



اوتوریتی کے شعبہ ان کی سلامتی  
 کھیتی دان عالمہ سکیٹر  
 Safety, Health and Environment  
 National Authority

## SELF-ASSESSMENT CHECKLIST: WORKPLACE SAFETY AND HEALTH COMMITTEES

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This self-assessment checklist is intended to assist **Principals, Occupiers, Employers, and Employees** in assessing compliance with the requirements under the **Workplace Safety and Health Act, Chapter 277 (WSHA, Chp 277)**, and the **Workplace Safety and Health (Workplace Safety and Health Committees) Regulations**.

The checklist enables organisations to systematically:

- assess whether a Workplace Safety and Health (WSH) Committee is **required**;
- evaluate compliance with statutory duties for the **establishment, composition, and functioning** of the WSH Committee; and
- identify gaps and undertake corrective actions for continual improvement in workplace safety and health.

This checklist serves as **guidance only** and does not replace or override statutory obligations. It should be completed as part of the organisation’s periodic WSH review process and maintained by the HSE / WSH focal point. **Submission to SHENA is not required unless requested.**

### GENERAL DETAILS

<b>NAME OF ORGANISATION &amp; REGISTERED ADDRESS</b>			
<b>WORKPLACE ADDRESS (if not the same as company address)</b>			
<b>NAME AND PHONE NO. OF FOCAL PERSON</b>			
<b>EMAIL ADDRESS OF FOCAL PERSON</b>			
<b>WORKPLACE ACTIVITY</b>	<input type="checkbox"/> Agriculture <input type="checkbox"/> Catering and Hospitality <input type="checkbox"/> Commercial/Retail Shop <input type="checkbox"/> Construction <input type="checkbox"/> Food & Beverage <input type="checkbox"/> Food Processing & Packaging	<input type="checkbox"/> Healthcare <input type="checkbox"/> IT & Media <input type="checkbox"/> Logistics & Transportation <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marine & Port <input type="checkbox"/> Oil & Gas	<input type="checkbox"/> Printing <input type="checkbox"/> Recycling & Waste <input type="checkbox"/> Recreational & Fitness <input type="checkbox"/> Repair & Maintenance <input type="checkbox"/> Warehouse <input type="checkbox"/> Other <i>(Please specify)</i> : _____ _____

EVIDENCE		YES	NO	N/A	REMARKS/ JUSTIFICATION/ EXPLANATION
<b>APPLICABILITY</b>					
1	Does your workplace ordinarily employ fifty (50) or more persons? <i>(For the purpose of this checklist, “ordinarily employs” excludes persons engaged in work of a temporary nature or not carried out in the workplace.)</i>				

2	If yes, has the Occupier established a WSH Committee?				
<b>B FORMATION OF WORKPLACE SAFETY AND HEALTH COMMITTEE</b>					
3	Does the WSH Committee consist of both management and employee representatives?  <i>(Management representatives include personnel appointed from the management or employer side of the workplace, including operational heads, divisional heads, or support functions such as HR or administration, as determined by the workplace.)</i>				
4	Is the number of employee representatives not less than the number of management representatives?				
5	Has the Occupier appointed a Chairman whom he reasonably believes to be competent to perform the functions and duties of the role?				
6	Has a Secretary been appointed for the WSH Committee?				
7	Where applicable, is the Secretary a registered WSH Officer with SHENA?				
8	Are the members of the WSH Committee appointed from different departments, or work areas?				
<b>C MEETINGS OF WORKPLACE SAFETY AND HEALTH COMMITTEE</b>					
9	Are WSH Committee meetings conducted <b>at least once a month</b> to discuss workplace safety and health matters?				
10	Are additional meetings convened when necessary, for example, following an accident or dangerous occurrences at the workplace?				
11	Are the minutes of WSH Committee meetings properly recorded by the Secretary?				
12	Are the minutes circulated to all members of the WSH Committees and the Occupier?				
13	Are copies of the minutes properly kept and maintained at the workplace?				
14	Are the members permitted to attend WSH Committee meetings during working hours without restrictions?				
15	Are members' salaries not deducted for attending WSH Committee meetings during working hours?				
16	Does the WSH Committee allow relevant employees ( for example injured person or subject-matter personnel) to be invited to attend meetings, where necessary?				
17	Where required by SHENA, is the Occupier able to furnish copies of the minutes of meetings?				
<b>D FUNCTIONS OF WORKPLACE SAFETY AND HEALTH COMMITTEE</b>					
<b>GENERAL INSPECTION OF WORKPLACE</b>					
18	Does the WSH Committee conduct a general workplace inspection at least <b>once a month</b> ?				
19	Is a written report prepared following each inspection?				
20	Does the Chairman ensure that inspection findings are discussed and formally recorded, including recommendations for corrective actions?				

