



GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
CENTRAL LABOUR INSTITUTE, MUMBAI  
(ST&P DIVISION)

**Effective Communication - A tool for  
improving Safety and Health at  
Workplace  
from 22<sup>nd</sup> to 24<sup>th</sup> July 2024**

**About the Programme**

The Factories Act, 1948 lays emphasis on self-regulating control by the management in providing measures for ensuring health and safety of workers/employees at workplace. The section 41(G) of the said Act advocates for promotion of participation of workers and management in maintaining safety and health at workplace through constitution of Safety Committees. The goal of industrial democracy depends on the extent to which safety professionals are co-operative, committed and have mutual trust. This requires safety professionals, especially members of Safety Committees to possess sound knowledge, skills and effective communication. Effective communication, as an essential competency, helps in solving the problems related to Safety, Health and Environment at workplaces. The training programme is based on the objective that effective communication and participation must be evolved at the shop and /or plant levels where the members feel the need and are able and willing to participate.

**Programme Objective**

The programme is designed to equip participants with the knowledge and skills in approaching problems related to safety and health in a participative way resulting into higher workplace productivity.

**Programme Highlight**

- National Policy on Safety, Health and Environment at Workplace
- Effective Safety Communication for Employee Participation at Workplace
- Safety & Health Provisions under the Factories Act, 1948 and corresponding provisions under OSH&WC Code, 2020
- Hazard Communication: Safety Data Sheet/Material Safety Data Sheet for work place safety
- Work Environment Monitoring at workplace
- Effective Team Building & Cooperation For Results
- Occupation Health Hazards and their management
- Structure and functions of Safety Committee for participative management
- Group problem solving and conflict resolution through effective communication.
- Heat stress awareness

**Method**

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

**Faculty**

Experts from CLI Mumbai and Guest Faculties from Industries/Premium Institutes

**Level of Participation**

Safety Committee Members, Safety Officers, Factory Medicals Officers and Representatives of the Production, Maintenance, Marketing, purchase, Human resource and personnel departments and workers representatives of all areas at workplace.

**Date and Timings:**

Three days – **22<sup>nd</sup> to 24<sup>th</sup> July 2024**  
from **1000 to 1700 hrs.**

**Venue**

Yamuna Hall First Floor of Central Labour Institute, Main Building, Sion, Mumbai - 400 022

**Administrative Details**

1) **Institute Fees:** Rs.5000/- (Rupees five thousand only) per participant is payable through Bharatkosh portal only after getting confirmation from the Training Coordinator.

2) **Registration:** Interested candidates can register by sending duly filled in registration form by email to the training coordinator on or before **19<sup>th</sup> July 2024** on first come first serve basis.

Institution fee @ Rs 5000/- (Rupees 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.

3) **Payment procedures:**

Login 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 (DGFASLI), Mumbai

**DDO Code:** 230265 (Central Labour Institute, Mumbai)

**Remarks:** “EC a tool for improving OSH”

4) **Accommodation:** Currently not available due to maintenance / renovation.

5) **Nomination:** Nomination preferably on company's letter head may be sent, so as to reach to the In-Charge, ST&P Division, Central Labour Institute, N.S. Mankikar Marg, Sion, Mumbai –400 022, on or before **19<sup>th</sup> July 2024**.

6) **Programme Coordinator**

Narayanan R, Assistant Director (ST/P),

Mobile No. **9581529442**

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

E-mail: [narayanan.10@dgfasli.nic.in](mailto:narayanan.10@dgfasli.nic.in)

# **NOMINATION-CUM-REGISTRATION FORM**

**Training Programme on “Effective Communication - A tool for improving Safety and Health at Workplace” from 22<sup>nd</sup> to 24<sup>th</sup> July 2024 at**

**CENTRAL LABOUR INSTITUTE, SION, MUMBAI – 400 022**

## **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