



3-DAYS WORKSHOP ON

'INCIDENT/ACCIDENT REPORTING, INVESTIGATION AND ANALYSIS'

(18 - 20 JULY, 2018)

INTRODUCTION

Productivity, Quality and Safety are key to survival and growth in competitive business environment. Better working conditions and strong motivation of workers are integral parts of an effective safety management. Today, with the advancement of technology in the field of safety, the failure rate of equipments/facilities has reduced significantly, while human error has emerged as the main cause of an accident. One of the prime objectives of management is to reduce / minimise the accidents in industries to boost up the morale of the employees as well as to reduce the overhead cost. This is also possible through proper accident investigation. Effectiveness of Accident investigation based on quality of reporting, recording of an incident/accident and analysis. With this background, Central Labour Institute conducting three days training workshop on "Incident/Accident Reporting, Investigation and Analysis".

OBJECTIVE

The objective of this Workshop is to establish a systematic management approach to investigate an accident to find out the root causes of the problem.

TOPICS

1. Salient features of legislative requirements for accidents reporting, investigation & analysis
2. Accident Prevention – Theories & Models.
3. Pro-active/reactive approach
4. Accident reporting & investigation - Techniques.
5. Accident analysis and its role in accident prevention
6. Case studies & action plan.
7. SOP on Accident Investigation
8. Employee engagement.

FACULTY

The program will be delivered by the faculties from Central Labour Institute and Safety Experts.

PARTICIPANTS

The delegates of the program will be the Safety Officers, Safety Committee members, Factory medical officers, plant supervisors, trade union representatives, HR & Welfare officers, Production & Maintenance engineers and other related plant engineers. The number of participants to be enrolled for the program will be strictly limited to 25 only, on first-come-first-basis.

VENUE

Central Labour Institute, N.S. Mankikar Marg, Sion, Mumbai.

DURATION

Three Days (18th to 20th July. 2018)

ADMINISTRATIVE DETAILS

1. FEES

An Institute Fee of ₹1,525/- per participant in the form of demand draft in favour of 'CENTRAL LABOUR

INSTITUTE' payable at Mumbai, to be enclosed alongwith the nomination letter.

2. OTHER CHARGES

Apart from the Institute Fee, an amount of ₹2,200/- per participant is payable on the first day **IN CASH** only, to meet the expenditure on items such as cost of stationery, course materials, lunch, etc. **This amount is not payable to the Institute.** The Receipts for the same will be issued by a Managing Committee, elected from amongst the participants, for the expenditure incurred on the above items.

HOSTEL ACCOMMODATION

Limited non-family accommodation on sharing basis will be made available on first-come-first basis.

NOMINATION

Kindly send the nominations in the Factory / Office letterhead with nominee's contact details like e-mail-Id, telephone No., etc., alongwith DD for **Rs.1,525/-** by post / courier **on or before 13.06.2018, to:**

Director- In-charge (Safety),

Industrial Safety Division,

Central Labour Institute,

Ministry of Labour & Employment,

N.S. Mankikar Marg, Sion,

Mumbai – 400 022 .

For further queries, please contact:

Shri K.Rajan, Assistant Director (Safety)]; & Programme Co-ordinator

PH.022-2406 0518

e-mail: safety@dgfasli.nic.in /

safety.cli@gmail.com

Delegates confirmed by this Institute beforehand only will be accepted for final registration at 1000 hrs. on 18.06.2018 in the Institute

REGISTRATION-CUM-NOMINATION FORM
CENTRAL LABOUR INSTITUTE, MUMBAI
TRAINING WORKSHOP ON “INCIDENT/ACCIDENT REPORTING, INVESTIGATION AND ANALYSIS”.
((18th – 20th JULY, 2018)

DELEGATE’S DETAILS :	
NAME	
JOB TITLE	
QUALIFICATION	
TOTAL EXPERIENCE	
E-MAIL ID (Active)*	
PHONE NO. (LANDLINE & MOBILE)	
BELONGS TO (GEN/ SC / ST / OBC / NER** & TRADE UNION) (For statistical purpose only)	
SPONSORING ORGANISATION DETAILS :	
NAME & ADDRESS	
TELEPHONE / FAX NO.	
WEB SITE ADDRESS OF THE CO.	
CO. E-MAIL ID* TO WHICH FUTURE TRAINING PRG. BROCHURE TO BE MAILED	
INSTITUTE FEE DETAILS :	AMOUNT : Rs. DD NO. DATE:
WHETHER HOSTEL ACCOMMODATION REQUIRED	
ANY OTHER INFORMATION	

*= Subsequent correspondence will be made thru’ e-mail only.

** = North Eastern Region

SIGNATURE
OF THE SPONSORING AUTHORITY
WITH SEAL