

ADVERTISEMENT No: 1/ 2018

Director, Industrial Safety & Health, Maharashtra State, Kamgar Bhavan, 5th Floor, E-Block, C-20, Bandra – Kurla Complex, Bandra (E), Mumbai- 400 051, is inviting applications on behalf of the State Government from Institutes, fulfilling criteria given below, to be recognized as First Aid Training Institute under Section 45(3) & 111-A(ii) of Factories Act, 1948

Criteria for Recognition of First Aid Training Institute

1.	The institute shall be registered under Companies Act or Partnership Firm Act or with Indian Trust Act (Charity Commissioner).
2.	The Institute shall have at least one trainer with following educational qualification.
a.	Qualification included in the appendix of Indian Medical Degree Act, 1916 or Indian Medical Council Act, 1956.
b.	Diploma in Industrial Health(DIH) or Diploma in Public Health(DPH)
c.	At least 5 years training experience in First Aid to Factory workers
3.	The Institute shall have at least two First Aid training assistants having medical knowledge.
4.	The Institute shall have owned or rented space, in Maharashtra, sufficient for accommodating at least 30 trainees with required furniture. Factory Management will be charged Rs. 510/- per candidate if training is conducted in the Institute & Rs. 615/- per candidate if training is conducted in Factory premises.
5.	Equipments necessary for training (e.g. Overhead Projector, Sound system, Mannequins etc and necessary books about first aid) shall be available in the Institute.
6.	Syllabus for First Aid training course shall be as per Appendix B.
7.	Application for recognition of First Aid training Institute shall be as per Appendix C.
8.	The Institute shall pay Rs.10, 000/- (Rupees Ten thousand only) as registration fees <u>which is non refundable</u> . Renewal should be done after every 2 years.
9.	Training Programme shall be conducted for minimum three days. Successful candidates will be issued certificates with validity of 3 years. Trainees completing refresher course will be issued certificate with validity of 5 years.
10.	First Aid training shall be imparted to the Factory workers as per following conditions.
a.	Each batch should have a maximum of 30 Trainees.
b.	Training Programme shall be conducted for minimum three days. Successful candidates will be issued certificates with validity of 3 years. Trainees completing refresher course will be issued certificate with validity of 5 years.
c.	The Officers of the Directorate of Industrial Safety & Health are empowered to inspect the Training Centers/Training Programme.
d.	On request of Factory Management, Institute shall arrange the training

	programme in the Factory premises.
e.	Director, Industrial Safety & Health, with prior consent from the Government, will have the right to cancel the registration if any First Aid Training Institute is found violating the regulations regarding such training programme.
Note :	
1.	First Aid Training Institute applying for recognition should submit Demand Draft/Pay Order of Rs. 10,000/-(Rupees Ten thousand only) drawn in favor of " Director, Industrial Safety & Health, Mumbai " as registration fees. <u>(Fees will be non refundable)</u>
2.	Application shall reach the following address before 16/8/2018. Incomplete applications & applications received after prescribed date will not be considered. Address :- Directorate of Industrial Safety & Health, Kamgar Bhavan, 5th Floor, E - Block, C - 20, Bandra - Kurla Complex, Bandra (E), Mumbai - 400 051. Phone No. :- 022-26572504/09/22/58.
DISH/Med/FATI/Advt-01/2018	

Appendix C

Application form for registration and approval of the First Aid Training Institute from ‘Director, Industrial Safety and Health, Maharashtra State, Mumbai’ (See Section 45(3) & 111-A(ii) of Factories Act, 1948)

1.	Name of the Training Institute	
	Address of the Training Institute	
		Pin-code
	Tel. No. of the Training Institute	
	FAX No. of the Training Institute	
2.	Name the Chairman/ Director	
	Residential address of Chairman/ Director	
		Pin-code
	Mobile No. of Chairman/ Director	
	E-mail address	
3.	Registration of Institute (attach relevant documents about registration of Institute)	
4.	Details about faculties (First Aid Trainer) (Submit Attested papers regarding Education Qualification,MMC, experience & Letter of consent.)	
	Name	
	Education Qualification	
	Experience	
	Letter of consent as First Aid Trainer	Yes/No
	Mobile No.	
5.	At least two First Aid training assistants having medical knowledge. (Submit Attested papers regarding Education Qualification)	1.Name
		2.Name
6.	Location plan, with building and class room layout (Hall should be minimum 30.0 sq. m. with sufficient light & ventilation facilities)	Yes/No
7.	Facilities available	

