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ڪصيٽن. ڊان عالم سڪيٽر
Safety, Health and Environment
National Authority

WORKPLACE SAFETY AND HEALTH OFFICER (WSH OFFICER) FORUM

19 SEPTEMBER 2019



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AGENDA: MORNING SESSION

09:30 - 10:00 **Registration for Government / Industry Stakeholders / Breakfast**

10:00 **Safety Briefing**

10:05 **Recital of Surah Al-Fatihah & Doa Selamat**

10:10 **Opening Remarks by
Jaime Oscar Richard Rebelo, Chief Inspector, SHENA**

10:15 **Introduction on SHENA**

10:25 - 11:00 **Presentation on WSH Officer**

11:00 - 11:10 **Legislation Update**

11:10 - 11:30 **Q & A Session**



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AGENDA: AFTERNOON SESSION

1400 - 1430 **Registration for Government / Industry Stakeholders**

14:30 **Safety Briefing**

14:35 **Recital of Surah Al-Fatihah & Doa Selamat**

14:40 **Opening Remarks by
Jaime Oscar Richard Rebelo, Chief Inspector, SHENA**

14:45 **Introduction on SHENA**

14:55 - 15:30 **Presentation on WSH Officer**

15:30 - 15:40 **Legislation Update**

15:40 - 16:00 **Q & A Session**



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SAFETY BRIEFING

DESIGN & TECHNOLOGY (D&T) BUILDING

