



اتورتی کبھسان کسلامتن
کھیتن دان عالم سکیتز
Safety, Health and Environment
National Authority

SELF-ASSESSMENT CHECKLIST: MANAGING GENERAL HAZARDOUS SUBSTANCES IN A WORKPLACE

DOC NO.:
2026/NTI/02
REV 1.0
SEPTEMBER 2026

IMPORTANT

This self-assessment checklist is intended to assist **Principals, Occupiers and Employers** in reviewing current workplace arrangements and supporting compliance with the Workplace Safety and Health Act, Chapter 277 (WSHA, Cap 277) and its relevant subsidiary regulations relating to **general hazardous substances**. For further guidance, please refer to the Industry Guidance Note: Managing General Hazardous Substance in a Workplace (2026/IGN/02) and the relevant resources available on the **SHENA website**.

This checklist serves as guidance only and does not replace or override any applicable statutory obligations. It should be completed as part of the organisation's periodic Workplace Safety and Health (WSH) review process and maintained by the WSH focal point. Submission to SHENA is not required unless requested.

For the purposes of this checklist, "hazardous substances" refer to any substances falling within one (1) or more of the seventeen (17) classes of general hazardous substances specified under Schedule 5, Part 2, Division 1 of the WSHA, Cap 277.

ASSESSMENT OUTCOME GUIDE

Outcome	Interpretation
All or majority "Yes"	Existing arrangements appear adequate. Continue periodic review and improvement.
Some "No"	Corrective actions should be identified, implemented and monitored.
Multiple "No" response	A comprehensive review of hazardous substance management arrangements is recommended.

GENERAL DETAILS

NAME OF ORGANISATION		NAME AND PHONE NO. OF FOCAL PERSON	
WORKPLACE ADDRESS		EMAIL ADDRESS OF FOCAL PERSON	
WORKPLACE ACTIVITY	☐ Agriculture ☐ Catering and Hospitality ☐ Commercial/Retail Shop ☐ Construction ☐ Food & Beverage ☐ Food Processing & Packaging	☐ Healthcare ☐ IT & Media ☐ Logistics & Transportation ☐ Manufacturing ☐ Marine & Port ☐ Oil & Gas	☐ Printing ☐ Recycling & Waste ☐ Recreational & Fitness ☐ Repair & Maintenance ☐ Warehouse ☐ Other (Please specify): _____ _____

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

For further enquiries or clarification, please contact us:

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SECTION A: HAZARDOUS SUBSTANCES		YES	NO	N/A	REMARKS/ JUSTIFICATION
1	Has the organisation appointed a competent person , to oversee the safe management of hazardous substances and ensure compliance with applicable WSH requirements?				
2	Are there adequate warning notices displayed specifying the danger of the hazardous substances:				
	i. In languages understood by persons at the workplace;				
	ii. Placed at all entrances to any workroom; and				
	iii. Placed at appropriate locations.				
3	Are persons at work who may be exposed to hazardous substances warned of the hazards?				
4	Are persons at work informed of the required precautionary measures to be taken ?				
5	Are hazardous substances safely kept, stored, used, handled or disposed of in a manner that does not pose a risk to the safety or health of any person at work?				
SECTION B: WARNING LABELS		YES	NO	N/A	REMARKS/ JUSTIFICATION
6	Are all containers of hazardous substances affixed with one (1) or more warning labels?				
7	If “yes”, does the warning label conform to any applicable national or international standards, code of practice or guidance (e.g., Globally Harmonized System of Classification and Labelling of Chemicals (GHS))?				



