



सत्यमेव जयते

## REGIONAL LABOUR INSTITUTE FARIDABAD

(AN ISO 9001:2015 CERTIFIED INSTITUTE)

DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES

Ministry of Labour and Employment, Government of India

### ONE DAY TRAINING PROGRAMME ON ACCIDENT REPORTING INVESTIGATION & ANALYSIS

30<sup>th</sup> June, 2023 (09:30 – 17:00 Hrs)

#### About DGFASLI & RLI Faridabad

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. Regional Labour Institute (RLI) at Faridabad is a subordinate office under the DGFASLI and caters to occupational safety and health in factories.

#### Programme Preamble

This Training programme features a collaborative problem-based learning approach that provides an individual competence building experience through an overview and basic knowledge of incident investigation; theory, approach, investigation process (e.g. setting up investigation team, mandate), methods and tools, and reporting of incidents (including follow-up).

This course has been designed to help businesses to comply with legislation and safety management system requirements by identifying root causes to guard against future incidents. Actually, companies undertaking proper accident investigations experience a reduction in incidents. It will enable the participant to make practical improvements & positive contributions to the existing work practices.

#### Programme Highlights

- Introduction to National OSH Policy
- Principles of accident investigation,
- Benefits of accident prevention
- Basic concepts of human factors related to incident reporting
- Accident reporting and scope of investigation, what data to include in investigation reports
- Accident investigation techniques, how to use effective investigation and interviewing techniques to gather complete, objective and accurate data
- Systematic Cause Analysis Techniques like Why-Why Analysis, Fish Bone Diagram, etc.
- Stages of accident investigation, how to analyse incidents to identify root causes
- Effective closure of an investigation and follow-up
- Practical exercises and case-study

#### Participants

Training is suitable for line managers, operations and maintenance managers, technical, and maintenance engineers, supervisors, safety representatives – and anyone with the responsibility for investigating accidents.

#### Nomination & Registration

Interested candidates can register by sending their details as per the registration form (**excluding fees**) by email to the course coordinator. **Only after the confirmation of training coordinator**, candidate will deposit fee @ Rs. 3000/- (Three Thousand only) per participant through Bharatkosh portal (<http://bharatkosh.gov.in>) using following steps and forward the completed registration form alongwith the Bharatkosh receipt to the course co-ordinator. Fee once submitted will not be refunded/ adjusted.

- ❖ Login to <https://bharatkosh.gov.in>
- ❖ Quick payment
- ❖ Ministry: 021 Labour & Employment
- ❖ Purpose: Training and services fees
- ❖ Pay & Account Office (PAO): PAO CLC, NEW DELHI
- ❖ DDO Code: 202195 (Regional Labour Institute, Faridabad)
- ❖ Remarks: Training programme on **Accident Reporting Investigation and Analysis** (Note: Bharatkosh receipts without the aforesaid remarks will not be considered for confirmation).

#### Training Coordinator

Shri Amit Gola,  
Asst. Director (Safety)  
Regional Labour Institute  
Sector-47, Faridabad-121 010  
Phone: 0129-2468218 /  
7011162109  
Email: [rlifaridabad@dglasli.nic.in](mailto:rlifaridabad@dglasli.nic.in) /  
[amit.gola@dglasli.nic.in](mailto:amit.gola@dglasli.nic.in)

**Certificate for all those who successfully attend the programme**



## REGIONAL LABOUR INSTITUTE FARIDABAD

(AN ISO 9001:2015 CERTIFIED INSTITUTE)

DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES

Ministry of Labour and Employment, Government of India

**ONE DAY TRAINING PROGRAMME ON  
ACCIDENT REPORTING INVESTIGATION & ANALYSIS  
30<sup>th</sup> June, 2023 (09:30 – 17:00 Hrs)**

### REGISTRATION FORM

Name of participant (in English and Hindi both) \_\_\_\_\_

Designation \_\_\_\_\_

Category (UR/OBC/SC/ST) \_\_\_\_\_

Phone No \_\_\_\_\_

E mail address \_\_\_\_\_

Experience in years \_\_\_\_\_

Company name (In English and hindi both) \_\_\_\_\_

& address \_\_\_\_\_

\_\_\_\_\_

Name of contact person \_\_\_\_\_  
with phone no. \_\_\_\_\_

Fee details (As per Bharatkosh receipt) \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Participant)

**(Note: Registration closes 24 hrs before the commencement of training programme)**