



GOVERNMENT OF INDIA MINISTRY OF  
LABOUR & EMPLOYMENT, REGIONAL  
LABOUR INSTITUTE, KOLKATA  
(INDUSTRIAL SAFETY DIVISION)

**Training programme on  
“Occupational Health & Safety Audit”  
(28.5.2024 to 30.5.2024)**

**ABOUT THE COURSE**

The training program shall be helpful to provide guidelines as per IS 14489 for verifying the existence and implementation of elements of occupational safety and health system in addition to ascertain the system's and procedural ability to achieve that whether the defined safety objectives through establishing, planning, conducting and documenting of audits on occupational safety and health systems at workplace are being achieved or not. It is sufficiently general in nature to permit it to be applicable or adaptable to different kinds of organizations. Each organization can develop its own specific systems and procedures for implementing the aforesaid standard.

The programme aims at imparting knowledge on Occupational Safety and Health Audits systems as applicable to Industries.

**OBJECTIVE**

The objective of this Workshop is to elaborate the concept of the OSH Audit which is carried out as per the requirement under IS 14489 and the various Legislative requirements such as the Factories Act, 1948 and the state Factories Rules, Environment (Protection) Act, 1986 and Rules made there under and other applicable Statutes. This programme aims to facilitate the delegates on the value system of Occupational Safety and Health Audit.

**COURSE HIGHLIGHT**

- National Policy on Safety Health and Environment at Workplace -NPSHEW
- Introduction to OHS Audit
- Elements of IS 14489:2018
- Auditing Methodology
- Questionnaire of the OSH Audit
- Statutory Provisions
- Opening and Closing meeting
- Records to be examined.
- Pre and Post Audit Activities
- Gather and Evaluate Audit data
- Audit Findings
- Preparation of Audit Report
- Follow up action
- Case studies

**PARTICIPATION**

Safety Managers, Safety Officers, Safety Professionals and Engineers connected with Hazardous Factories, MAH Installations, Construction Site and Port or anyone interested to attend the program.

**DATE AND TIMINGS**

Three days –28.5.2024 to 30.5.2024  
from 10.30 to 1730 hrs.

**VENUE**

Conference Hall RLI, Kolkata.

**ADMINISTRATIVE DETAILS**

**Institution fee @ Rs 5000/-** (Rs Five thousand only) per participant through Bharatkosh portal (<https://bharatkosh.gov.in>) may be deposited online by using the following steps **after nomination confirmed from Course Coordinator**. Institution fee does not include any refreshment.

**Payment procedures:**

Log in to

<https://bharatkosh.gov.in> / Quick

Payment

Ministry: 021 Labour & Employment

Purpose: Training Fee or Course fee of the workshop conducted

Pay & Account Office (PAO): 030263-PAO (DGFASLD), Mumbai

DDO Code: 130269 (Regional Labour Institute, Kolkata)

**Remarks: OHS Audit**

**ACCOMMODATION:**

Limited number of non-family hostel accommodation is available on twin sharing basis in the Hostel of the institute at central government prescribed rate. Allotment will be made on “first come first served” basis. Canteen facility is available.

**NOMINATION**

Nomination may be sent by email to the Dy. Director (Safety) & Head of Office Industrial Safety Division, Regional Labour Institute, Kolkata, on or before **25.5.2024**.

**Admission to the programme is subject to confirmation from this Institute.**

**Course Coordinator:**

Shri H. M. Bhandari Dy. Director (Safety). Phone :

03325343254, RLI Kolkata, WB 700089.

Mobile: No - 8779187240

Website: [www.dgfasli.gov.in](http://www.dgfasli.gov.in)

E-mail : [ri.kolkata@dgfasli.nic.in](mailto:ri.kolkata@dgfasli.nic.in) and

[hmb@dgfasli.nic.in](mailto:hmb@dgfasli.nic.in)



## **NOMINATION-CUM-REGISTRATION FORM**

**Training programme on “Occupational Health & Safety Audit”  
(28.5.2024 to 30.5.2024)**

AT

**REGIONAL LABOUR INSTITUTE KOLKATA, WB-700089**

### **PARTICIPANT’S DETAILS**

Name (Block Letters) :  
Designation :  
Address for Communication :  
Age :  
Qualification :  
Total Experience :  
Mobile No. :

### **DETAILS OF SPONSORING ORGANIZATION**

Name & Address :  
Telephone No. / Mobile No. :  
E-mail :  
Fax No. :

**Accommodation** : Required / Not Required

**PAYMENT DETAILS** : **bharatkosh receipt number** **dtd.**

**BELONGS TO :-** :

(GEN / SC / ST / OBC / PH / NER\*)

\*=North Eastern Region

SIGNATURE