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SECTION C: SAFETY DATA SHEET (SDS)		YES	NO	N/A	REMARKS/ JUSTIFICATION
8	Where hazardous substances are used, handled, or stored in a workplace, has the Occupier of the workplace:				
	i. Obtained a safety data sheet (SDS) of the hazardous substance;				
	ii. Assessed the SDS information and taken precautionary measures to ensure the safe use of the hazardous substance; and				
	iii. Made the SDS readily available to all persons at work in the workplace who are liable to be exposed to the hazardous substance?				
9	Where any hazardous substance is sold to any person for use in a workplace, has the seller or any agent of the seller provided the buyer with a SDS for the hazardous substance that:				
	i. Gives accurate and adequate information on the hazardous substance; and				
	ii. Conforms with any national or international standards, codes of practice or guidance (e.g., GHS)				
10	Is the SDS reviewed at least every five (5) years and revised where necessary?				
SECTION D: TOXIC SUBSTANCES CONTROL & EXPOSURE MONITORING		YES	NO	N/A	REMARKS/ JUSTIFICATION
11	Is there any process or work that is likely to produce or give off any toxic dust, fumes or other contaminants?				



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12	If “yes”, are there any reasonably practicable measures taken to:				
	i. Prevent its accumulation in the workplace?				
	ii. Protect persons at work in the workplace from inhaling the contamination?				
13	If “yes” to any of the above, please tick which of the following control measure(s) are in place (<i>you may tick more than one</i>):				
	i. Carrying out the process or work wet;				
	ii. Carrying out the process or work in isolated areas where unauthorised persons are prohibited;				
	iii. Carrying out the process or work in closed vessels or systems;				
	iv. Providing adequate ventilation;				
	v. Providing local exhaust ventilation; and				
	vi. Washing, vacuum cleaning or other means to remove accumulation of the substances on surfaces				
14	Has a competent person conducted workplace exposure monitoring to ensure that the toxic substances specified in Schedule 1 of WSH (General Provisions) Regulations does not exceed the permissible exposure levels (PELs)? Ref: 2024/NTI/09 - Requirements of Competent Person to Monitor, Test or Assess The Environment of any Workplace for any Potential Health Hazard				
15	If “yes”, are the workplace exposure monitoring test results kept for a minimum of five (5) years?				

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16	Where stationary internal combustion engines are used, are provisions made to discharge exhaust gases directly into the open air?				
17	Where it is impracticable to comply with requirements covered by Questions 12, 13 and 14, is suitable air-supplied breathing apparatus provided and used by every person at the workplace?				

Any person who contravenes any provision of the WSH (General Provisions) Regulations which imposes a duty on him is guilty of an offence and liable on conviction to a fine not exceeding \$20,000, imprisonment for a term not exceeding 2 years or both.

SECTION E: OTHER KEY ELEMENTS		YES	NO	N/A	REMARKS/ JUSTIFICATION
18	Before selecting a hazardous substance, has the organisation assessed:				
	i. Whether a less hazardous alternative is available;				
	ii. The storage, handling and disposal requirements;				
	iii. Availability of a current Safety Data Sheet (SDS); and				
	iv. Necessary training and emergency response arrangements?				
19	Has the risk assessment cover the hazards, risks and control measures associated with hazardous substances throughout the relevant stages of their lifecycle (e.g. selection, transport, storage, handling and use, and disposal)?				
20	Have appropriate information, instruction, training and supervision been provided to persons at work?				
21	Are safe work procedures established and implemented for activities involving hazardous substances?				



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22	Is suitable personal protective equipment (PPE) provided, used and maintained for work involving hazardous substances?				
23	Is an emergency preparedness and response plan established for incidents related to hazardous substances that may arise throughout the relevant stages of their lifecycle?				
24	Are suitable emergency response provisions available (e.g. first-aid box, occupational first-aiders, spill kits, eyewash stations and emergency showers)? <i>Note: occupational first-aiders are mandatory for workplace with general hazardous substances specified under Schedule 5, Part 2, Division 1 of the WSHA, Cap 277.</i>				
25	Are you aware of the reporting requirements for incidents and occupational diseases involving hazardous substances under the WSH (Incident Reporting) Regulations, where applicable?				
26	Are register and inventory of all hazardous substances produced, used, or handled workplace available and regularly maintained?				
27	Are hazardous substances stored properly , taking into account shelf-life, environmental conditions, compatibility, suitable storage facilities, secondary containment and access control?				
28	Are suitable disposal arrangements made with specialised hazardous waste contractors?				
29	Is health surveillance conducted, where required by the risk assessment, to detect work-related ill health?				