

**ANNOUNCEMENT OF THE
DEPARTMENT OF LABOUR PROTECTION AND WELFARE
ON CRITERIA AND METHOD OF TRAINING FOR THE
COMMITTEE OF OCCUPATIONAL SAFETY, HEALTH
AND ENVIRONMENT OF THE WORKPLACE
B.E. 2549 (2006)**

By virtue of Section 28 of the Ministerial Regulation Prescribing the Standard for Administration and Management of Occupational Safety, Health and Work Environment B.E. 2549 (2006), the Director-General of the Department of Labor Protection and Welfare hereby issues the Announcement as follows:

Clause 1

This Announcement shall be called the "Announcement of the Department of Labor Protection and Welfare on Criteria and Method of Training for the Committee of Safety, Occupational Health and Work Environment of the Workplace B.E. 2549 (2006)".

Clause 2

This Announcement shall come into force from the date of announcement hereafter.

Clause 3

The employer shall provide training on the roles and duties under the law according to the criteria, method, and training courses together with resource persons as prescribed herein to the Committee of Occupational Safety, Health and Work Environment of the Workplace.

In the event that the employer is the person pursuant to the previous paragraph, the following details of training course shall be submitted to the Director-General or the persons designated by the Director-General for prior approval not less than fifteen days.

- (1) Training schedule which is consisted of date, time and venue;
- (2) Number of trainees;
- (3) Name list and qualifications of resource persons for each topic.

The submission of the details pursuant to the second paragraph shall be deemed as the employer notified the training course to the Director-General or persons designated by the Director-General pursuant to the Clause 6 (1).

In the event that an employer is unable to provide the training, the employer shall allow the Committee of Occupational Safety, Health and Work Environment of the Workplace has been trained with the Department of Labor Protection and Welfare or the training organization for safety officers, which is registered by the Department of Labor Protection and Welfare.

Clause 4

The training course for the Committee of Occupational Safety, Health and Work Environment of the Workplace shall comprise of the topics and durations of the training totaling twelve hours as follows:

Course 1: Effective administration of the Committee of Occupational Safety, Health and Work Environment of the Workplace-for three hours comprising of the topics as follows:

- (a) Management approaches on occupational safety, health and work environment;
- (b) Consideration on the work plan and the projects of on-the-job safety and off-the job safety.

Course 2: Occupational safety law - one and a half hours comprising of the topics as follows:

- (a) Ministerial Regulation Prescribing the Standard for Administration and Management of Occupational Safety, Health and Work Environment B.E. 2549 (2006);
- (b) Important contents of the concerned occupational safety and Health laws;

Course 3: Roles and duties of the Committee of Occupational Safety, Health and work Environment of the Workplace - seven and a half hours comprising of the topics as follows:

- (a) Control and prevention of work-related accidents;
- (b) Safety survey;
- (c) Making rules, practical guidelines and standards of safety at work
- (d) The reporting systematization of unsafe working condition;
- (e) Performance Evaluation of safety at work
- (f) Meeting and follow-up.

Clause 5

The resource persons who conduct the training for the Committee of Occupational Safety, Health and Work Environment of the Workplace shall possess one of the following qualifications:

- (1) Be or used to be the government officials who possess not lower than Bachelor Degree or the equivalent in occupational health, or has passed the training courses on safety at work organized by the Department of Labor Protection and Welfare so as to work in relation to safety at work for not less than five years and has experiences as being a trainer on safety at work for not less than three years.
- (2) Be a lecturer in a public or a private institution of education, holding not lower than Bachelor Degree or the equivalent in occupational health, teaching in safety at work, and having experiences in the said subject for not less than three years.
- (3) Be a knowledgeable person with working experiences in the lectured topic for not less than five years, or be a person who directly work related to the development of the body of knowledge or the standard on occupational safety and health for not less than five years, and has experiences as being a resource person in the lectured topic for not less than three years.

Clause 6

In the training course for the Committee of Occupational Safety, Health and Work Environment of the Workplace, the organizer shall carry out the training process as follows:

- (4) To inform the training schedule to the Director-General or the persons designated by the Director-General for not less than fifteen days before the training;
- (5) To provide training documents containing the contents and details of the training course;

- (6) To arrange a training to accommodate not more than sixty trainees per one trainer;
- (7) To ensure full time attendance of the trainers in a training course,
- (8) To evaluate and assess the trainees according to the course hereafter,
- (9) To issue a training certificate for a trainee.

Clause 7

The employer shall report the result of the training of the Committee of Occupational Safety, Health and Work Environment of the Workplace to the Director-General or the persons designated by the Director-General within thirty days of the completion of the training course; and together with that report, it shall include at least the list of and the documents as follows:

- (1) Name and location of the Employer's establishment;
- (2) Training schedule signed by the trainers of each topic;
- (3) Photocopies of the Certificates of the trainees.

Announced on this 8th day November B.E. 2549 (2006)

(Mr. Phadungsak Thephasadin Na Ayutthaya)

Director-General

Department of Labor Protection and Welfare

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