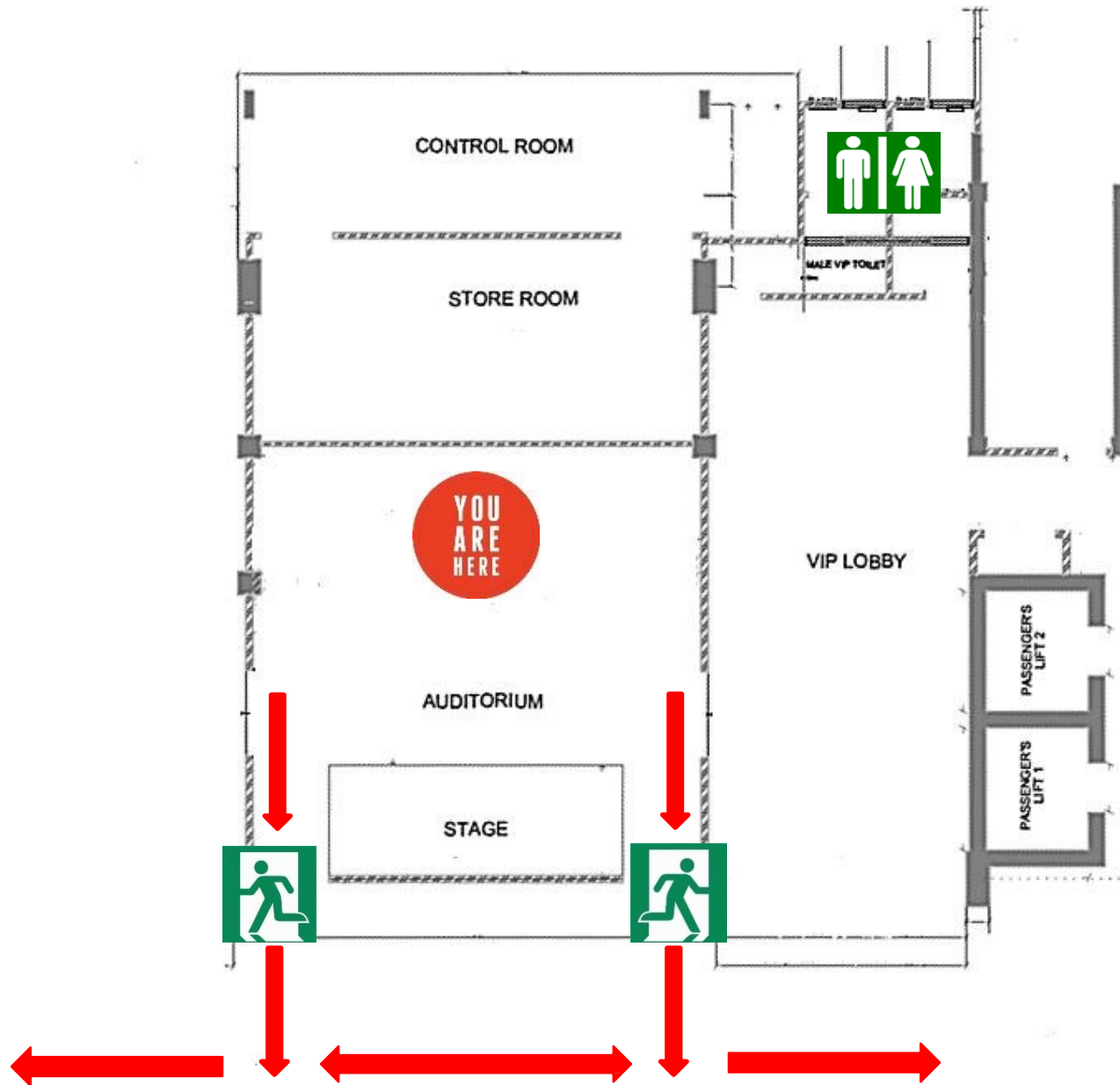


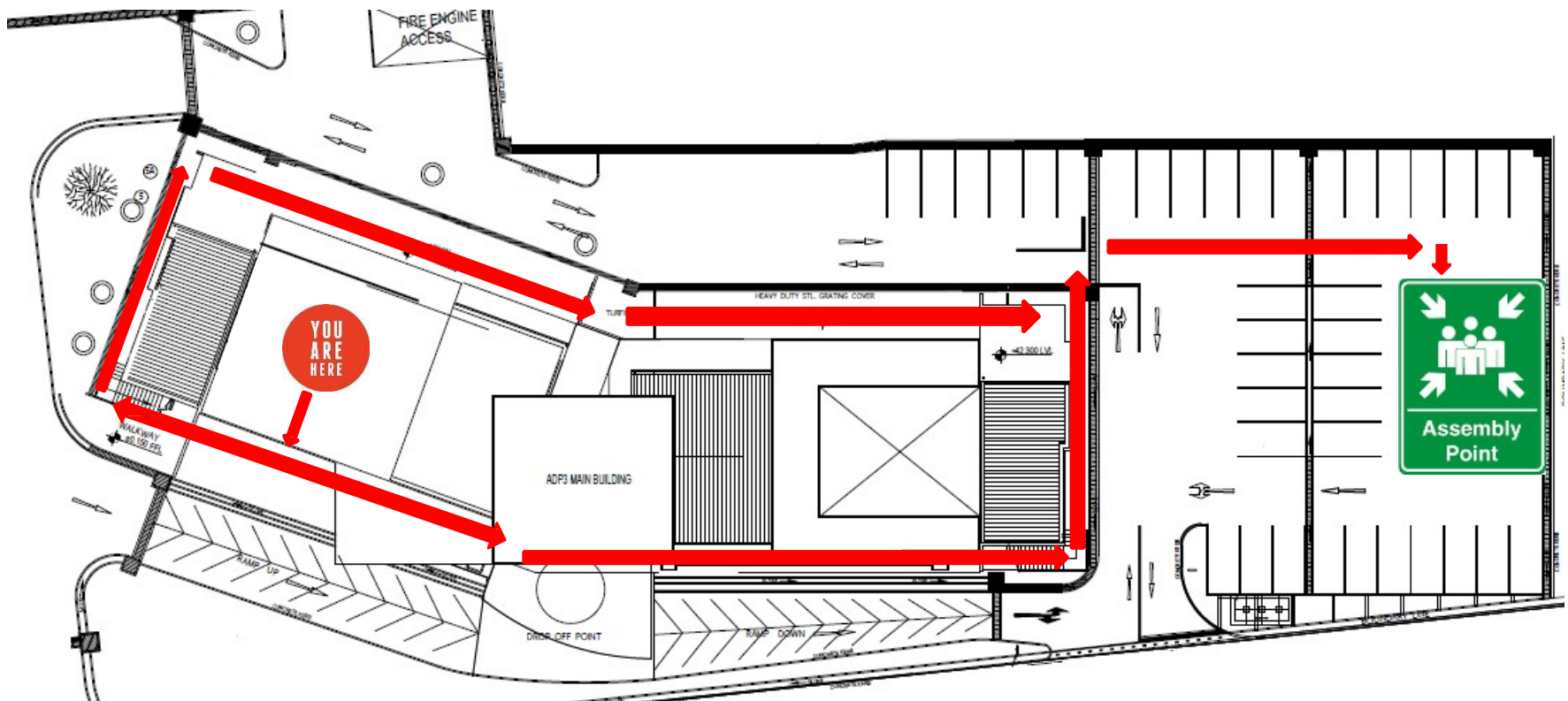
SOUND OF ALARM

Continuous Bell Ringing
EVACUATE BUILDING



FIRE EVACUATION PLAN

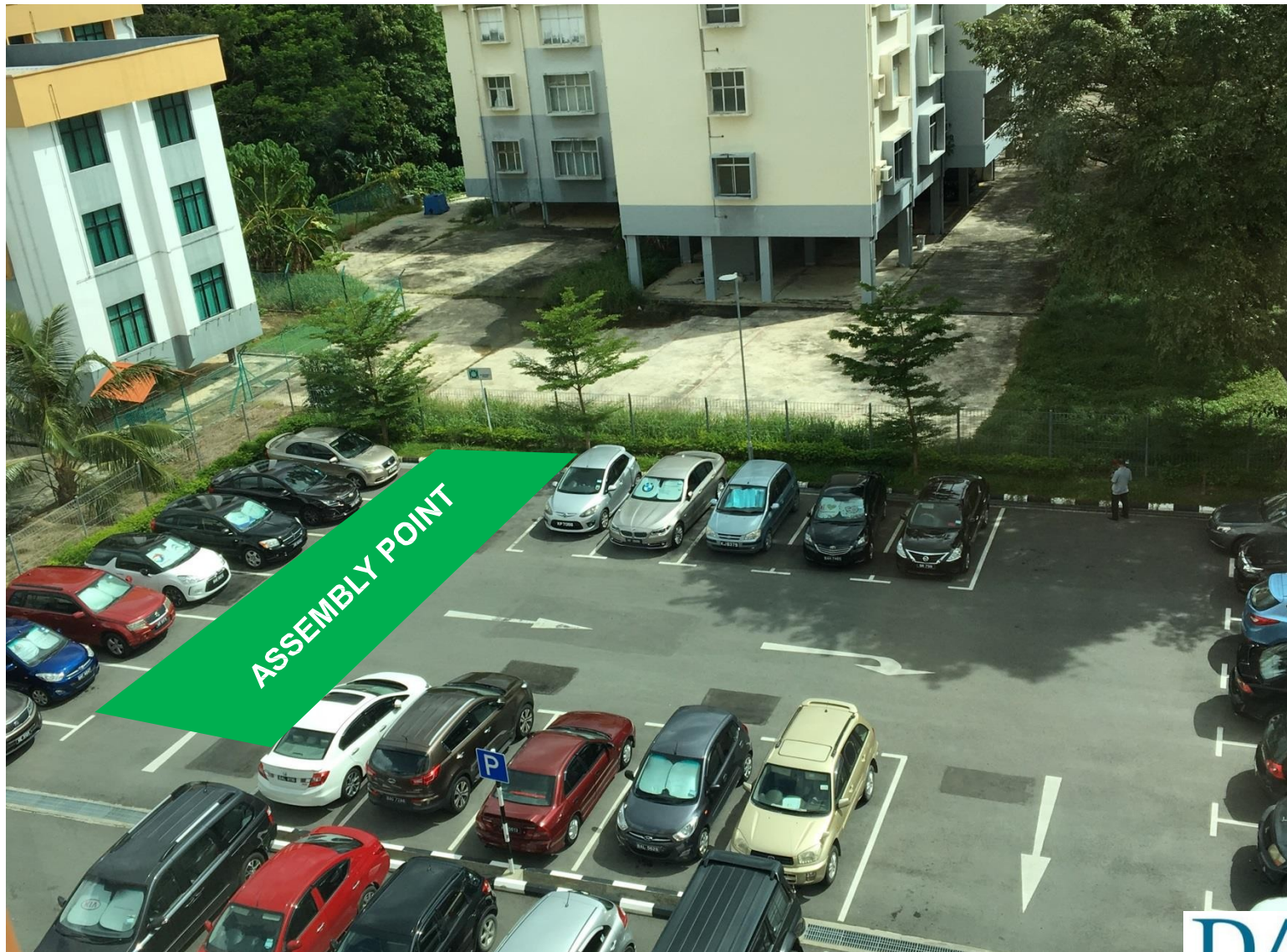




LOCATION OF ASSEMBLY POINT



LOCATION OF ASSEMBLY POINT



USE HANDRAILS WHEN USING STAIRS



ELEVATORS SHOULD NOT BE USED DURING EMERGENCY



THE BUILDING IS A NON-SMOKING AREA





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THANK YOU

FOR YOUR KIND ATTENTION

YOUR SAFETY IS OUR UTMOST IMPORTANT



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RECITAL OF SURAH AL-FATIHAH & DOA SELAMAT