	i) LCD Projector	Yes/No
	ii) Sound & Public Address System	Yes/No
	iii) White Board and marker	Yes/No
	iv) Toilet for the participants	Yes/No
	v) Practical training facilities Mannequins, etc	Yes/No
	vi) Training Videos	Yes/No
	vii) Posters	Yes/No
8.	Details of the course - structure/syllabus/ topics covered (attach separate sheet)	Yes/No
9.	Course duration	
10.	Medium of instruction	
11.	Level of Participants (Workers/Supervisor/Managers)	
12.	Library(Necessary books about first aid, give details)	Yes/No
13.	Whether any examination would be conducted at the end of the course.	Yes/No
14.	Whether sufficient case study bank is generated for illustration, give details.	Yes/No
15.	Amount of registration fee Date & No. of D.D. /Pay Order	

**Name, Signature & Stamp of the
Chairman/Director**

Place :

Date :

Appendix B

Syllabus for First Aid Training of Industrial Workers

1. Introduction to Factories Act, 1948
(Provisions relating to First Aid Appliances, Ambulance room, Medical Examination, Accident Reporting etc.)
2. Introduction to First Aid.
3. Action at Emergency.
4. The practice of First Aid.
5. Resuscitation.
6. Disorder of respiratory system.
7. Disorder of Circulation.
8. Wound & Bleeding.
9. Disorders of consciousness.
10. Bone, Joint & Muscle injury.
11. Burns & Scalds.
12. Effect of heat & cold.
13. Foreign bodies.
14. Poisoning.
15. Dressing & Bandages.
16. Handling & transport of injured.
17. Emergency First Aid.

Duration of Training Course – 3 Days

(affidavit should be submitted on Rs.100/-stamp paper and should be certified by Notary or Executive magistrate)

AFFIDAVIT

I, Shri Chairman / Director
of(Name of Institute)..... Age.....
years, occupation, Address
..... hereby submit on oath in writing as follows.

1. I have applied on behalf of..... (Name of Institute)
.....for recognition as First Aid Training Institute.
2. Institute is registered with.....
3. Institute has at least one trainer with following educational qualification
& experience
 - i. Qualification included in the appendix of Indian Medical Degree Act, 1916 or Indian Medical Council Act, 1956.
 - ii. Diploma in Industrial Health/Diploma in Public Health.
 - iii. At least 5 years experience in training to Factory workers in First Aid.
4. Institute has at least two First Aid training assistant having medical knowledge.
5. Institute has its own / rented place of minimum 30 sq. m. Hall and can accommodate 30 participants at a time.
6. Following Equipment's/ facilities necessary for training are available in the Institute.
 - i) LCD Projector facility
 - ii) Sound system and Public Address System
 - iii) White Board and marker
 - iv) Toilet facility to the participants - separate for ladies
 - v) Details about Practical training, Mannequins etc
 - vi) Training Videos
 - vii) Posters
 - viii) Library

If any information furnished in the affidavit is found to be false, I shall be liable for legal action against me.

The above said information is true & correct as per my knowledge and today signed for that.

Date :

Place :

Deponent

Witness:

Consent Letter

(Format)

I the undersigned Dr. (Name)
possessing MBBS / MD/MS, and DIH / DPH qualification. I am associated with
..... (Name of Institute)
as a First Aid Trainer. I shall be giving First Aid Training organized by the Institute,
as per guidelines of Government of Maharashtra.

The Institute has applied as per section 45 (3) & 111 (A) (ii) of Factories
Act 1948, for getting recognition from Government of Maharashtra.

Signature & Stamp
(MMC registration no.)

Check-List

Name of Institute:

Sr. No.	Items	Applicants information
1	Sign & Date on Application Form	Yes/No
2	Relevant documents about registration of Institute	Yes/No
3	Faculties /First Aid Trainer Attested papers regarding Educational Qualification,MMC, experience & Letter of consent	Yes/No
4	First Aid training assistants having medical knowledge. Attested papers regarding Educational Qualification	Yes/No
5	Location plan along with building and class room layout	Yes/No
6	Details about the course -structure/syllabus/ topics covered	Yes/No
7	Library details -necessary books about first aid	Yes/No
8	Details about case study bank	Yes/No
9	Affidavit	Yes/No
10	Registration fees D.D. /Pay Order	Yes/No

Note : Application and All the documents pertaining to the educational qualification / experience or any other relevant document shall be submitted in two copies duly attested.

Sign:

Name: