



**BANGLADESH INSTITUTE
OF MANAGEMENT (BIM)**

(Ministry of Industries)

4, Sobhanbag, Mirpur Road, Dhaka

www.bim.gov.bd



Ref: 36.07.0000.012.25.007.22

Date: 14-06-2023

Sub: 3-Days course on 'Occupational Health Safety & Productivity'

Dear Sir/Madam:

It is our pleasure to let you know that Production Management Division of Bangladesh Institute of Management (BIM) is going to conduct a 3 (three) days training course on '**Occupational Health Safety & Productivity**' batch#84 at its **Dhaka campus** during **July 27 – 29, 2023**.

In this regard, nomination(s) to the training course from your organization(s) shall be highly appreciated. For further details, please feel free to contact.

Thanking you.

(Dr. Engr. Mamunur Rashid)

Senior Management Counsellor and
Head, Production Management Division &
Course Coordinator and Resource Person
01712-700-412; mamun87245@gmail.com

To

3 Days long Course on

"Occupational Health Safety & Productivity"

WHO SHOULD ATTEND

This course is suitable for all level of managers and executives employed in Public sector, NGOs, Private and others organizations who are responsible for production management and willing to develop their career as professional on production management within various industries inn

ELIGIBILITY FOR THE COURSE

Any individual, graduate from any discipline working in private, public, industries and NGO or self-employed .

BACKGROUND OF THE COURSE

The Occupational Health, Safety & Productivity Training course is designed to provide participants with a comprehensive understanding of occupational health and safety principles and their impact on productivity in the workplace. The course will cover essential topics related to workplace safety, health hazards, risk assessment, and strategies for improving productivity while ensuring the well-being of employees. Participants will gain practical skills and knowledge to effectively manage occupational health and safety within the production management context.

OBJECTIVES

The course is designed to provide the concepts about operations and supply chain management in order to efficient organizational functions. It is expected that after the successful completion of the course, participants will be able to:

- Understand the importance of occupational health and safety in the workplace.
- Identify and assess potential health hazards and risks in the production environment.
- Implement effective safety measures and procedures to prevent accidents and injuries.
- Develop strategies to enhance productivity while maintaining a safe and healthy work environment.
- Foster a culture of safety and productivity within the organization.
- Understand the legal and regulatory framework related to occupational health and safety in Bangladesh

COURSE OUTLINE

- Importance of occupational health and safety in the workplace.
- Legal and regulatory framework in Bangladesh

- Roles and responsibilities of stakeholders in ensuring workplace safety
- Key principles of risk assessment and management
- Identification and assessment of workplace hazards
- Physical, chemical, and biological hazards and their effects on health and productivity
- Implementing safety measures and control systems
- Emergency preparedness and response
- Understanding the relationship between occupational health, safety, and productivity
- Ergonomics and its impact on work performance and employee well-being
- Strategies for improving productivity while maintaining a safe work environment
- Developing a safety culture and employee engagement

METHODOLOGY

Lecture, group discussion, Exercise, Case Study, Practical Demonstration etc.

DURATION: July 27 – 29, 2023.

TIMING: 09:00 – 17:30 hrs

**VENUE: BIM, 4,Sobhanbag, Mirpur Road
Dhaka – 1207.**

FEES: Tk. 7,000/- (Seven thousand) excluding VAT and Tax.

per participants which include refreshment, course materials etc. (payment should be made by Cross Cheque/Bank Draft/Pay Order in favor of **Director General, BIM, Dhaka**)

LAST DATE OF

REGISTRATION: July 26, 2023

RESIDENTIAL FACILITY

Limited Residential facility is available for those who are from outside Dhaka.

COURSE ASSOCIATE:

Most. Shamsunnaher Khatun
Stenographer Cum-Computer Operator
Bangladesh Institute of Management (BIM)
4, Sobhanbag, Mirpur Road, Dhaka-1207.
Contact No: 01797550394.
shamsunnaher091@gmail.com

**BANGLADESH INSTITUTE
OF MANAGEMENT**

4, Sobhanbag, Mirpur Road, Dhaka-1207.

SAMPLE NOMINATION FORM

1. Name (Block Letter) :
2. Mailing Address :
(With Phone No. and E-mail Address)
3. Permanent Address :
4. Date of Birth :
5. Nationality :
6. Education :

Year Institute Degree Div./Class

7. Training : (in order of recency)
8. Experience : (in order of recency)
9. Name of the Nominating Organization:
10. Accommodation in BIM Hostel :

YES NO

DHAKA OFFICE

<input type="checkbox"/>	<input type="checkbox"/>
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KHULNA SUB-OFFICE

<input type="checkbox"/>	<input type="checkbox"/>
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CHITTAGONG SUB-OFFICE

<input type="checkbox"/>	<input type="checkbox"/>
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11. Approval / Signature of the
Nominating Authority:_____

ADDRESS

BIM DHAKA OFFICE

4 Sobhanbag, Mirpur Road, Dhaka-1207

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BIM KHULNA CAMPUS

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Boira

Khulna

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www.bim.gov.bd

**3 Days Long Training Program
on**

**Occupational Health
Safety &
Productivity**

Batch#84

July 27-29, 2023



BIM

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

বাংলাদেশ ইনস্টিটিউট অব ম্যানেজমেন্ট

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