupier must review the site's safety and health management system at least once every six (6) months.

6.3 Internal Audit

6.3.1 The workplace requires to conduct an internal audit to verify whether the safety and health activities and programmes comply with the Workplace Safety and Health Management System.

6.3.2 Personnel conducting the audit should be competent* and independent of the areas being audited.

6.3.3 The result of audit should be distributed and communicated to all personnel responsible in the area involved.

Note: For workplace that do not have such capabilities of competent personnel, it is recommended to engage a third-party auditor for this purpose.

6.4 External Audit

An external independent audit is a comprehensive assessment that is conducted by a third-party auditor who is not affiliated with the organisation being audited. The purpose of this external audit is to evaluate the effectiveness, compliance, and implementation of the workplace safety and health plan according to this COP.

6.4.1 A third-party or external auditor shall be engaged in line with statutory requirements.

6.4.2 A qualified **Workplace Safety Health Auditor** (registered with SHENA) shall be engaged and appointed in line with the statutory requirement.

6.4.3 It is important for an organisation to implement, as far as is reasonably practicable, the recommendations of the WSH Auditor appointed without undue delay.

Note: Please refer to Appendix B, the summary of the evidence required for the compliance of the Code of Practice for the purpose of internal review, internal and external audit.

7. CORRECTIVE ACTIONS AND CONTINUAL IMPROVEMENT

The organization should identify WSH opportunities for continuous improvement in work processes as well as procedures and implements the necessary actions to achieve the desired outcomes of the WSH Management System.

7.1 Corrective actions for nonconformities are to be carried out promptly and effectively to prevent their recurrence with a reasonable timeline.

7.2 A continuous improvement and ongoing process must be established to sustain the WSH Management System and achieve the desired outcomes. Continual improvement process may include but not limited the following:

- Review the WSH policy to ensure it reflects leadership and management's commitment to achieving the strategic goals of the WSH Management System [Reference to 5.1];
- Foster an open WSH culture with active participation from workers and management, including supervisors, managers, and department heads, in implementing planned actions for work processes;
- Sharing and communicating information (i.e. audit findings, corrective actions, hazards, risk control measures, etc.) with workers;
- Gather input and feedback from workers through effective consultation on areas for improvement or concern which include addressing workers' complaint/ intervention;
- Maintain and retain all documented information and relevant records as evidence of ongoing efforts for continual improvement (in reference to **Appendix B**).

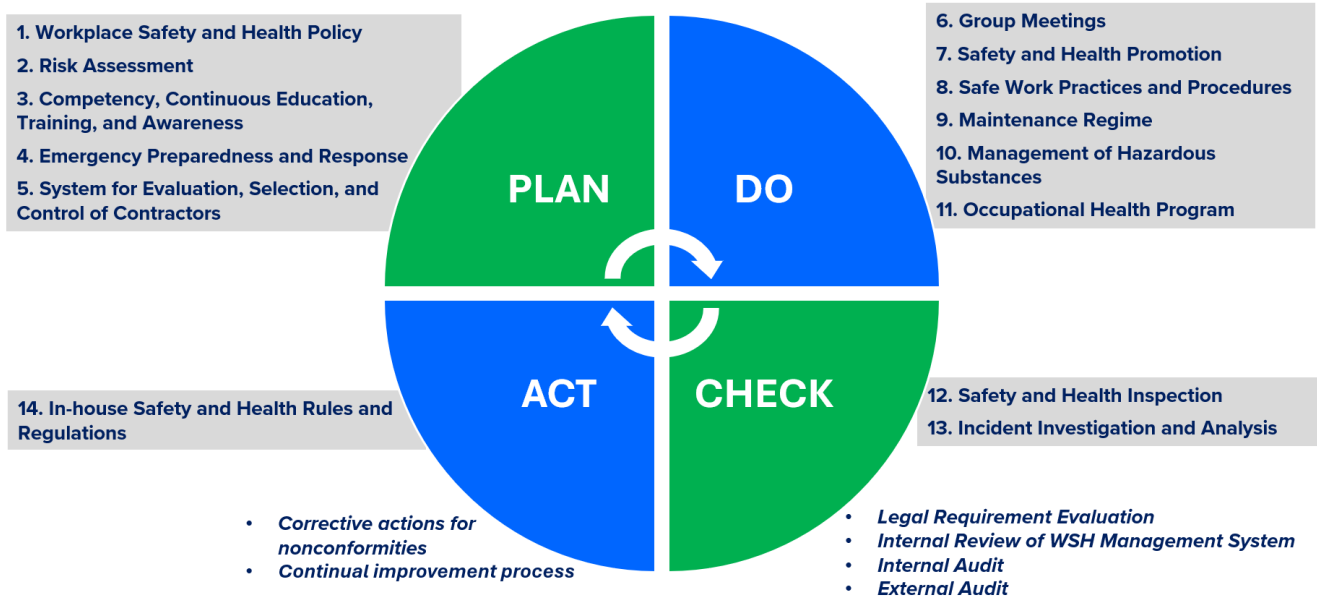
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END

APPENDIX A

THE INCORPORATION OF THE 14 ELEMENTS OF SAFETY AND HEALTH MANAGEMENT SYSTEM WITH PDCA CYCLE CONCEPTS



Note: The integration of the 14 WSH Management System elements into the PDCA Cycle serves only as an indicator; however, some requirements of the elements may span more than one stage of the cycle.

APPENDIX B

SUMMARY OF EVIDENCE REQUIRED FOR THE COMPLIANCE OF THE CODE OF PRACTICE: WORKPLACE SAFETY AND HEALTH MANAGEMENT SYSTEM

NO.	EVIDENCE	YES	NO	N/A	REMARKS
WORKPLACE SAFETY AND HEALTH POLICY, INCLUDING THE ALLOCATION AND RESPONSIBILITY FOR SAFETY AND HEALTH					
1	a) Availability of documented WSH Policy.				
	b) Accessibility and communication of WSH Policy with the following criteria: <ul style="list-style-type: none"> • Available and accessible as documented information; and • Documented evidence to show it has been effectively communicated within the organisation; 				
	c) Availability of documented WSH Objectives (consistent with WSH Policy) which include: <ul style="list-style-type: none"> • Title of the Objective/ Target; • Resources required; • Responsible person; • Target time of Completion; and • Evaluation of the outcome. 				
	d) Availability of documented information which reflects WSH responsibilities and communication lines of relevant roles within the WSH Management System.				
RISK ASSESSMENT					
2	a) Availability of a documented methodology and criteria for hazard identification and risk assessment.				

	b) Availability of a documented list all work activities (especially high-risk activities) associated with activities of all employees and persons at the workplace.				
	c) Availability of documented risk assessment template (included completed one) to: <ul style="list-style-type: none"> Identify hazards (associated with the workplace); Evaluate risks associated with the hazards and other risks; and Determine suitable mitigation measures (controls) to reduce and manage risks. 				
	d) Using and applying hierarchy of control to control the risks on the risk assessment.				
	e) Documenting and safekeeping the results of hazard identification, risk assessment and control measures that are up to date on a register.				
	COMPETENCY, CONTINUOUS EDUCATION, TRAINING, AND AWARENESS				
3	a) Availability of documented training matrix which include legal, mandatory and specific training requirement for employees to attend (as per 5.3.2 in the COP).				
	b) Availability of documented evidence of internal Safety and Health induction/orientation and awareness training done for new employees and indirect contract workers (as relevant).				
	EMERGENCY PREPAREDNESS				
	a) Availability of emergency preparedness plan				
	b) Documented evidence of communication and coordination flow in the case of emergency (in forms of flowchart or procedure).				
4	c) Adequate emergency equipment and items provided (based on risk assessment).				
	d) Availability of emergency response team and formal appointment is documented.				
	e) Emergency drills and exercises are conducted at defined intervals to measure the effectiveness of the emergency plans (fire, medical cases, etc.)				

	f) Emergency drills are well-recorded for evaluation and continuous improvement.				
	SAFETY FOR EVALUATION, SELECTION AND CONTROL OF CONTRACTORS				
5	a) Availability of documented procedure/ evidence in the Evaluation and Selection of Contractors which embed 5.8.4 of the SOP.				
	b) Evidence of risk assessment obtained from the contractors engaged by the organisation.				
	c) Documented evidence available which indicates Communication and Coordination between the workplace and contractor to communicate hazards and measures to prevent and control them before work commences.				
	d) Documented Procedure available for Contractor to: <ul style="list-style-type: none"> Reporting work-related fatalities, injuries, ill health, diseases, and incidents among contractor's workers while performing work. Conduct awareness training. Monitoring of incident statistics. 				
	GROUP MEETINGS				
6	a) Availability of documented minutes of meetings for WSH Committee Meetings (for 50 or more employees).				
	b) Documented and photographic evidence of workers' involvement in group meetings.				
	c) Availability of documented evidence for Coordination Meetings done on the work site (for BOWEC).				
	d) Availability of documented evidence of toolbox talk done before the activity commenced.				
7	SAFETY AND HEALTH PROMOTION				