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OPENING REMARKS

Jaime Oscar Richard Rebelo
Chief Inspector, SHENA



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INTRODUCTION ON SHENA

Presenter:



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BACKGROUND

- A statutory body set up under the Safety, Health and Environment National Authority Order, 2018 and enforced April 2017.
- The Authority regulates and enforces all matters relating to workplace safety and health, environment and radiation within Brunei.
- A Chief Executive Officer (CEO) heads the Authority and is ultimately accountable for the function and affairs undertaken by the Authority. He is responsible to the Authority and reports directly to the Minister in Charge (Minister of Energy, Manpower and Industry).
- Appointed inspectors have specific legal powers to enforce and regulate workplace safety and health, environment and radiation laws on behalf of the SHENA.



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FUNCTIONS



INSPECTION



INVESTIGATION



EXAMINATION OF NOTIFICATION



EXAMINATION AND CERTIFICATION OF SAFETY CASE



EXAMINATION OF SAFETY MANAGEMENT SYSTEM

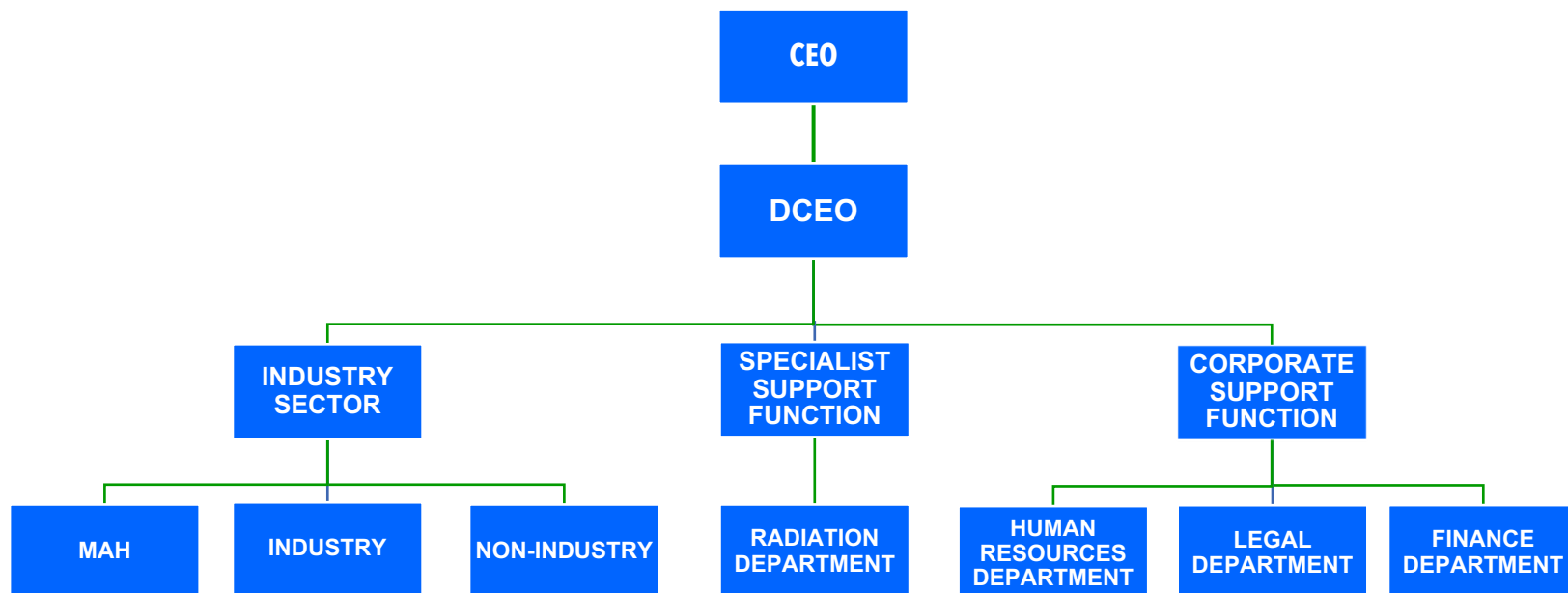


LICENSING



ADVISE GUIDANCE AND SUPPORT TO INDUSTRY

FUNCTIONAL CHART



INDUSTRY SECTORS

1. Major Accident Hazard: Oil and Gas Petrochemicals, Hazardous substance
2. Industry: Rest of Industry
3. Non Industry: Hospitals, schools, offices



SPECIALIST SUPPORT

1. Radiation Department
2. Technical Support Unit.



CORPORATE FUNCTION

1. Human Resources Department
2. Legal Department
3. Finance Department



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VISION, MISSION & PRINCIPLES

VISION

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

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.

