



## DIRECTORATE GENERAL FACTORY ADVICE SERVICE AND LABOUR INSTITUTES

Ministry of Labour and Employment, Government of India

### 03 DAYS TRAINING PROGRAMME ON “Occupational Safety & Health Audit”

04.12.2023 to 06.12.2023 at REGIONAL LABOUR INSTITUTE KOLKATA

#### About DGFASLI & Regional Labour Institute, Kolkata

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 (OSH) in factories and docks. It also advises factories on various problems concerning safety, health, efficiency and well - being of the persons at workplaces.

#### PROGRAMME PERSPECTIVE

The objective of this training programme is to elaborate the concept of the OSH Audit which is carried out as per the requirement under IS 14489 :2018 and the various Legislative requirements such as the Factories Act, 1948 and the state Factories Rules, Environment (Protection) Act, 1986 and Rules made thereunder and other applicable Statutes. This programme aims to facilitate the delegates on the value system of Occupational Safety and Health Audit.

#### Programme Highlights

- Goal and Objectives of the OSH Audit
- Importance of OSH Audit
- Elements of IS 14489:2018
- Statutory Provisions on OSH
- The National Policy on Safety, Health and Environment at Work Place
- Questionnaire of the OSH Audit
- Opening and Closing meeting
- Auditing Methodology
- Records to be examined
- Pre and Post Audit Activities
- Gather and Evaluate Audit data
- Audit Findings
- Preparation of Audit Report
- Follow up action
- Case Studies
- Industrial Hygiene Lab and safety Center Visit

#### Participants

This programme is primarily designed for Executives/ Engineers /Supervisors/Workmen, SHE Officers, Plant Superintendents, Any Officer/ Official managing safety at work place working in Industries and Ports. Anyone interested in the above training programme may also join.

#### Nomination and Registration

Intended participants can express their interest by sending email to the programme coordinator mentioning Name (**English & Hindi**), Organization name & Location (**English & Hindi**), Age, Gender, Highest Educational Qualification, & Designation. Provisional confirmation will be sent to the selected participants by the programme coordinator only.

#### Participation Fee

**Rs 5000/-** (Rs. Five Thousand only) per participant

**Mode of Payment :-** Through Bharatkosh portal.

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: “3 Days training programme on Occupational Safety & Health Audit from 04.12.2023 to 06.12.2023”
- ❖ N.B: Intended participants are requested not to deposit institute fees unless confirmation received from the programme coordinator. Fees once submitted will not be refunded.

#### Accommodation, Food and Refreshment:

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. Arrangements of all food and refreshments are to be made by the participants themselves during the course.

**Training Mode & Time: OFFLINE, 10 AM-5 PM**

**Venue: Regional Labour Institute, Kolkata-700089**

#### Programme Coordinator

Harikesh Meena, Addl. Asst. Director (Safety)

Regional Labour Institute, Kolkata

Ph. No: 9123341506

Email: [rli.kolkata@dglasli.nic.in](mailto:rli.kolkata@dglasli.nic.in), [harikesh.meena@dglasli.nic.in](mailto:harikesh.meena@dglasli.nic.in)

Certificate of Participation will be issued



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### REGISTRATION FORM

Name of participant (In English & Hindi Both) \_\_\_\_\_

Gender: \_\_\_\_\_

Designation \_\_\_\_\_

Category (SC/ST/OBC/GEN/North east region) \_\_\_\_\_

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

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

Mailing Address \_\_\_\_\_

Company Name & Location (In English & Hindi Both) \_\_\_\_\_

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

Whether Hostel Accommodation required : Yes/ No

Fees detail (As per Bharatkosh Receipt) \_\_\_\_\_

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

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

(Signature of Participant)

**Last Date of Enrollment: 27<sup>th</sup> November 2023.**