



GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
**REGIONAL LABOUR INSTITUTE  
SHILLONG**

**Training Programme on  
Employee Participation for  
Improvement of OSHE  
(26<sup>th</sup> to 28<sup>th</sup> March, 2025)**

**ABOUT THE COURSE**

No worker should sacrifice his or her life/health for livelihood. Occupational health, hygiene and safety practices in the industries are of utmost importance for sustainable industrial development. Occupational Safety and health is vital for ensuring workplace well-being. Also, government has recognized safe and healthy working environment as fundamental human right.

This training program focuses on employee's participation in the field of OSH, providing participants with essential skills in use of management tools and techniques. The program aims to empower participants to contribute meaningfully to the improvement of OSH outcomes and the development of effective workplace safety strategies. Therefore, Regional Labour Institute Shillong under DGFASLI Mumbai is providing a training platform for Intended participants.

**OBJECTIVE**

The objective of this Workshop is to 'Enrich the competency (i.e. knowledge and skills) of the key stake holders on employee's participation and their role in aspects of SHE at workplace and its effective implementation.

**COURSE HIGHLIGHT**

Participants will be able to understand,

- National Policy on SHE at workplace and legal requirements
- Importance of Employees Contribution in OSHE.
- Role & Function of Safety Committee.
- Accident Reporting System and investigation of accidents.
- Measures & techniques for determining the ways to address the issues identified.
- Elements of effective OSHE by workers participation.
- Introduction of Statutory Provision for OSHE at Workplace.

**PARTICIPATION**

This programme is designed for management professionals employed in the field of OSH, production, planning, training of Factories/Port/Construction Sites, especially Executives, Managers, Safety Officers, Technical Officers and Allied Professionals, Supervisor. However, anyone interested in the above workshop may also join.

**DATE AND TIMINGS**

**26<sup>th</sup> – 28<sup>th</sup> March, 2025** (1000hrs to 1700hrs)

**ADMINISTRATIVE DETAILS**

**Institution fee of Rs 5000/-** (Rupees Five thousand only) per participant is to be paid through Bharatkosh <https://bharatkosh.gov.in>

**PAYMENT PROCEDURES**

Ministry: 021 Labour & Employment  
Purpose: **Training fee or Course fee of the workshop conducted**  
PAO Code: 030263 - PAO (DGFASLI), Mumbai  
DDO Code: 130269 ADMINISTRATIVE OFFICER, REGIONAL LABOUR INSTITUTE, PATIPUKAR, KOLKATA - 700089  
Remarks: Employee Participation for Improvement.

**ACCOMMODATION**

Limited number of non-family hostel accommodation is available on twin/triple 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 Course Coordinator, on or before **22<sup>nd</sup> March, 2025**.

**Course Coordinator:**

**Shri Samir Pandey, Director (Safety)**

Phone: 0364-2914829

Mobile: 8655775051

E-mail: [rli-shillong@dglasli.nic.in](mailto:rli-shillong@dglasli.nic.in) and  
[sp@dglasli.nic.in](mailto:sp@dglasli.nic.in)

**VENUE**

**Regional Labour Institute, Rynjah, Shillong - 793006**

Map: <https://maps.app.goo.gl/6cbvBVua2ZX4ZC4M6>

**Note:** Admission to the programme is subject to confirmation from this Institute. **Payment should be made only after nomination has been confirmed from Course Coordinator.** Institution fee is non-refundable, non-transferable and does not include any refreshment.

# **NOMINATION-CUM-REGISTRATION FORM**

Training programme on "Employee Participation for Improvement of OSHE  
(26th to 28st March, 2025)

**AT**

**REGIONAL LABOUR INSTITUTE, RYNJAH, SHILLONG – 793006.**

## **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** : \_\_\_\_\_

(To be filled by the Institute on receipt of conformation of payment)

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

\*North Eastern Region

SIGNATURE