



कार्यस्थल पर सुरक्षा समिति की भूमिका,  
जिम्मेदारी, कामकाज और संरचना पर  
प्रशिक्षण कार्यक्रम

Training Programme on Role,  
responsibility, functioning & structure of  
Safety Committee at the work place

February 5th – 7th, 2025

भारत सरकार

श्रम एवं रोजगार मंत्रालय

कारखाना सलाह

सेवा एवं श्रम संस्थान महानिदेशालय

क्षेत्रीय श्रम संस्थान, फरीदाबाद

(औद्योगिक सुरक्षा विभाग)

(एक आईएसओ 9001:2015 प्रमाणित संस्थान)

GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
DIRECTORATE GENERAL FACTORY  
ADVICE SERVICE & LABOUR INSTITUTES  
REGIONAL LABOUR INSTITUTE, FARIDABAD  
(Industrial Safety Division)  
(An ISO 9001:2015 Certified Institute)

**About DGFASLI and RLI Faridabad**

DGFASLI is an attached office of the Ministry of Labour & Employment, Government of India and serves as a technical arm to assist the Ministry in formulating national policies on occupational safety and health in factories and docks. Regional Labour Institute (RLI) at Faridabad is a subordinate office under the DGFASLI and caters to occupational safety and health in factories.

**Programme Preamble**

A safety committee is a joint worker-management team that assists the employer in creating and maintaining a safe workplace. The aim of the committee is to enhance the ability of workers and employers to resolve safety and health concerns reasonably and co-operatively. It is a well-known truth that factories cannot be successful in preventing accidents without promoting safety and health. Safety committee meetings without a clear purpose can be perceived as a waste of time. Effective Safety committee meetings can play an important role to promote Safety and health culture in Industries

**Objective**

This programme intends to develop a Safety Culture in the factories with active and joint participation of management and workers.

**Course Highlight**

- Introduction to National Policy on Safety, Health & Environment
- Occupational Health - Roles & Responsibilities including prevention from Heat Wave
- Importance and purpose of Safety Committees
- Role and responsibilities of members of Safety Committees
- Functions of Safety Committees
- Basics of Accident Prevention
- Communication techniques
- Ways for effective participation in Safety Committee meetings
- Aspects of Industrial Hygiene and Work Environment Monitoring

**Participation:** This programme is designed for the Safety Committee Members, Trade Union Leaders, Engineers, Technicians, Supervisors, Safety Professionals & Management personnel etc.

**Date And Timings:** Three days –5th to 7th February, 2025 from 10.00 to 1700 hrs.

**Venue:** Conference Room (Nalanda), Regional Labour Institute, Sector 47, Faridabad – 121010

**Administrative and Payment 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/lunch. **Fee once submitted will not be refunded/adjusted.**

**Payment Procedure:**

- ❖ Login to <https://bharatkosh.gov.in>
- ❖ Quick payment
- ❖ Ministry: 021 Labour & Employment
- ❖ Purpose: Training and services fees
- ❖ Pay & Account Office (PAO)Code: 030050-PAO(CLC), New Delhi
- ❖ DDO Code: 202195 (Regional Labour Institute, Faridabad)
- ❖ Remarks: **Training on Safety Committee**

(Note: Bharatkosh receipts without the aforesaid remarks will not be considered for confirmation).

**Accommodation:** Limited number of non-family hostel accommodation, **if available** during the training program, can be provided on twin sharing basis in the hostel of the institute at the prescribed rates.

**Nomination & Registration:** Nomination may be sent by email to the Course Coordinator, Industrial Safety Division, Regional Labour Institute, Sector 47, Faridabad – 121010, **on or before 3<sup>rd</sup> February, 2025. Participation to the programme is subject to confirmation from this Institute.**

**Training Coordinator**

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**REGIONAL LABOUR INSTITUTE FARIDABAD**  
**DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES**  
Ministry of Labour and Employment, Government of India

**TRAINING PROGRAMME ON**  
**ROLE, RESPONSIBILITY, FUNCTIONING & STRUCTURE OF SAFETY COMMITTEE AT THE**  
**WORK PLACE**

**February 5th – 7th, 2025 (10:00 – 17:00 Hrs)**

**Nomination cum Registration Form**

**PARTICIPANT'S DETAILS**

Name (Block Letters) (In Hindi and English both):

Designation:

Address for Communication:

Age:

Qualification:

Total Experience:

Mobile No. and email id :

**BELONGS TO:** (GEN / SC/ ST / OBC / PH)

**DETAILS OF SPONSORING ORGANIZATION (if any)**

Name & Address:

Telephone No. / Mobile No. :

E-mail :

**INSTITUTE/PROGRAMME FEE DETAILS:**

**Bharatkosh Receipt No.**

**Date:**

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Participant)