



اوتوريٽي ڪيٿسائن ڪسلامتن
ڪهيٽن. دان عالم سڪيٽر

Safety, Health and Environment
National Authority

USER GUIDE

HSE PERFORMANCE REPORTING

VIA BUSINESS REPORTING PORTAL



CONTENTS

01 **INTRODUCTION**

02 - 03 **COMPANY REGISTRATION
AND SYSTEM LOG-IN**

04 **FOR COMPANIES / BUSINESS
THAT HAVE NOT BEEN
REGISTERED UNDER ROCBN**

04 - 07 **DATA ENTRY:
HSE PERFORMANCE REPORTING**

08 - 09 **DEFINITIONS**

INTRODUCTION

OVERVIEW OF SHENA

- 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, health and environment as well as 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 SHENA Board of Directors, who report directly to the Minister in Charge (Minister of Energy).
- Appointed Inspectors and Authorised Officers have specific legal powers to enforce and regulate workplace safety, health and environment as well as radiation laws on behalf of SHENA.
- SHENA's Vision:
We are committed to making a difference and ensuring Brunei is a safe place to work and live.

HSE PERFORMANCE REPORTING SYSTEM

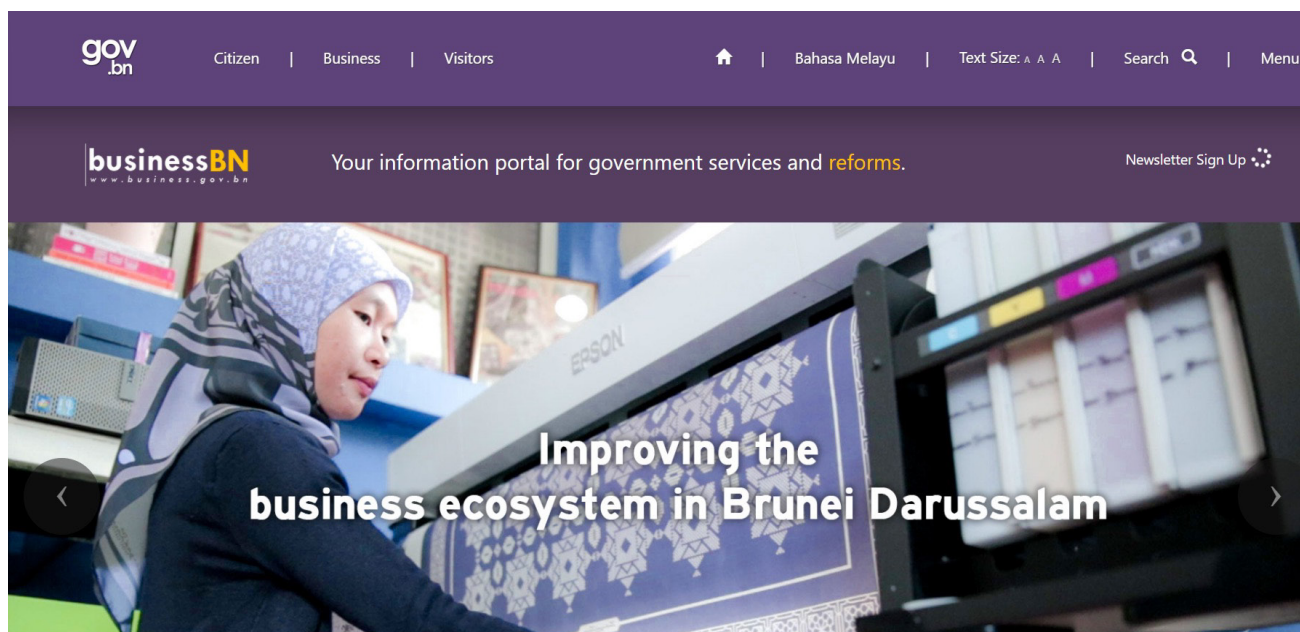
A simple, online reporting of system, found in a tab under the Business Reporting Portal, provided by the Industry Business Ecosystem Division of MOFE.

Companies will directly or indirectly gain a number of benefits by actively compiling and publishing their own HSE performance data, including:

- Building a good reputation as a company that is responsible, caring and trustworthy
- Elevating the company profile which adds value and competitive advantage to get new business opportunities, to attract best candidates to employ, etc.
- Ensuring continuous improvement in their performance by utilising the available data for reviews and studies.

