



भारत सरकार

श्रम और रोजगार मंत्रालय

महानिदेशालय कारखाना सलाह सेवा एवं श्रम संस्थान

**क्षेत्रीय श्रम संस्थान शिलांग**

**Training Programme on  
'Employee Participation for  
Improvement of OSHE'  
(07<sup>th</sup> to 09<sup>th</sup> April, 2025)**

#### पाठ्यक्रम के बारे में

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.

#### उद्देश्य

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.

#### पाठ्यक्रम की मुख्य बातें

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.

#### भागीदारी

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.

#### दिनांक और समय

**07<sup>th</sup> – 09<sup>th</sup> April, 2025** (1000hrs to 1700hrs)

#### प्रशासनिक विवरण

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

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.

#### आवास

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.

#### नामांकन

Nomination may be sent by email to the Course Coordinator, on or before **03rd April, 2025**.

पाठ्यक्रम निदेशक: **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)

पाठ्यक्रम समन्वयक : Shri. A.V. Jambhe, Assistant Director (Safety)

#### कार्यक्रम का स्थान

**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.



भारत सरकार  
श्रम और रोजगार मंत्रालय

## क्षेत्रीय श्रम संस्थान शिलांग

### Training Programme on Employee Participation for Improvement of OSHE (07<sup>th</sup> to 09<sup>th</sup> April, 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.

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#### 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
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- 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

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#### DATE AND TIMINGS

07<sup>th</sup> – 09<sup>th</sup> April, 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

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**Course Director: 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)

**Course Coordinator:** Shri. Ashish V. Jambhe, Assistant Director (Safety), Contact 9324243140

#### VENUE

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

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

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नामांकन-सह-पंजीकरण फॉर्म

**NOMINATION-CUM-REGISTRATION FORM**

Training programme on "Employee Participation for Improvement of OSHE  
(07<sup>th</sup> to 09<sup>th</sup> April, 2025)

at

**क्षेत्रीय श्रम संस्थान शिलांग- 793006**

**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