

Internship Report - Mohima

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SAFETY TRAINING AND WORKER SAFETY PRACTICES
AT
TAQWA ENTERPRISE

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¹ Submitted in Partial Fulfillment of the Requirements for the Degree
Bachelor of Business Administration



2nd December, 2025

**Internship/Project Report Approval Form**

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INTERNSHIP/PROJECT INFORMATION

Internship Organization: Taqwa Enterprise

Internship / Project Report Topic: Safety Training and Worker Safety Practices at Taqwa Enterprise

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Term (Tick one):

☐ Spring 2025☐ Summer 2025☐ Fall 2025**SUPERVISOR APPROVAL (Tick One)**☐ Approved☐ Not Approved☐ Partial Re-write☐ Full Re-write

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LETTER OF TRANSMITTAL

2nd December, 2025

To,

Shatabdi Das

Lecturer, School of Business

University of Liberal Arts Bangladesh (ULAB)

688, Beribadh Road, Mohammadpur, Dhaka 1207.

Subject: Submission of the Internship Report on "Safety Training and Worker Safety Practices at Taqwa Enterprise."

Dear Ma'am,

I am pleased to submit my final internship report, a partial fulfillment of the requirements for the Bachelor of Business Administration (BBA) program. This report encapsulates my experience gained during the internship at Taqwa Enterprise and presents the findings of my research on Safety Training and Worker Safety Practices.

The internship has provided me with invaluable practical exposure to Human Resources management in a manufacturing environment, allowing me to apply theoretical knowledge to real-world challenges. The research component, in particular, was a deeply insightful process, highlighting critical areas for operational improvement within the organization.

I have meticulously followed the guidelines and instructions provided by the university and your kind supervision. I believe this report is comprehensive, accurate, and provides practical insights that will be beneficial to both the company and the academic community.

Thank you for your continuous guidance, support, and encouragement throughout the internship period.

Sincerely,

Mst. Mohima Akter

ID: 203011029

University of Liberal Arts Bangladesh (ULAB)

³ ACKNOWLEDGEMENT

I would like to express my sincere gratitude to everyone who contributed to the successful completion of my internship and this corresponding report.

First and foremost, I am deeply indebted to my academic supervisor, Shatabdi Das, Lecturer, School of Business, ULAB, for her invaluable guidance, insightful feedback, and continuous support throughout the entire research and writing process. Her expertise ensured the academic rigor and practical relevance of this study.

I extend my sincere appreciation to Taqwa Enterprise, especially the General Manager and the HR team, for providing me with the opportunity to complete my internship. Their willingness to entrust me with meaningful responsibilities and allow me access to internal operational details was critical for my learning and the research.

My special thanks go to the Production Supervisor and the Welder for dedicating their time to the interviews, providing honest and crucial insights that form the backbone of the research findings in Part B. Their openness in discussing safety practices was immensely helpful.

Finally, I would like to thank my family and friends for their unwavering support and encouragement during this challenging yet rewarding period.

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PART A: INTERNSHIP EXPERIENCE

CHAPTER 1: INTERNSHIP PREPARATION

1.1 Motivation for Internship

As a final-year student specializing in HR Management, the primary motivation for undertaking this internship was to bridge the gap between theoretical academic knowledge and real-world professional application. While studies provided a robust foundation in HR concepts, the complexities of managing human resources in a dynamic manufacturing setting, such as the one at Taqwa Enterprise, demanded practical exposure. My goal was to observe and actively participate in core HR functions-recruitment, employee record management, onboarding, and training-in a professional environment, with a specific interest in understanding how HR supports operational safety in a technical industrial context.

1.2 Internship Search Process

My search strategy focused on organizations that could provide significant, hands-on learning, rather than large corporations where the intern's role might be overly compartmentalized. I proactively sought referrals from senior students and professional contacts. I was fortunate to be referred to Taqwa Enterprise, a smaller, yet professionally run company specializing in dairy-related heavy machinery manufacturing. The prospect of working within a small HR team appealed to me, as it promised a broader range of responsibilities and direct interaction with cross-functional teams, including the critical production unit.

1.3 Internship Interview Experience

The interview process was direct, professional, and reassuring. The General Manager conducted the interview, focusing on the company's core operations (manufacturing milk chillers and pasteurizers) and the specific, necessary HR duties. The discussion covered key HR tasks like documentation, recruitment support, and understanding the workflow. This transparency allowed me to enter the internship with clear expectations of my duties and the organization's operational environment, building immediate excitement and commitment to the role.

