



GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT,  
REGIONAL LABOUR INSTITUTE, CHENNAI

### “Occupational Health and Safety Audit”

From 08<sup>th</sup> to 10<sup>th</sup> May 2024

#### About the Institute

The Regional Labour Institute, Chennai, one of the Sub-ordinate Offices of DGFASLI, has been rendering technical assistance and services in the field of Occupational Health, Safety and Environment in the Southern Region. RLI Chennai also organizes training programs, conduct courses on OSH.

#### About the Programme

Hazardous processes are the work processes that carry an inherent health and safety risk to the worker. Further, under Chapter IVA of Factories Act (Section 41A- 41H) deals about the Hazardous processes. In this regard, Occupational Health and Safety Audit is carried out to evaluate the effectiveness of the company's safety effort and comply the recommendations which lead to reduction in accidents and minimization the loss potential. IS 14489:2018, code of practice on Occupational Safety and Health Audit provides guidelines for establishing, planning, conducting and documenting of audits on occupational safety and health systems at workplace.

#### Programme Objective

Safety audit is a systematic review to analyze the risks and hazards in the workplace and evaluate the effectiveness and reliability of the safety procedures set up in the organization. This training programme is designed to equip participants, with the knowledge and skills in order to ensure that the facility is safe to operate.

#### Program Highlights

- ◆ National Policy on Safety, Health & Environment
- ◆ Goal & Objective of Safety Audit
- ◆ Elements of OHS Audit (IS 14489:2018)
- ◆ Compliance of SOP & SMPs
- ◆ Understanding of Acts & standards
- ◆ Audit Documentation & compliance measures
- ◆ Identify the need of Personal Protective Equipment (PPE)
- ◆ Aspects of Work Environment monitoring
- ◆ Hygiene Practices, Principles
- ◆ Occupational Health Hazards
- ◆ Discussion on case studies

#### Method

Lecture, Group discussion, Case study, Role-play, Demonstration and Exercises and Audio-visuals, etc.

#### Faculty

Experts from RLI Chennai and Guest Faculties from Industries/ Premium Institutes.

#### Level of Participation

Safety Managers and Officers, Health and Environment Practitioners, Industrial Engineers, Occupational Health Professionals, Human Resource Managers, Production Managers and anyone responsible for safety, health, and work environment management within their organization.

#### Date and Timings

Three days – From 08<sup>th</sup> to 10<sup>th</sup> May 2024  
from 1000 to 1700 hrs.

#### Venue

Annex Building, Training Hall,  
Regional Labour Institute,  
No.1 Sardar Patel Road,  
Adyar, Chennai - 600113

#### Administrative Details

1) **Institute Fees:** Rs.5000/- (Rupees Five thousand only) per participant is payable through bharatkosh portal.

2) **Registration:** Interested candidates can register by sending duly filled in registration form by email to the training coordinator **on or before 06<sup>th</sup> May 2024** on first come first serve basis.

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. Institution fee does not include any refreshment/ Lunch.

#### 3) **Payment procedures:**

Login to <https://bharatkosh.gov.in>  
Select Quick Payment

Ministry: 021- Labour & Employment

Purpose: Services and services fees

Pay & Account Office (PAO): 030461 –

PAO, DGE&T II, Chennai

DDO Code: 230475 (Regional Labour Institute)

Remarks: Training Program on “Occupational Health and Safety Audit”.

4) **Accommodation:** Limited accommodation on sharing basis is available in the Institute hostel on first-come-first served basis (for outstation nominees only).

5) **Nomination:** Interested candidates can register by sending email to the programme coordinator. **After confirmation of the nomination by training coordinator, nominee will deposit institution fee.**

#### 6) **Programme Director**

Shri. Tanoj Chandan, Director-in-Charge

Mobile No. **9930668515**

[E-mail: tc@dglasli.nic.in](mailto:tc@dglasli.nic.in) / [rlichennai@dglasli.nic.in](mailto:rlichennai@dglasli.nic.in)

#### **Programme Coordinator**

Shri. Nag Mani Mishra, Asst. Director (Safety)

Mobile No. **9444509556**

E-mail: [nmm@dglasli.nic.in](mailto:nmm@dglasli.nic.in)

**NOMINATION-CUM-REGISTRATION FORM**

**Training Programme on “Occupational Health and Safety Audit”  
From 08th to 10th May 2024 at  
REGIONAL LABOUR INSTITUTE, ADYAR, CHENNAI– 600113**

**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) :

**BELONGS TO: -** :

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

\*=North Eastern Region

Signature