MISSION

We will maintain a robust fit for purpose national safety, health and environmental regulatory framework and ensure 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

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



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THE ACTS

ENFORCEMENT OF THE WORKPLACE SAFETY AND HEALTH ORDER (WSHO) 2009

This order is goal setting and describes the general safety and health expectations on all workplaces.

Duties are placed primarily on the Employer, with further duties on employer roles, such as contractor, sub-contractor, designer, manufacturer. There are also duties placed on individual employees.

ENFORCEMENT OF THE ENVIRONMENTAL PROTECTION AND MANAGEMENT ORDER (EPMO) 2016

This order is goal setting and describes the general environmental expectations on all industry sectors and persons.

ENFORCEMENT OF THE RADIATION PROTECTION ORDER 2018

This order is goal setting and describes the general expectations on all industry sectors covering radiation requirements of the International Atomic Energy Agency (IAEA).

The Acts ensure that those creating the risk reduce those risks to persons (employees and public), assets and the environment, to As Low As is Reasonably Practicable.



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WORKPLACE SAFETY & HEALTH (WSH) LEGAL POSITIONS & TRAINING

Presenter:

Siti Liyana Binti Abdul Rahim

Junior Inspector, SHENA

WSH OFFICERS & CO-ORDINATORS

WSH OFFICERS & CO-ORDINATORS

- 28.(1)
Every workplace within the prescribed class or description of workplaces shall have a Workplace Safety and Health Officer or a Workplace Safety and Health Co-ordinator appointed in respect thereof.





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REGISTRATION

WORKPLACE REQUIRING WSH OFFICER

(Schedule 2 of
WSH Officer Regulation)

- 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 of a contract sum of \$10 million or more are carried out
- Any other factories in which 100 or more persons are employed, except those which are used for manufacturing garments

DUTY TO APPOINT WSH OFFICER

- Occupier of the workplace

WHO CAN APPLY?

- Company's representative

HOW MUCH IS THE COST?

- \$110 (new application)
- \$60 (renewal)
- \$10 (replacement)
- Fees are non-refundable, regardless of the status of their application

HOW LONG IT TAKES?

- Up to 8 weeks, after applicant submit all required documents.
- Note: Incomplete or insufficient information will delay their application

VALIDITY?

- 2 years (Renewable)

RELATED DOCUMENTS?

- WSH Officer Registration Form, Copy of NEBOSH IGC Cert, Curriculum Vitae, Cover letter from company, Copy of IC / Passport

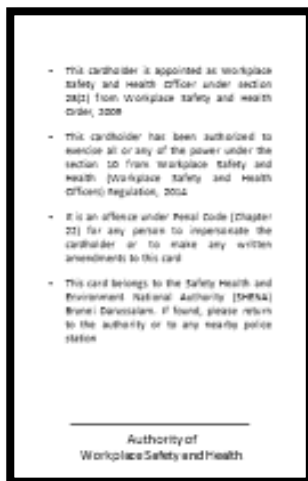
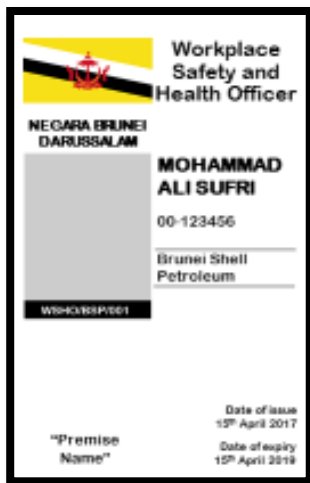
ORDER AND REGULATIONS

- Workplace Safety and Health Order, 2009
- Workplace Safety and Health (Workplace Safety and Health Officers) Regulations, 2014



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CERTIFICATE OF APPROVAL



- A certificate of approval for a person to act as a WSH Officer valid for 2 years from the date of approval
- Certificate (card) of approval issued shall not be transferable
- If lost, destroyed or defaced, the holder of the card may apply to Authority for a replacement card on payment as specified in first schedule - must be supported with documentary proof that the card of approval issued earlier has been lost, destroyed or defaced
- The card is renewable every 2 years with renewal fee and shall not be refundable.



