



GOVERNMENT OF INDIA

MINISTRY OF LABOUR &
EMPLOYMENT

DIRECTORATE GENERAL FACTORY
ADVICE SERVICE & LABOUR
INSTITUTES

REGIONAL LABOUR INSTITUTE,
KOLKATA
(INDUSTRIAL SAFETY DIVISION)

**Training Programme on
“Occupational Safety & Health Audit”
(25.3.2025 to 27.3.2025)**

ABOUT THE COURSE:

The training program shall be helpful to provide guidelines as per IS 14489:2018 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 Audit systems as applicable to Industries.

OBJECTIVE

The objective of this program is to elaborate the concept of the OSH Audit which is carried out as per the requirement under IS 14489: 2018 and the legislative requirements such as the Factories Act, 1948 and the State Factories Rules, The Environment (Protection) Act, 1986 and Rules made there under and other applicable Statutes. This programme aims to facilitate the delegates to evaluate the systems and procedures in an organization while conduct 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
- Occupational Health and Hygiene

PARTICIPATION

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

DATE AND TIMINGS

Three days –25.3.2025 to 27.3.2025
from 10.30 to 1700 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**. Institute fee does not include any refreshment.

Payment procedures:

Log in to

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

Payment

Ministry: 021 Labour & Employment

Head of Accounts :0230001020002000

Purpose: Training Fee or Course fee of the workshop conducted

Pay & Account Office (PAO): 030263-PAO (DGFASLI), 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.

NOMINATION

Nomination may be sent by email to the Dy. Director (Safety) Industrial Safety Division, Regional Labour Institute, Kolkata, on or before **25.3.2025**.

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

Course Coordinator:

H.M. Bhandari, Dy. Director (Safety), DGFASLI, RLI Kolkata, Kolkata, West Bengal, 700089.

Phone : 03325343254

Mobile: No - 8779187240

E-mail : rli.kolkata@dglasli.nic.in &

hmb@dglasli.nic.in

Website: www.dglasli.gov.in



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NOMINATION-CUM-REGISTRATION FORM

TRAINING PROGRAMME ON “OCCUPATIONAL SAFETY & HEALTH AUDIT”

(25.3.2025 to 27.3.2025)

AT

REGIONAL LABOUR INSTITUTE KOLKATA, WEST BENGAL -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