



भरत सरकार/ Government of India  
श्रम और रोजगार मंत्रालय/ Ministry of Labour and Employment  
कारखाना सलाह सेवा और श्रम संस्थान महानिदेशालय  
Directorate General Factory Advice Service and Labour Institutes  
**क्षेत्रीय श्रम संस्थान / REGIONAL LABOUR INSTITUTE**  
**सेक्टर-47, फरीदाबाद, हरियाणा / Sector-47, Faridabad, HARYANA**

## **TRAINING PROGRAM**

### **Workshop for Safety Officers**

**(09 – 11 October 2023)**

#### **PROGRAMME PERSPECTIVE**

Safety Officers are responsible for planning, implementing and overseeing company's employee safety at work. Their main duty is to ensure that the company is in compliance and adheres to Occupational Health and Safety (OHS) guidelines.

While the role of a safety officer will differ based on a company's industry, organizational size and structure, and unique safety needs, there are general role requirements that apply to most safety officers. Along with these core areas, a safety officer is also required to communicate hazards and risks to prevent injury, creation and implementation of mitigation tools and programs, and conducts investigations to determine the true causes leading up to any incidents or near incidents.

While it may be tempting to think of a safety officer's role as regulatory compliance, the reality is that many organizations' own policies go far beyond what is required by law. Therefore, it is essential that all safety professionals help develop and sustain workplace cultures that are driven by values — not only regulatory consequences.

This program intends to benefit the safety officers working in factories, docks and construction sites in efficient management of safety and health at workplace through the application of various safety and health management techniques.

#### **HIGHLIGHTS**

- Basic elements of safety management system
- Hazard identification and risk assessment
- Accident prevention
- Understanding the role of Safety Professionals in industries
- Legal requirement of effective management of safety and health at workplace

## **METHODOLOGY**

Methods used are highly participative in nature including group exercises, case studies, and lectures. The medium of instruction will be English.

## **FACULTY**

The programme talks will be delivered by faculty from the Regional Labour Institute, Faridabad.

## **PARTICIPATION**

This training is being organized for safety officers/ professionals engaged in factories/ construction/ports. The number of participants to be enrolled for this course will be up to 30 only on first- come-first-served basis.

## **VENUE**

Regional Labour Institute, Sector-47, Faridabad.

## **DURATION**

Three Days – 09 – 11 October 2023 (10.00 a.m. to 5.00 p.m.).

## **INSTITUTE FEES**

Interested candidates can register by sending their details as per the registration form (excluding fees) by email to the course coordinator. After confirmation of the programme by coordinator only, nominee will deposit fee @ **Rs.5000/-** (five 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. Fees 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 'Workshop for Safety Officers' (Note: Bharatkosh receipts without the aforesaid remarks will not be considered for confirmation).

### **HOSTEL ACCOMMODATION**

Limited non-family sharing accommodation in the institute hostel is available for lodging outstation participants at a nominal charge of Rs.50/- per head per day on first-come-first served basis subject to the availability. (Candidates shall come with alternative arrangements for their stay, as hostel accommodation may not be provided to all participants due to limited availability.) Names of the participants desirous of availing hostel facilities should be indicated in the nomination letter.

### **REGISTRATION**

Please mail your nominations in the enclosed format at [sr@dglasli.nic.in](mailto:sr@dglasli.nic.in) and [rlifaridabad@dglasli.nic.in](mailto:rlifaridabad@dglasli.nic.in) latest by 02.10.2023.

### **COURSE CO-ORDINATOR**

Shri Sumit Roy, Director (Safety)  
Regional Labour Institute  
Sector-47, Faridabad-121 010  
Phone: 0129-2985033, 9819476579

# REGISTRATION FORM

1. Name of participant
2. Designation
3. Category
4. Phone No
5. email address
6. Experience in years
7. Company name & address
8. Name of contact person  
with phone no.
9. Fee details (As per Bharatkosh  
receipt)

Place:

Date:

(Signature of Participant)