DUTIES OF WSH OFFICER

- To assist the occupier of the workplace to identify and assess any foreseeable risk arising from the workplace or work processes.
- To recommend to the occupier of the workplace or other person in charge of the workplace reasonably practicable measures to eliminate any foreseeable risk to any person who is at work in that workplace or may be affected by the occupier's undertaking in the workplace.
- To recommend to the occupier of the workplace or other person in charge of the workplace
 - such reasonably practicable measures to minimise the risk; and
 - such safe work procedures to control the risk.
- To assist the occupier of the workplace or other person in charge of the workplace to implement the measure or safe work procedure.



POWER

- To investigate any accident, dangerous occurrence or occupational disease that occurred within the workplace

- To assess the levels of noise, illumination, heat or harmful or hazardous substances in the workplace and the exposure levels of persons at work therein

- To make such examination and inquiry of the workplace and of any person at work at that workplace as may be necessary to execute his duties

- To inspect and examine any machinery, equipment, plant, installation or article in the workplace

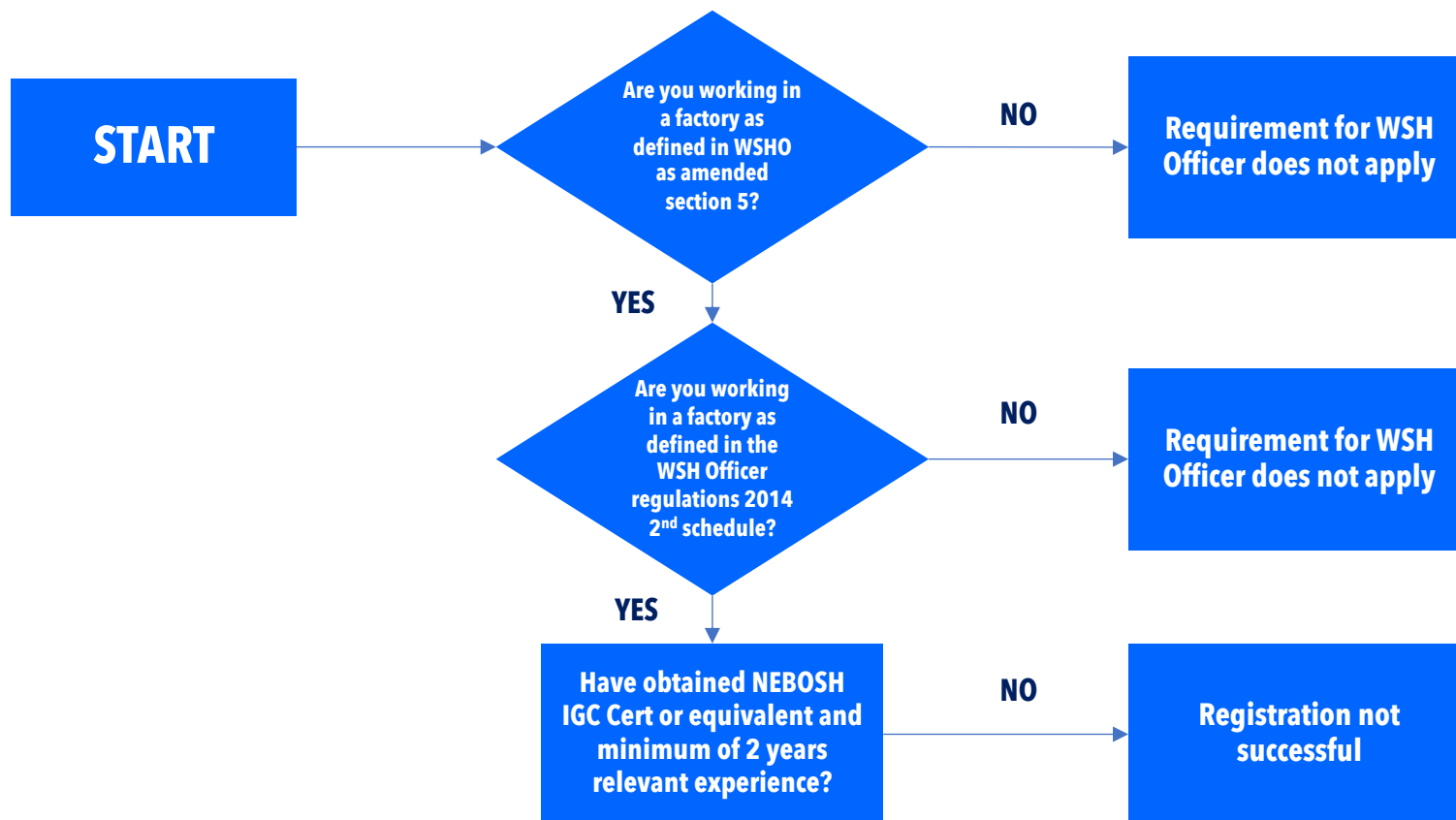
- To enter, inspect and examine at any reasonable time the workplace