21	Does the inspection report identify any deficiencies or gaps in workplace safety and health measures?				
22	Does the inspection report include recommendations for actions to improve workplace safety and health in the workplace?				
23	Does the Chairman furnish every inspection or investigation report to the Occupier of the workplace?				
<b>INSPECTION AFTER ACCIDENT OR DANGEROUS OCCURENCE</b>					
24	Following an accident or dangerous occurrence, does the Occupier ensure, so far as reasonably practicable, that the WSH Committee immediately conducts an inspection?				
25	Where a WSH Officer is appointed, does the WSH Officer immediately investigate the accident or dangerous occurrence and report the findings to the Chairman?				
26	Does the WSH Committee hold a meeting to discuss the inspection findings and the WSH Officer's report (if any)?				
27	Does the WSH Committee prepare a written report following the post-incident inspection?				
28	Does the post-incident inspection report identify any deficiencies or gaps in safety measures?				
29	Does the post-incident inspection report include recommendations for actions to improve workplace safety and health?				
<b>ACTION ON REPORT</b>					
30	Does the Chairman submit all inspection or investigation reports to the Occupier of the workplace?				
31	Upon receiving the report, does the Occupier review and discuss the recommendations with the WSH Officer (if appointed), or Chairman, and ensures that the decision is recorded?				
32	Does the Occupier direct appropriate persons to take the necessary corrective action in the interests of workplace safety and health?				
33	Does the Occupier keep a copy of each report at the workplace?				
<b>PROMOTION OF SAFE CONDUCT OF WORK</b>					
34	Does the WSH Committee organise, or assist in organising, activities to promote the safe conduct of work in the workplace?				
35	Has the WSH Committee, with the approval of the Occupier, issued workplace safety and health guidelines?				
36	Where amendments are made to such Guidelines, does the Committee seek approval from the Occupier?				
37	Has the Occupier published guidelines and any amendments and ensured that they are known to everyone at the workplace?				

**BASIC KNOWLEDGE OF MEMBERS OF WORKPLACE SAFETY AND HEALTH COMMITTEE**

38	Does the Occupier ensure that the appointed WSH Committee members possess a basic knowledge of their functions and duties under the WSHA, Chp 277?				
39	Is the WSH Committee permitted to carry out workplace inspections and inquiries relating to the workplace or any person at work?				
40	Does the WSH Committee have access to relevant workplace records and documents necessary for the discharge of its functions?				
41	Is the WSH Committee empowered to conduct inquiries and investigations into workplace accidents and hazardous conditions?				
<b>E</b>	<b>MANAGEMENT SUPPORT</b>				
42	Does the Occupier provide the WSH Committee with adequate resources and assistance, including time, budget, manpower to enable the Committee to discharge its functions effectively?				

**Note:**

A “**Yes**” response to Question 1 indicates that the workplace is **required by law** to establish a WSH Committee. Question 2 and all applicable questions under **Sections B, C, D and E** must complied with.

A “**No**” response to Question 1 indicates that the requirement to establish a Workplace Safety and Health (WSH) Committee **does not apply**. Question 2 and Sections B and C may be marked “**N/A**”, unless voluntarily implemented. Any measures implemented are considered **good practice** and do not constitute regulatory non-compliance.

*For further guidance, please refer to the **Workplace Safety and Health (Workplace Safety and Health Committees) Regulations** and the **Industry Guidance Note (IGN) on Establishment of Workplace Safety and Health Committee in a Workplace**, available on the SHENA website.*

*Any person who contravenes the relevant provisions under the Workplace Safety and Health (Workplace Safety and Health Committees) Regulations is guilty of an offence and liable on conviction to –*

*(a) to a fine not exceeding \$10,000 for a first offence; and*

*(b) a fine not exceeding \$20,000, for second or subsequent offence,*

*imprisonment for a term not exceeding 6 months or both.*

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

For further inquiries and clarification, please contact us  
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