	<p>a) Availability of documented WSH programme which is developed and maintained aims to promote WSH at the workplace which shall include promotional activities.</p> <p>(Note: Documented evidence can be in form of the attendance record or photograph evidence of the promotional programme)</p>				
	SAFE WORK PRACTICES AND PROCEDURES				
	<p>a) Availability of documented Safe Work Procedures (step-by-step guide to safely perform a task from beginning to end) made available for the safe execution of related work activities through all stages.</p>				
8	<p>b) Evidence of documented Permit-to-Work (PTW) System Execution for high-risk activities (in BOWEC) for the following activities:</p> <ul style="list-style-type: none"> • Demolition work. • Excavation and trenching works (exceeding 1.5 meters depth). • Lifting operations involving crane operations. • Piling work. • Tunneling work. • Work on a scaffold where a person could fall more than 2 meters. • Hazardous work at height. • Confined spaces. 				
	MAINTENANCE REGIME				
	<p>a) Availability of documented inventory of the plants, machinery, equipment and hand tools.</p>				
9	<p>b) Availability of the documented maintenance procedure for plant, machinery, equipment and hand tools which indicate:</p> <ul style="list-style-type: none"> • Schedule of inspection and maintenance. • Policy/ procedure for breakdown/ repair. • Maintenance set as per manufacturer's recommendation. • Defects and malfunctions identified are well documented and recorded; and • Record of inspection/ maintenance. 				

	c) Documented evidence of any defects and malfunctions identified during inspection.				
	d) Relevant Equipment undergo third-party thorough examination as per legal requirement.				
	MANAGEMENT OF HAZARDOUS SUBSTANCES				
10	a) Procedures available for the management of hazardous substances in a stage below as relevant to the workplace: <ul style="list-style-type: none"> • Storage; • Transportation; • Usage; and • Disposal. 				
	b) Safety Data Sheets (SDS) is made available and accessible.				
	c) Appoint a competent person to manage the storage and use of hazardous substances.				
	d) Establish procedures for labelling with the use of the Globally Harmonised System (GHS) during issuance, distribution, and use, in accordance with national requirements.				
	e) Evidence of communication of hazards associated with hazardous substances to users, and measures to mitigate such as but not limited to WSH training, instruction for users, and proper use of PPE.				
	f) Designate proper and secured storage areas, considering: <ul style="list-style-type: none"> • Ventilation requirements; • Flammable storage/cabinet requirements; • Protection from spillage; and • Emergency equipment requirements. 				
	g) Establish and implement procedures for the disposal of hazardous substances in accordance with manufacturer's recommendations				

	h) Establish emergency response procedures for medical and spill incidents involving hazardous substances.				
	i) Availability of the programme/ schedule for workers who are exposed to hazardous substance to undergo pre-employment and periodic medical examination.				
	OCCUPATIONAL HEALTH PROGRAMME				
11	a) Planning and implementation of occupational health programs which typically involve a combination of policies, procedures and/or initiatives aimed at protecting the physical and mental health of workers.				
	b) Availability of documented plan, procedure, schedule and record available for: <ul style="list-style-type: none"> Hearing conservation programme; Respiratory protection programme; Ergonomics programme; Mental health awareness programme; Heat stress management programme; and Medical surveillance programme. 				
	c) Availability of documented Health Risk Assessment				
	d) Promotion of physical activity and exercise in the workplace (applicable for workers who often spend prolonged hours sitting at a desk or in meetings, with little opportunity for physical activity).				
	SAFETY AND HEALTH INSPECTIONS				
12	a) There is an established documented procedures for WSH inspections at such intervals which is reasonably practicable to identify any unsafe practices and conditions at the workplace and implement corrective actions as well as identification of areas for improvement.				
	b) Inspection template/checklist is available to inspect.				
	c) Availability of documented evidence in which results of the inspection are recorded, reported and communicated to any relevant person responsible.				

13	INCIDENT INVESTIGATION AND ANALYSIS			
	a) Availability of procedures for Incident Management which include procedures to notify, report, investigate, record, analyze, and keep records of all workplace-related incidents.			
	b) Evidence of personnel trained with Investigation-related course.			
	c) Documented evidence of the sharing and communication of the investigation outcomes to relevant parties.			
14	IN-HOUSE SAFETY AND HEALTH RULES AND REGULATIONS			
	a) Availability of written safety rules and regulations that are specifically relevant to workplace business and operations which includes.			
	a) Documented evidence which indicates that these In-house safety rules and regulations are well communicated throughout all levels of the workplace.			
15	EVALUATION OF ORGANIZATIONAL PERFORMANCE FOR CONTINUOUS IMPROVEMENT			
	a) The availability of a legal requirements registers which indicate: <ul style="list-style-type: none"> • A mechanism to evaluate the legal compliance; • The frequency of evaluation; • The person responsible for carrying out the evaluation; • Recording the results of compliance status; and • Reviewing of the results obtained. 			
	b) Internal review of WSH Management System is documented.			
	c) Documented evidence of internal audit report.			
	d) Documented evidence of communication on the internal audit report.			

	e) Evidence of qualified Workplace Safety Health Auditor (registered with SHENA) engaged and appointed in line with the statutory requirement [as applicable].				
16	CORRECTIVE ACTION AND CONTINUAL IMPROVEMENT				
	a) The availability of procedure for continuous improvement that indicates implementation of necessary action.				
	b) Availability of documented evidence which indicate corrective actions for nonconformities with a reasonable timeline.				
	c) Documented evidence of internal audit report.				

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