- To require the production of workplace records, certificates, notices and documents kept or required to be kept, including any other relevant document, and to inspect and examine any of them



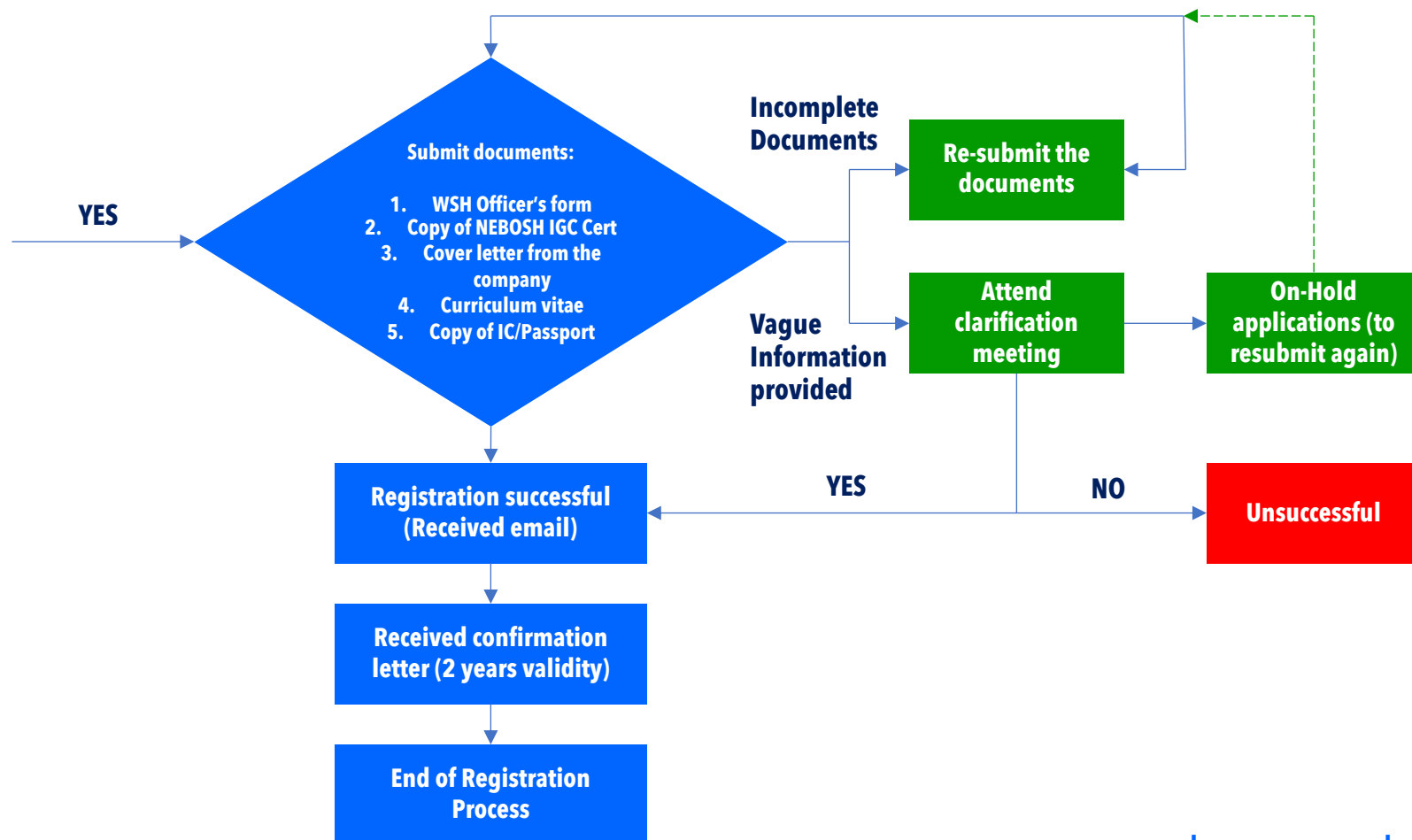
REGISTRATION OF WSH OFFICER

PROCESS FLOWCHART



REGISTRATION OF WSH OFFICER

PROCESS FLOWCHART





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FORM & CERTIFICATE

SAFETY, HEALTH AND ENVIRONMENT NATIONAL AUTHORITY			
WORKPLACE SAFETY & HEALTH OFFICER		Date	Rev.
		12 th December 2018	1