CHAPTER 2: ABOUT THE INTERNSHIP

2.1 Brief Profile of Taqwa Enterprise

2.1.1 Overview and History

Taqwa Enterprise is a manufacturing firm operating in Bangladesh, specializing in the production of heavy machinery primarily used in the dairy industry, such as milk chillers, pasteurizers, and related processing equipment. The company maintains its own dedicated manufacturing facility and employs a staff of approximately 30+ individuals across technical (welding, assembly, production) and administrative (HR, Sales, General Management) departments. As a local enterprise, it focuses on providing customized, durable machinery solutions, positioning itself as a reliable partner for domestic dairy producers.

2.1.2 Products and Services

Taqwa Enterprise's core business revolves around manufacturing and servicing heavy machinery vital for dairy processing.

- Key Products: Milk Chillers (various capacities), Pasteurizers, and other specialized processing equipment.
- Nature of Business: The manufacturing environment involves high-risk tasks, including welding, heavy lifting, handling machinery, and exposure to fumes and electrical components. This nature of business makes Occupational Health and Safety (OHS) a critical, non-negotiable operational function, which directly informed the focus of this report.

2.1.3 Organizational Structure

Taqwa Enterprise operates with a streamlined, functional structure, typical of a growing small-to-medium enterprise (SME). The structure is designed to support the core manufacturing process.

At the top is the General Manager, overseeing all functions. Below this, key departments include:

- Production/Operations: Led by a Production Supervisor, managing welders, assemblers, and general workers. This is the largest and most critical department for OHS.
- HR and Administration: Dedicated HR team handling employee records, recruitment, and internal policy implementation.
- Sales and Marketing: Focusing on securing and maintaining client contracts.
- Finance/Accounts.

2.2 Job Position and Description

Position: Intern HR

Reporting to: General Manager

Key Responsibilities during the Internship:

- Record Management: Assisting with the organization and maintenance of employee records, ensuring documentation compliance.
- Recruitment Support: Aiding in the initial screening of CVs and scheduling interviews for administrative and production roles.
- Onboarding: Developing a structured onboarding process, particularly for new production workers, which included initial training modules.
- Policy Implementation: Focusing specifically on the development and implementation of a safety training module for the production floor, which became the focus of the Part B research.
- Data Collection: Conducting primary research (interviews and observation) to assess the effectiveness of HR-led initiatives, especially in safety.

2.3 Learning Experience and Accomplishments

The internship provided a holistic learning environment. I successfully completed the following:

- Conducted a Safety Training Session: Planned and delivered a short safety training session for production workers, providing direct experience in training needs analysis and execution.
- Real-World Application: Applied theoretical concepts of employee motivation, training, and documentation to live company scenarios.
- Data Analysis: Executed primary research, conducting structured interviews, summarizing findings, and drawing analytical conclusions based on real organizational data.
- HR Documentation: Streamlined some employee record files and assisted in developing a basic, structured safety briefing template for new hires, addressing the observed "informal learning" issue.

CHAPTER 3: SELF-REFLECTION AND PERSONAL DEVELOPMENT

3.1 Challenges Faced and Solutions Adopted

The manufacturing environment, characterized by heavy machinery and urgent production deadlines, presented distinct challenges compared to a purely corporate setting:

Challenge	Impact on Internship	Solution/Strategy Adopted
Workload and Time Management	Difficult to balance research tasks, administrative duties, and training execution.	Implemented strict time-blocking and delegation (where possible), prioritizing immediate operational HR needs over long-term research data collection.
Worker Hesitation / Culture	Workers were initially shy or resistant to participate in interviews, often citing time constraints or skepticism ("accidents happen no matter what").	Adopted a friendly, non-authoritative, and conversational approach. Ensured interviews were short, convenient, and focused on practical, immediate workplace concerns to build trust.
Limited Documentation	Scarcity of written safety protocols or historical accident tracking, making secondary research and quantitative analysis challenging.	Shifted research focus entirely to qualitative data (interviews and observation) to capture current, lived experiences and informal practices.
Informal Enforcement	Safety relied heavily on informal verbal reminders from supervisors, lacking structured follow-up or tools.	Developed simple checklist prototypes (as part of the research recommendation) that supervisors could potentially use for daily enforcement.