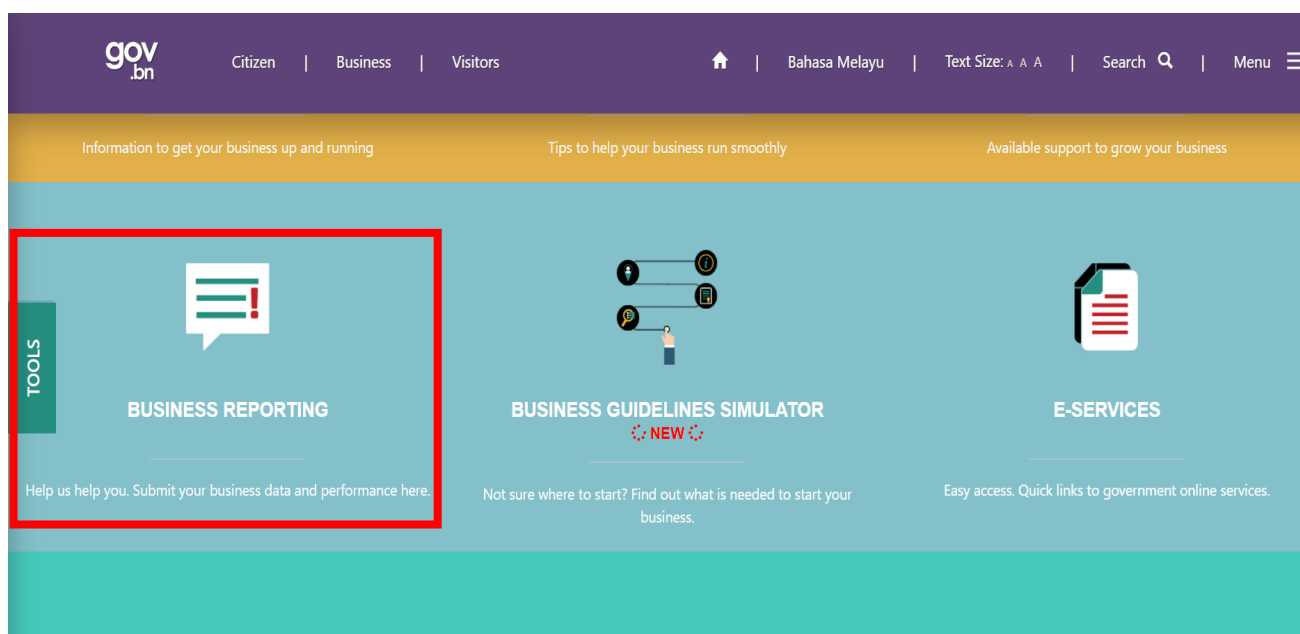
STEP 1

Go to <https://business.mofe.gov.bn/>



STEP 2

Find **Tools** and click **Business Reporting**



STEP 3

Please download the **Business Reporting Briefing Pack**



businessBN
www.business.gov.bn

Home | Bahasa Melayu | Text Size: A A A | Search | Menu

Welcome to the Business Reporting

The Business Reporting is an initiative to streamline all business data collection from various government systems. This initiative is developed by Industry and Business Ecosystem, Ministry of Finance with Department of Economic Planning & Statistics (JPES), E-Government National Centre and Darussalam Enterprise (DARe) with the support from the other Government agencies.

Through this initiative, all companies information from various government systems will be channeled/linked into the Business Reporting and all companies in Brunei Darussalam will only be required to send their business data & performance report through the Business Reporting Portal.

The portal can be accessible to companies 24hrs a day, 7 days a week.

We kindly seek your cooperation to read the Guidelines and FAQs before submitting any data in the Business Reporting Portal. We also advise and request your cooperation as employer/owner/director to complete the business information by your good self or your authorized employees. To avoid any misuse of your confidential company/business information, we strongly discourage use of third party/agent to do reporting on your behalf.

Thank you.

Enter Company / Business Name:

Guidelines and FAQs

- Business Reporting Briefing Pack**
(Last Updated: 01/05/2020)
- Business Reporting FAQs
(Last Updated: 01/05/2020)
- Labour Census 2020 - Guideline

