



GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT,  
REGIONAL LABOUR INSTITUTE, KOLKATA  
(INDUSTRIAL SAFETY DIVISION)

*Training programme on  
“Role and Responsibility of Safety  
Officer”  
(7<sup>th</sup> – 9<sup>th</sup> January, 2025)*

#### **ABOUT THE COURSE**

The training program shall be helpful to provide guidelines as per Factories Act, 1948 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 Role and Responsibility of Safety Officer in Factories/Industries.

#### **OBJECTIVE**

The objective of this training programme is to elaborate the concept of the OSH which is carried out as per the requirement such as the Factories Act, 1948 and the state Factories Rules, Environment (Protection) Act, 1986 and Rules made there under and other applicable Statutes. This programme aims to facilitate the delegates on the value system of Occupational Safety and Health.

#### **COURSE HIGHLIGHT**

- National Policy on Safety Health and Environment at Workplace -NPSHEW
- The Factories Act, 1948.
- The BoCW Act, 1996.
- Safety Management System.
- Risk Assessment at workplace.
- Case studies

#### **PARTICIPATION**

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

#### **DATE AND TIMINGS**

Three days – 7<sup>th</sup> to 9<sup>th</sup> January, 2025  
from 10.30 to 1730 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**. Institution fee does not include any refreshment.

#### **Payment procedures:**

Log in to <https://bharatkosh.gov.in> / QuickPayment

Ministry: 021 Labour & Employment

Head of Accounts: 023000102000200

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: Role and Responsibility of Safety Officer**

#### **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. Canteen facility is not available.

#### **NOMINATION**

Nomination may be sent by email to the Dy. Director (Safety), Regional Labour Institute, Kolkata, on or before **06.01.2025**.

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

#### **Course Coordinator:**

Shri H. M. Bhandari Dy. Director (Safety). Phone :  
03325343254, RLI Kolkata, WB 700089.

Mobile: No - 8779187240

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

E-mail : [rli.kolkata@dgfasli.nic.in](mailto:rli.kolkata@dgfasli.nic.in) and

[hmb@dgfasli.nic.in](mailto:hmb@dgfasli.nic.in)



## **NOMINATION-CUM-REGISTRATION FORM**

**Training programme on “Role and Responsibility of Safety Officer ”**

**From 7<sup>th</sup> to 9<sup>th</sup>, January, 2025**

**AT**

**REGIONAL LABOUR INSTITUTE KOLKATA, WB-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** :

**PAYMENT DETAILS** : **bharatkosh receipt number** **dtd.**

**BELONGS TO :-** :

(GEN / SC/ ST / OBC / PH / NER\*)

\*=North Eastern Region

SIGNATURE