3.2 How to Improve Performance and Organizational Utilization

To enhance future performance and better utilize my HR skill set, I have identified several areas for continuous development:

- Continuous Feedback Loop: Proactively seek constructive feedback from both the HR team and operational supervisors to better align HR initiatives (like training) with on-the-ground operational realities.
- Skill Expansion: Focus on improving time management and organizational skills to handle multiple responsibilities-especially balancing administrative work with project-based work (like training).
- Proactive Communication: Ensure open communication with team members to keep goals aligned, preventing the perception of HR activities as slowing down production.
- Data-Driven HR: Move beyond basic documentation towards establishing simple HR metrics (e.g., tracking minor incidents or training attendance/scores) to provide data-driven insights to management.

3.3 Strengths Developed and Professional Growth

The internship significantly contributed to my professional growth:

- Resilience and Adaptability: Overcame the obstacles of a fast-paced, sometimes challenging environment, strengthening my ability to adapt HR principles to a technical industrial setting.
- Problem-Solving Skills: Developed practical solutions for common HR issues, such as creating a simplified onboarding module to address inconsistent new-hire learning.
- Interpersonal and Interviewing Skills: Learned to conduct professional, yet empathetic, interviews in a high-risk environment, ensuring I gathered honest information from production workers who might typically be hesitant to talk to management or HR staff.
- Gained Technical Context: Developed a basic understanding of manufacturing workflow for dairy machinery, which is crucial for an HR professional supporting a technical team.

PART B: RESEARCH SEGMENT

CHAPTER 4: INTRODUCTION

4.1 Background of the Study

Occupational Health and Safety (OHS) is paramount in the manufacturing sector, particularly in environments like Taqwa Enterprise, where heavy machinery, welding, and high-risk materials are integral to the production process. For a small-to-medium enterprise (SME) like Taqwa, ensuring a safe workplace is not only a moral and legal obligation but also a direct factor in operational efficiency, as accidents lead to downtime, costs, and decreased morale. Human Resources plays a pivotal role in this through the design and delivery of safety training and the enforcement of safety policy. However, as observed during the internship, the challenge lies in translating one-time training into consistent, long-term safe behavior. This study is essential to understand the gap between implemented safety training and actual worker safety practices on the floor.

4.2 Problem Statement

Despite the provision of Personal Protective Equipment (PPE) and sporadic safety training, a preliminary assessment and observations indicated persistent non-compliance with fundamental safety rules at Taqwa Enterprise. Workers were often observed skipping PPE for convenience, tools were left on the floor, and supervisors relied heavily on informal reminders without structured follow-up. The problem is: What are the underlying factors contributing to the inconsistency in worker safety practices following safety training at Taqwa Enterprise, and how can the organization transition from short-term awareness to sustained, habitual safety compliance?

4.3 Research Objectives

The core objectives of this research are:

1. To evaluate the current methods and effectiveness of safety training provided to production workers at Taqwa Enterprise.

Method used: Qualitative method – Semi-structured interviews with the Production Supervisor and production workers, supported by direct workplace observation (Cooper, 2009).

2. To identify the most common safety hazards and instances of non-compliance on the production floor (e.g., PPE non-use, poor housekeeping).

Method used: Observational method – non-participant direct observation conducted on the production floor during daily operations, supported by interview responses (ILO, 2011).

3. To understand workers' perceptions, challenges, and attitudes toward safety rules and enforcement.

Method used: Qualitative interview method – In-depth, semi-structured interviews designed to capture behavioral and attitudinal data (Geller, 2001).

4. To recommend practical and low-cost strategies for improving long-term safety behavior at Taqwa Enterprise.

Method used: Analytical and descriptive method – Analysis of interview and observation data using thematic analysis, interpreted through established OHS and behavioral safety theories (Knowles, 1984; Petersen, 1998).

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4.4 Research Questions

The study is guided by the following questions:

1. How is safety currently enforced and monitored by supervisors at Taqwa Enterprise?
2. What are the main reasons workers site for not complying with safety rules (e.g., skipping PPE)?
3. What is the perceived effectiveness of existing safety training among employees and supervisors?
4. What specific behavioral and environmental changes (e.g., layout, reinforcement) can be implemented to improve sustained worker safety habits?

4.5 Scope and Limitations of the Study

Scope: The study is strictly focused on the Production/Operations department of Taqwa Enterprise, as this area presents the highest OHS risk. The research focuses on the intersection of HR (training) and Operations (practice/enforcement).