STEP 4

Click **Proceed to Business Reporting**



businessBN
www.business.gov.bn

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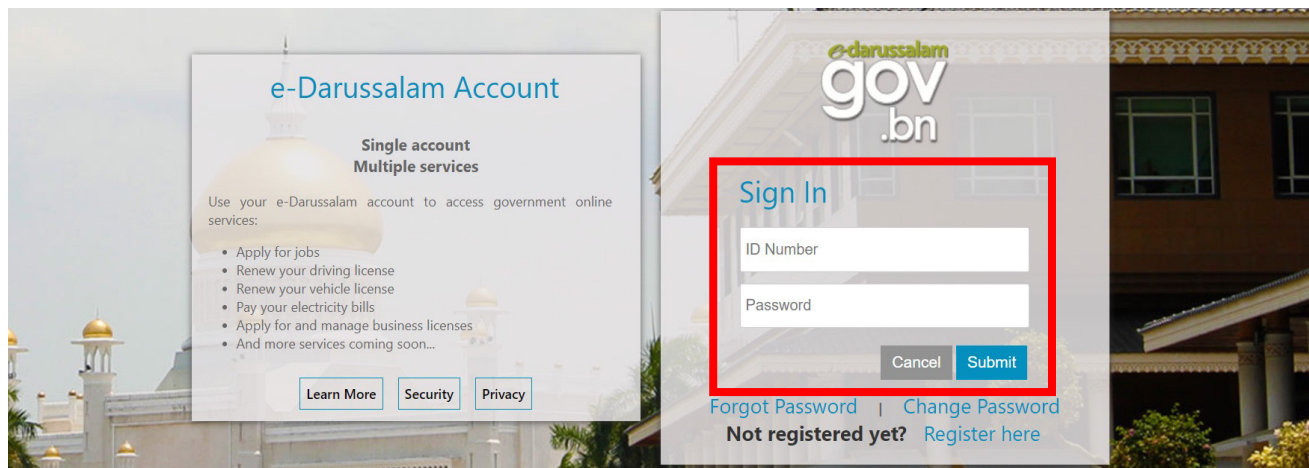
- Business Reporting Briefing Pack
(Last Updated: 01/05/2020)
- Business Reporting FAQs
(Last Updated: 01/05/2020)
- Labour Census 2020 - Guideline

FOR COMPANIES/BUSINESS THAT HAVE NOT BEEN REGISTERED UNDER ROCBN, PLEASE REGISTER THEIR COMPANY/BUSINESS NAME AT THE REGISTRY OF COMPANIES AND BUSINESS NAMES (ROCBN) COUNTER OR REGISTER ONLINE AT <https://ocp.mofe.gov.bn/>

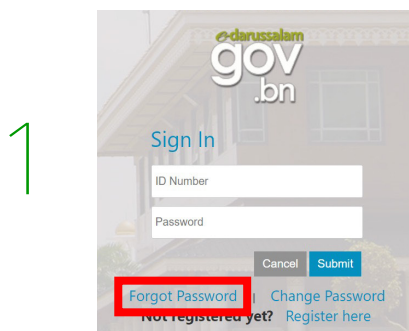
DATA ENTRY INTO HSE PERFORMANCE REPORTING TAB (FOR REGISTERED COMPANIES)

STEP 5

Login to your e-Darussalam account and your company name will appear



RESET E-DARUSSALAM ACCOUNT - FORGOT PASSWORD



Please click **Forgot Password** to reset your e-darussalam Account Password

2
Call Darussalam Hotline at **123** to request to reset e-password

STEP 6

Click Business Reporting

ROCBN	Company Name
	Business Reporting Labour Census

STEP 7

Go to Section 2 - Business Information

Online Business Reporting	Section 1 - Company Details	Section 2 - Business Information	Section 3 - Business Status	Section 4 - Employment
Section 5 - Expenditure	Section 6 - Revenue	Section 7 - FDI		

NOTE: Section 1 (Part A-C) is automatically synchronized from ROCBN system, should any of the company/businesses information need to be amended, the company/businesses need to update the information at the ROCBN counter or online via ROCBN website. Alternatively, if the company/businesses has already updated their info at ROCBN however the info is still not reflected in BR portal, then the company/businesses can send their request to update the company/businesses information via email to br@mofe.gov.bn.

Modified Date: 10 Feb 2021
Modified By: 00288308

A. Company / Business Details

1. Company Registration Number:
2. Company Name:
3. Date of Registration:

STEP 8

Click on HSE Reporting

Online Business Reporting	Section 1 - Company Details	Section 2 - Business Information	Section 3 - Business Status	Section 4 - Employment
Section 5 - Expenditure	Section 6 - Revenue	Section 7 - FDI		

Type of Business	Construction Sector Only	Agriculture Sector Only	Forestry Sector Only	Fisheries Sector Only	Oil & Gas Sector Only	HSE Reporting
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Modified Date: 06 Oct 2021
Modified By: 01068066

A. Type Of Business

1. Type of Organisation*

2. Type of business activity: [List of BDSIC](#)

a) Principal business activity*

Note: (Please enter 4 digit BDSIC Code: xxxx) below a) Principal business activity

Post-harvest crop activities

STEP 9

Select the **respective year** from the drop-down menu.

Note that Part A is automatically synchronized from information of other sections within the Business Reporting Portal.