Note: This form is to be used as a notification of Workplace Safety & Health Officer to the Safety, Health and Environment National Authority

Part 1: PERSONAL DETAILS

First name		Passport size photo	
Last name			
IC no.		Colour	
Passport no		Date of birth	
Nationality		Gender	
Home Tel.		Work Tel.	
Email		Mobile No.	
Home address			

Part 2: WORKPLACE DETAILS

Current title / position		No. of years in current position	
Task and responsibilities			
Name of company		Work activity	
Company's address			
List of WSH qualifications acquired	WSH Qualifications	Issue Date	
List of Previous title / position	Title / Position/Company	Duration (from – until)	

Workplace Safety and Health Officer's Forms

NEBOSH International General Certificate in Occupational Health and Safety
This is to certify that
was awarded this qualification on
30 January 2012
with Distinction
Sir Bill Callaghan Chair
Teresa Budworth Chief Executive
Master log certificate No:
<small>The National Examination Board in Occupational Safety and Health Registered in England & Wales No. 2098100 A Charitable Company Charity No. 1010464</small>

E.g.: NEBOSH IGC Certificate



LEGAL ROLES

WSH COORDINATORS

REQUIREMENT:

1. Successfully completed relevant training course
2. Minimum of 2 years relevant experience

DUTIES:

1. Assist identifying unsafe condition / work practice
2. Recommend and implement measures for unsafe condition / work practice

POWERS:

1. Enter, inspect and examine the workplace
2. Inspect and examine documents, records, certificate, notice of workplace
3. Investigate accident, dangerous occurrence, occupational disease

WSH COMMITTEES

DUTIES:

1. Inspect the workplace at least once a month - records in report
2. Promote safe conduct of work in the workplace
3. Inspection of any accident or dangerous occurrences
4. Review safety or health in the workplace

POWERS:

1. Enter, inspect and examine the workplace
2. Inspect and examine documents, records, certificate, notice of workplace
3. Investigate accident, dangerous occurrence, occupational disease

WSH AUDITORS

DUTIES TO AUDIT:

1. Safety & health management system
2. Risk assessment
3. Work process
4. The workplace

The auditor must not be a partner, an officer, an employee or an associate of the occupier of the worksite



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LEGISLATION UPDATE

AMENDMENTS

WSHO

- Workplace Safety and Health (Amendment) Order, 2019
- WSH (Officer) Regulations

SHENA

- Safety, Health and Environment National Authority (Amendment) Order, 2019

DRAFTING

WSHO

- WSH (Work at Heights) Regulations
- WSH (Operations of Cranes) Regulations
- WSH (Workplace Safety Coordinators) Regulations
- WSH (First-Aid) Regulations
- Pipeline Safety Regulations

RPO

- Radiation Licensing Regulations

Scaffolding

- Guidelines For The Safe Use of Scaffolding

INCIDENT REPORTING

Regulations

WSHO

- Workplace Safety and Health (Incident Reporting) Regulations, 2014

ACTIONS

Investigate
Monitor
No Actions

Incident Notification Process





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SUMMARY

- **COMPETENCY AND CAPACITY OF THE WORKFORCE**
- **ASSURANCE AND ROUTINE VERIFICATION**
- **COMPLIANCE TO LEGISLATION, STANDARDS AND POLICIES**
- **POSITIVE LEARNING FROM EXPERIENCE - LISTEN AND ACT RESPONSIBLY TO FEEDBACK**
- **REVIEW AND IMPROVEMENT OF EXISTING PRACTICES - ONE SIZE DOES NOT FIT ALL, PRACTICAL, DOABLE AND SUSTAINABLE**
- **SELF RELIANCE IS A TEAM EFFORT - INDUSTRY AND REGULATOR**
- **INTEGRATION WITH NEIGHBOURS**
- **ENGAGE THE REGULATOR - TRANSPARENCY OF APPROACH**

AND

**ALWAYS REMEMBER THAT FAILURE MAY RESULT IN LEGAL OUTCOMES,
REPUTATION AND BUSINESS IMPACT**



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CONCLUSION

Laws and regulations

Set by the government

Implemented by those who create the risk

Underpinned by Continuous Improvement



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Q & A



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**THANK
YOU**

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