Limitations:

1. Sample Size: The sample size (Five employees) is small and not statistically generalizable across the industry.
2. Subjectivity: The reliance on qualitative interview data means the findings are based on self-reported perceptions, which can be subjective.
3. Observation Bias: The presence of an intern observer may have temporarily altered workers' behavior (Hawthorne Effect).
4. Limited Documentation: A lack of historical accident records and formal safety documents prevented a quantitative, long-term trend analysis.

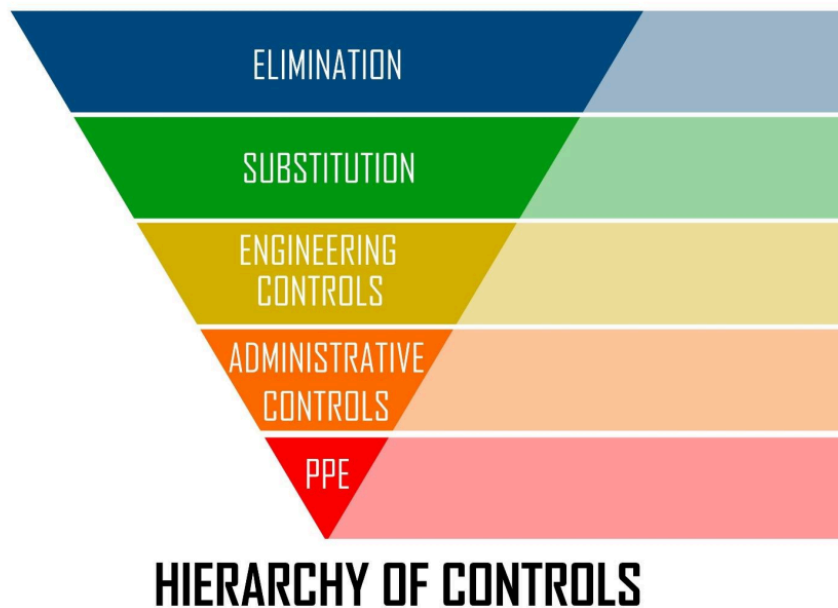
CHAPTER 5: REVIEW OF RELATED LITERATURE

Occupational Health and Safety (OHS) literature emphasizes that a safe workplace is a function of three main components: engineering controls (safe equipment/layout), administrative controls (rules, training), and behavioral controls (safety culture, reinforcement). This chapter establishes the theoretical groundwork for analyzing Taqwa Enterprise's OHS practices.

5.1 Theoretical Framework: Occupational Health and Safety (OHS)

OHS encompasses the policies, procedures, and training programs necessary to protect employees from workplace hazards. Globally, OHS frameworks, such as those from the ILO (International Labor Organization), stress a preventative approach.

- Hierarchy of Controls: The most fundamental concept is the Hierarchy of Controls, which ranks intervention methods from most effective to least effective: Elimination, Substitution, Engineering Controls, Administrative Controls, and Personal Protective Equipment (PPE). At Taqwa, the focus is largely on the lower two (Administrative and PPE), which require constant, vigilant management.



5.2 The Importance of Safety Training in Manufacturing

Safety training is an essential administrative control, serving two main purposes: knowledge acquisition and skill development. Effective training must move beyond mere information transfer.

- Retention vs. Practice: Literature confirms that the impact of one-time or infrequent training fades quickly without reinforcement. The production supervisor's observation that "workers attentive, show short-term improvement, then habits decline" aligns perfectly with established models of learning and retention, where spaced repetition and practical application are vital.
- Andragogy (Adult Learning): Adult learners, especially in practical roles, prefer training that is directly relevant to their job and utilizes active, practical demonstrations rather than passive lectures (e.g., the worker's preference: "We learn better if you show us, not only talk.").

5.3 Safety Culture and Behavioral Safety

Safety Culture is defined as the shared attitudes, values, and perceptions that employees and management share about OHS. In a poor safety culture, rules are seen as optional or as obstacles to production speed, reflecting the challenge noted by the supervisor that rules are perceived to "slow work."

