



**GOVERNMENT OF INDIA  
MINISTRY OF LABOUR & EMPLOYMENT  
REGIONAL LABOUR INSTITUTE, KOLKATA  
( DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES )**

**Prospectus of the “One Month Certificate Course in Safety & Health for Supervisory Personnel  
Working In Hazardous Process”**

**THE COURSE PERSPECTIVE :**

Section 41C (b) of the Factories Act 1948 as amended in 1987 has imposed specific responsibilities on the occupier in relation to hazardous processes which states that every occupier of the factory involving any hazardous process shall appoint persons who possess qualification & experience in handling hazardous substances and are competent to supervise such handling within the factory and the Chief Inspector may require the supervisor to undergo training in Health & Safety.

Realising the need of the course, this one month Certificate Course has been started at Regional Labour Institute, Kolkata to provide an opportunity to gain insight of safe system & procedures. After this course, the participants will be able to discuss/identify hazards and their control that will result in the great degree of risk reduction.

**METHODOLOGY & COURSE CONTENTS :**

The course will be conducted through lectures, discussions, case studies, laboratory exercise, relevant film show & factory visit. The participants are required to prepare report on Factory Visit as a requirement under the syllabus. On completion of the course, attendees will be able to answer questions on the following topics during certification examination :

- Statutory Provision
- Basic Principles of Accident Prevention
- Techniques of Identification of Hazards
- Control Techniques
- Chemical Hazards & Specific Control Measures
- Fire & Explosion Hazards
- Health Hazards due to Chemical exposures
- Chemical Emergency Preparedness
- Motivation, Communication & Appraisal for Safety & Health

**DATES & TIMINGS :**

The course will be conducted from 17.11.2014 to 16.12.2014. The teaching at the Institute will be from 10 A.M. to 5 P.M (Monday to Friday).

**FACULTY :**

The faculty consist of experts from various disciplines of the Institute, specialists from Industries, different Institutions & Government departments.

#### QUALIFICATION FOR ADMISSION :

- (i) A Bachelor's degree with chemistry or Diploma in Chemical Engineering or Technology with not less than 5 years experience.
- (ii) A post graduate degree in chemistry or a Bachelors Degree in Chemical Engineering or Technology with not less than two years experience.

**NOTE:** The experience stipulated above shall be in process operation & maintenance in chemical Industry.

#### FEE & OTHER EXPENSES :

- (i) Fee : ₹ 3,300/- for the entire course (Fee once paid is not refundable)  
The fee is payable immediately on being offered the admission & before joining the course by a crossed demand draft drawn in favour of "*The Administrative Officer, Regional Labour Institute, Kolkata*" and payable at Kolkata.
- (ii) Other Expenses :
  - (a) ₹ 5000/- per participant to meet the cost of Course Stationary, honorarium to Guest Faculties and other expenses. This amount is to be paid in cash on the first day of the course to the managing committee chosen by the participants, amongst themselves. The managing committee will issue receipt for this amount at the end of the course.
  - (b) The expenses for the visit to the factories will be borne by the respective sponsoring organizations.
  - (c) Lodging charges at Institute's hostel for a bed in two-bedded room at the rate of ₹ 30/- per head per day (for those who opt to stay in hostel). Lodging charges are payable at the Institute in cash, in advance, for entire period of stay.
  - (d) ₹ 550/- as caution deposit (Refundable) for availing library & laboratory facilities is also payable.

**VENUE : REGIONAL LABOUR INSTITUTE, LAKE TOWN, KOLKATA - 700 089**

#### HOSTEL ACCOMMODATION:

Limited accommodation is available in the Institute's hostel for a bed in two bedded room at ₹ 30/- per day per participant. Those desirous of availing hostel accommodation may indicate the same in the nomination form. It will be made available on first come first serve basis.

#### NOMINATIONS:

Nomination(s) giving name(s) designation(s) together with the draft covering Institute fee of ₹ 3,300/- per participant drawn in favour of Regional Labour Institute, payable at Kolkata, may be sent to Regional Labour Institute, Lake Town, Kolkata - 700 089 on or before 10-11-2014. Application should be accompanied by attested copies of certificates of qualification & experience duly forwarded by the sponsoring organization. The Certificates in original should be produced by the candidates at the time of admission. The decision of Regional Labour Institute, Kolkata, in respect of selection of candidates will be final.