



# DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES

Ministry of Labour and Employment, Government of India

## Half-day Online Training Programme on “HANDLING AND STORAGE OF MATERIAL AT WORKPLACES” 07<sup>th</sup> July, 2022 (14.30 – 17.30 hrs)

### About DGFASLI & Regional Labour Institute, Shillong

DGFASLI is 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 issues concerning industrial safety, occupational health, efficiency and well-being of the persons at work places.

The Regional Labour Institute, Shillong is going to settling up with the objective of providing technical services for improvement of Safety, health and well-being of workers employed in factories and other industries of NER.

### Background

Many injuries can occur from improperly handling and storage of the materials at workplaces. Working people should aware about the result of unsafe and improper handling and storage of raw materials, tools, equipments, gases, chemical. Proper work practices, equipment, and controls can help to reduce workplace accidents involving the moving, handling, and storing of materials.

Therefore, Regional Labour Institute, Shillong under DGFASLI is providing online training platform for Intended participants to learn from their own place using mobile phone/ laptop/ desktop (with webcam, microphone & speaker).

### Programme Highlights

- ❖ Provision under The Factories Act, 1948 in industries.
- ❖ Awareness of Safety & Health at workplace.
- ❖ Manual and Mechanical handling methods.
- ❖ Health aspects in material handling.
- ❖ Safety pre-caution around materials.
- ❖ Work practices to reduce injuries.
- ❖ Control of unsafe and improper handling and storage.

### Participants

This programme is designed for all workforces including Worker, Supervisor, foreman, Executives, Safety Officer, Managers, Safety Committee members, industrial hygienist, environment specialist, health specialist and others safety professional in any manufacturing industry. Only 50 participants will be accepted on 'first come first serve basis' to ensure quality learning

### Nomination and Registration

Intended participants can express their interest by sending email to the course coordinator mentioning Name, Age, Gender, Highest Educational Qualification, Designation and Organization. Provisional confirmation will be sent to the selected participants by the training coordinator only. The, participants will have to deposit the institution fee @ Rs 1000/- (Rs One Thousand only) per participant through Bharatkosh portal (<https://bharatkosh.gov.in>) and email the duly filled registration form along with Receipt of Bharatkosh Payment. Fees once submitted will not be refunded/ adjusted. Details for making online payment:

- 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
- PAO Code: 030263 - PAO (DGFASLI), Mumbai
- DDO Code : 130269 ADMINISTRATIVE OFFICER, REGIONAL LABOUR INSTITUTE, KOLKATA
- Remarks: "Material Handling" on 07.07. 2022.

### Confirmation and Online Invitation Link

After verifying the credentials, final confirmation of participation will be sent by the training coordinator and invitation link to join the programme will be sent to the selected participants well in advance.

### Training Coordinator

Shri. Tanoj Chandan, Director (Safety), Regional Labour Institute, Shillong.  
Ph. No: 033-25343254

### Training Coordinator

Ashish Jambhe, Assistant Director (Safety)  
Ph. No: 9324243140  
Email: [rli-shillong@dglasli.nic.in](mailto:rli-shillong@dglasli.nic.in),  
[avj@dglasli.nic.in](mailto:avj@dglasli.nic.in)

(Note- Registration closes 48 hrs before the commencement of training programme)

**E-Certificate for all those who register and attend.**



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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)

**(Note- Registration closes 48 hrs before the commencement of training programme)**