- Behavioral Safety (BBS): This approach focuses on observing, analyzing, and intervening in critical safety behaviors. Key elements include:
 1. Defining safe and unsafe behaviors.
 2. Observing and tracking behaviors.
 3. Providing immediate feedback (reinforcement).
 4. Analyzing data and setting goals.
- The absence of formal PPE tracking and the reliance on verbal reminders at Taqwa Enterprise indicate a missing link in the BBS framework—specifically, the lack of structured observation and positive reinforcement.

5.4 Role of Supervision and Monitoring in OHS

Supervisors are the critical link between management policy and shop-floor practice. Their role is twofold: enforcement and modeling.

- **Enforcement Tools:** Effective supervision requires tools like standardized checklists, incident reporting forms, and designated time for safety briefings. The interviews revealed a "lack of structured monitoring tools" and that "HR lacks records," weakening the supervisor's ability to enforce rules consistently.
- **Accountability:** For safety to be taken seriously, it must be integrated into performance appraisals for both workers and supervisors. When safety is informal, workers may deduce that production targets are the only true priority.

5.5 Gaps in Literature and Current Study Focus

While the general principles of OHS and training effectiveness are well-established, there is a lack of specific, actionable research focusing on low-cost, high-impact behavioral interventions within small-scale, local manufacturing environments like Taqwa Enterprise, which operate with limited capital for high-end engineering controls. This study aims to fill that gap by translating established OHS theory into practical, SME-appropriate recommendations.

13 CHAPTER 6: RESEARCH METHODOLOGY

6.1 Type of Research

This study adopts a Descriptive Qualitative Research Method.

- Descriptive method:
Used to describe the existing safety training practices, enforcement mechanisms, and workplace safety behaviors at Taqwa Enterprise without manipulating any variables (Cooper, 2009).
- Qualitative method:
Applied to explore worker attitudes, perceptions, and behavioral patterns related to safety practices through interviews and observation (Geller, 2001).

This method is particularly suitable for Occupational Health and Safety research in small and medium-sized manufacturing enterprises, where formal safety records and quantitative data are limited (International Labor Organization [ILO], 2011).

6.2 Research Design

A Qualitative research design was primarily used, leaning towards an Exploratory approach. Given the lack of existing formal documentation and the complexity of understanding worker attitudes and cultural factors, a qualitative design using in-depth interviews and direct observation was the most appropriate method for gaining rich, contextual data. The findings were later summarized into quantitative-style thematic findings.

12 6.3 Sources of Data (Primary and Secondary)

- Primary Data: Collected directly for the purpose of this study. The main source was in-depth, semi-structured interviews with key personnel.
- Secondary Data: Information collected from existing sources to provide context and background.
- Company documents.
- Online resources and general industry literature on dairy machinery manufacturing.
- Academic articles and reports related to OHS, safety training, and behavioral safety models.

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6.4 Sampling Technique and Sample Size

- **Sampling Technique:** Purposive Sampling was employed. This non-probability technique involves selecting participants based on their direct relevance and rich knowledge regarding the research topic.
- **Sample Size:** The initial plan was 10-15 employees and later on conducted the interview session with the presence of 5 employees. but the most critical data came from the following three sources among five sources:
 1. Production Supervisor: Responsible for daily enforcement and safety monitoring.
 2. Welder: A high-risk production worker, providing the end-user perspective on PPE and training.
 3. HR Intern's Observation: Direct, daily observation of the workspace and worker behavior.

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6.5 Data Collection Instrument

A Semi-Structured Interview Guide (Questionnaire) was the main instrument. This allowed for standardized core questions while permitting the flexibility to explore emerging topics in detail, ensuring the rich context required for a qualitative study was captured. The questions focused on:

1. Safety responsibilities.
2. Common safety issues observed.
3. Challenges in enforcing rules.
4. Effectiveness of training and reminders.
5. Suggestions for improvement.

6.6 Data Analysis and Interpretation

Data analysis was primarily Thematic.

1. Transcription/Summary: Interview notes were immediately summarized (as seen in the Employee Interview Summary.docx).
2. Coding: Key statements, recurring issues, and common perceptions (e.g., "PPE skipping," "speed priority," "short-term improvement") were identified and coded.
3. Thematic Categorization: Codes were grouped into higher-level themes (e.g., PPE Compliance, Training Effectiveness, Workplace Environment, Monitoring Gaps).
4. Interpretation: Findings were interpreted against the established theoretical framework (Chapter 5) to draw conclusions and formulate actionable recommendations.

