



DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES

Ministry of Labour and Employment, Government of India

Half a day Online Training Programme on “Effective Toolbox Talks”

1st February, 2022 (14.30 - 17.30 hrs)

About DGFASLI

We are the DGFASLI 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. It also advises factories on various problems concerning safety, health, efficiency and well - being of the persons at work places.

Background

Occupational Health and Safety Policy (OHS Policy) commits any organization to ensuring the health, safety and welfare of its employee, staff, visitors, and all others who may be affected by its activities. Occupational health and safety is a core management and operational function. In addition to identifying immediate hazards for the day, an effective Toolbox Talk can Grow a positive safety culture within an organization, Keep all workers alert, Improve team communication and productivity, Serve as a reminder of workers' duties and responsibilities., Function as an updated record of hazards and action plan.

Regional Labour Institute, Kolkata DGFASLI is providing online training platform for Intended participants to learn from their own place using mobile phone/laptop/desktop (with webcam, microphone & speaker) in view of COVID-19 pandemic situation/preventive measures.

Programme Highlights

- What is a Toolbox Talk & its importance
- Plan, Do, Check, Act framework
- How to prepare effective toolbox talk program
- Discussion on various Toolbox talk

Participants

This programme is designed for Safety Officers, Engineers and Executives related to above subject. Only 50 participants will be accepted on 'first come first serve basis' to ensure quality

Nomination

Interested candidates can register by sending email to the course coordinator. After confirmation of the programme by coordinator only, nominee will deposit institution fee @ Rs 250/- (Rs two hundred fifty only) per participant through Bharatkosh portal (<https://bharatkosh.gov.in>) using following steps. Fees once submitted will not be refunded/ adjusted.

- ❖ Log on to <https://bharatkosh.gov.in> and go to Quick Payment and fill the details as below and proceed for online payment
- ❖ Ministry: 021 Labour & Employment
- ❖ Purpose: Other receipts under service and service fees
- ❖ Pay & Account Office (PAO): 030263 - PAO (DGFASLI), Mumbai
- ❖ DDO Code : 130269 (Regional Labour Institute, Kolkata)
- ❖ Remarks: “Effective Toolbox Talks”

Training Coordinator

Tanoj Chandan, Director (S)

Regional Labour Institute, Kolkata

Mobile: - 9123341506

E-mail: rli.kolkata@dglasli.nic.in, harikesh.meena@dglasli.nic.in

Registration

Online registration after confirmation of training co-ordinator
(Invitation link will be sent to the participant by e-mail.
Duly filled registration should reach to this office before
48 hrs of commencement)

E-Certificate for all those who register and attend the programme



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REGISTRATION FORM

Name of participant _____

Designation _____

Category _____

Phone No _____

E mail address _____

Experience in years _____

Company name & address _____

Name of contact person
with phone no. _____

Fee details (As per Bharatkosh receipt) _____

Place: _____

Date: _____

(Signature of Participant)