Online Business Reporting Section 1 - Company Details Section 2 - Business Information Section 3 - Business Status Section 4 - Employment

Section 5 - Expenditure Section 6 - Revenue Section 7 - FDI

Type of Business Construction Sector Only Agriculture Sector Only Forestry Sector Only Fisheries Sector Only Oil & Gas Sector Only **HSE Reporting**

Modified Date: 10 Nov 2021
 Modified By: 01058444

Please select year:

2022

Part A: Basic Information

Company Name: KEMENTERIAN TENAG

Company Address: JALAN PERDANA MEN

STEP 10

Fill in Part A: User to select either **Yes / No** from the drop-down menu to declare whether the company has a documented HSE Intervention System in place.


Part A: Basic Information

Company Name: KEMENTERIAN TENAG

Company Address: JALAN PERDANA MEN

Type of Industry: Post-harvest crop activiti


Total Number of Employees: 14

Documented HSE Intervention System in place? 

Yes

No

Part B. Monthly HSE Report

Number of Exposure Hours:- 	Number of Work-	Number of Work-related	Number of Dangerous	Number of Occupational	Number of Major	Number of HSE
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HSE INTERVENTION SYSTEM:

A system within the company that promotes a discussion and action as a follow up to an observation of an unsafe act, condition, or situation, in order to stop or prevent an unwanted event that could potentially cause harm to person or environment from happening. The intervention is also captured and recorded in written form.

STEP 11

Fill in Part B: Monthly HSE Report (white boxes) for the respective months while ensuring to check the definition of each item by clicking on the "?" icon. Save your data by clicking the button at the end of the page.

Part B. Monthly HSE Report

	Number of Exposure Hours:-?			Number of Work-related Fatalities (death(s))	Number of Work-related Injuries		Number of Dangerous Occurrences ?	Number of Occupational Diseases?	Number of Major Accident ?	Number of HSE interventions (if any)
	Office Staff(hours)	Frontline Staff (hours)	Total (hours)		Major Injuries ?	Minor Injuries ?				
January	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
February	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
March	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
April	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

- Please note that the data should be updated monthly

DEFINITIONS

1. EXPOSURE HOURS

The number of hours worked by the employees or persons contracted to work for the company, within a specific time frame, e.g monthly.

2. MAJOR INJURIES

Injuries sustained by the employee(s) or person(s) contracted to work for the company, that require admission to hospital for at least 24 hours or granted >3 consecutive days sick leave.

3. MINOR INJURIES

Injuries sustained by the employee(s) or person(s) contracted to work for the company, that involve only first aid or medical treatment case(s) without hospitalization or being granted <3 days sick leave.

4. DANGEROUS OCCURRENCES

Any occurrences that occur at a workplace as specified in the Second Schedule of Workplace Safety and Health Order (WSHO), 2009, involving:

- bursting of revolving wheel moved by mechanical power
- collapse of crane, derrick, winch, hoist, pilling frame
- explosion or fire damage to structure of any room, machine, plant
- failure or electrical machinery, plant or apparatus involving explosion or fire
- explosion or fire affecting any room or place of work
- explosion or failure of structure of steam boiler or pressured container
- failure or collapse of formwork
- collapse of scaffolding exceeding 15 metres high
- seepage of seawater into a dry dock or floating dock

5. OCCUPATIONAL DISEASES

Any disease suffered by an employee or person(s) contracted to work for the company, at a workplace as specified in the Third Schedule of Workplace Safety and Health Order (WSHO), 2009, involving:

- Aniline poisoning
- Anthrax
- Arsenical poisoning
- Asbestosis
- Barotrauma
- Beryllium poisoning
- Byssinosis
- Cadmium poisoning
- Carbon bisulphide poisoning
- Carbon dioxide poisoning
- Carbon monoxide poisoning
- Cataract
- Chrome ulceration
- Chronic benzene poisoning
- Compressed air illness
- Cyanide poisoning
- Epitheliomatous ulceration
- Glanders
- Hydrogen sulphide poisoning
- Lead poisoning
- Leptospirosis
- Liver angiosarcoma
- Manganese poisoning
- Mercurial poisoning
- Mesothelioma
- Nitrous fumes poisoning
- Noise-induced deafness
- Occupational skin diseases
- Occupational asthma
- Pesticide poisoning
- Phosphorous poisoning
- Poisoning from halogen derivatives of hydrocarbon compounds
- Radiation
- Rengas wood poisoning
- Repetitive strain disorders
- Silicosis
- Toxic anaemia

6. SERIOUS ACCIDENT

An accident involving three or more fatalities inside or outside the premises or five or more injuries inside or outside, or release of toxic chemical or explosion or fire or spillage of hazardous substance or uncontrolled loss of containment, resulting in 'on-site' or 'off-site' emergencies or damage to asset or equipment leading to stoppage of process or adverse effects to the environment resulting in financial loss of 1 Million BND or more.

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  [@shena.gov.bn](https://www.instagram.com/shena.gov.bn)

 t.me/SHENAbn