CHAPTER 7: FINDINGS AND DISCUSSION

The findings are based on the synthesis of interview data from the Production Supervisor and the Welder, supplemented by the HR Intern's observation notes. The analysis is structured around the key research questions.

7.1 Finding 1: Current Safety Enforcement and Monitoring Practices

The primary finding regarding enforcement is that it is informal, inconsistent, and lacks structured monitoring tools.

- **Reliance on Verbal Reminders:** The supervisor confirmed that enforcement "relies heavily on verbal reminders." This is a reactive, rather than proactive, approach.
- **Lack of Structure:** There is "no formal PPE tracking" and "HR lacks records" of accidents or compliance. This means management cannot accurately measure the effectiveness of their policies or the supervisor's performance on safety metrics.
- **Perception of Rules as Hindrance:** The supervisor noted a key challenge: the worker perception that "rules slow work," which indicates a failure to integrate safety efficiency into the production process.

7.2 Finding 2: Worker Behavior and PPE Compliance

Worker behavior shows a clear pattern: the prioritization of speed and convenience over safety, leading to high-risk behaviors.

- **Skipping PPE:** Both interviewees identified "PPE skipping" as a common issue, often done "for speed or convenience."
- **Habits Fade Quickly:** The Welder reported that while he uses full PPE for high-risk welding, less critical PPE is often skipped or used inconsistently. The HR Intern's analysis concluded that short-term compliance fades quickly without constant reinforcement.
- **Informal Learning:** Safety knowledge is often acquired informally from colleagues, particularly for new workers, which leads to inconsistent and potentially unsafe practice adoption.

7.3 Finding 3: Effectiveness and Reception of Safety Training

Safety training at Taqwa Enterprise provides a necessary, but short-lived, boost in awareness.

- **Practical vs. Verbal Preference:** Workers explicitly stated they learn better through demonstration: "We learn better if you show us, not only talk." This confirms the literature on adult learning (Andragogy), which prefers hands-on, practical instruction over passive lectures.
- **Short-Term Impact:** The supervisor observed that training "made the workers more alert for a few days," but the behavioral changes were not lasting, indicating a significant breakdown in the post-training reinforcement process.
- **Need for Repetition:** Both the supervisor and the HR Intern's findings suggest that "repetition builds long-term habits," highlighting the need for continuous, not just initial, training.

7.4 Finding 4: Workplace Environment and Safety Risks

The physical environment contributes significantly to non-compliance.

- **Poor Housekeeping:** Common issues include "tools left on floor" and "clutter," which directly create trip hazards—a fundamental OHS risk.
- **PPE Accessibility:** PPE is "available but not easily accessible," according to the supervisor. This lack of convenience reinforces the worker's decision to skip PPE for the sake of speed.
- **Lack of Visual Cues:** There is an absence of simple visual reminders, posters, or safety instructions on the walls, a low-cost administrative control mechanism that is currently missing.

7.5 Discussion and Implication of Findings

The gap between policy (training) and practice (behavior) at Taqwa Enterprise is rooted in a fragmented OHS system that focuses heavily on the initial input (training) but fails to sustain the crucial output (compliance).

Key Implications:

1. **Systemic Failure in Reinforcement:** The company lacks a structured Behavioral Based Safety (BBS) program. The reliance on informal reminders is ineffective because it is not tied to a feedback loop, accountability, or positive reinforcement.
2. **Trade-Off Culture:** When safety is inconvenient (distant PPE) and supervisors lack enforcement tools, the organization implicitly encourages a trade-off where production speed wins over safety.
3. **Training Redesign:** The current training model needs to be revised to be shorter, more frequent, and demonstration-heavy, moving away from theoretical lectures.
4. **Housekeeping is OHS:** Poor housekeeping is not just an aesthetic issue; it is a critical safety failure that must be addressed through better workflow design and storage solutions.

The overall conclusion for the research findings is that long-term safety at Taqwa Enterprise depends on integrating OHS into the daily routine through workflow design, simple monitoring, and continuous reinforcement, moving beyond occasional, stand-alone events.

CHAPTER 8: RECOMMENDATIONS

8.1 Recommendations for Taqwa Enterprise

Based on the research findings and the theoretical frameworks of OHS and Behavioral Safety, the following practical, low-cost, and high-impact recommendations are proposed for Taqwa Enterprise.

8.1.1 Implement Daily "Micro-Briefings"

- Action: Supervisors should conduct a compulsory 5-minute "Micro-Briefing" at the start of every shift.
- Focus: Each briefing focuses on one safety rule (e.g., today's focus is welding mask usage, tomorrow is tool placement).
- Rationale: Provides the necessary "repetition" and "consistency" to build long-term habits, addressing the short-term impact of infrequent training.

8.1.2 Introduce Simple Supervisor-Led Checklists

- Action: Create a simple, 5-point, paper-based checklist for supervisors to use on the production floor twice per shift.
- Checklist Points: Must include critical behaviors identified in the study (e.g., Is everyone using correct PPE? Are all tools off the floor? Is the welding area clear?).
- Rationale: Formalizes the monitoring process, providing the supervisor with a tool for structured enforcement and giving HR a necessary compliance record, bridging the "lack of structured monitoring tools" gap.

8.1.3 Redesign for PPE Accessibility (Engineering/Administrative Control)

- Action: Relocate essential, frequently-used PPE (e.g., safety glasses, gloves) to highly visible and accessible points near the main workstations, rather than in a distant central storage area.
- Rationale: Reduces the perceived "inconvenience" of using PPE, eliminating the reason workers skip it for speed. Safety should be the path of least resistance.

8.1.4 Revise Onboarding with Demonstration Modules

- Action: Replace informal learning for new workers with a structured, mandatory 3-part safety module focused entirely on practical demonstrations and 'return demonstrations' by the new worker.
- Rationale: Addresses the "informal learning" and preference for practical training, ensuring a consistent standard of safety knowledge from day one.

8.2 Recommendations for the Industry/Stakeholders

- Industry Association: Industry bodies should develop standardized, open-source, and visual OHS posters/templates relevant to the specific hazards of heavy machinery manufacturing (e.g., welding risks) that SMEs can easily and freely download and post.
- Future Research: Academic institutions should focus on developing and testing low-cost, behavior-based safety intervention kits specifically tailored for SMEs in Bangladesh's technical and manufacturing sectors.

8.3 Suggestions for Future Research

Future researchers should focus on:

- A longitudinal study at Taqwa Enterprise or a similar firm to measure if the proposed checklist and micro-briefing system leads to a statistically significant reduction in minor incidents and an increase in observed PPE compliance over a six-month period.
- An experimental study comparing the effectiveness of demonstration-based training versus lecture-based training on knowledge retention and behavioral practice among production workers.

CHAPTER 9: CONCLUSION

The internship at Taqwa Enterprise was a crucial, hands-on chapter in my Human Resources education, culminating in an insightful research study. The research on Safety Training and Worker Safety Practices conclusively demonstrates that while Taqwa Enterprise addresses OHS through training and PPE provision, the administrative controls are currently insufficient to ensure sustained behavioral compliance.

The core challenge is not a lack of knowledge, but a failure of reinforcement and integration. Short-term awareness from training quickly gives way to ingrained habits and cultural priorities (speed over safety) due to informal enforcement, inconvenient workplace layout, and a lack of monitoring tools.

The path forward requires a shift from viewing safety as a separate, occasional HR event to integrating it as a fundamental part of daily operations and supervision. By implementing simple, structured tools like daily micro-briefings and supervisor checklists, and making small changes to the physical environment (like relocating PPE), Taqwa Enterprise can foster a self-sustaining safety culture. The goal is to make the safe way the easiest way, thereby protecting both the workers and the company's operational continuity.

REFERENCES

Academic Sources:

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4. Knowles, M. S. (1984). *The adult learner: A neglected species* (3rd ed.). Gulf Publishing. (Used for Andragogy and adult learning principles).
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PRIMARY DOCUMENTS

1. Internship Proposal Form.
2. Internship Report - (Mid-term).
3. Employee Interview Summary.

APPENDICES

Appendix A:

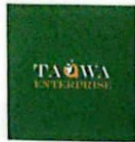
1. Internship Proposal Form
2. Internship Appointment Letter
3. Agreement Letter

1 Internship Proposal Form

Name:	Mst. Mohima Akter
ID:	203011029
Semester (Spring/Summer/Fall)	Fall 2025
Department:	BBA
Supervisor's Name (Faculty):	Shatabdi Das
Project Title:	Safety Training and Worker Safety Practices at Taqwa Enterprise

- Name: Mst. Mohima Akter
- Organization: Taqwa Enterprise
- Internship Title: Safety Training and Worker Safety Practices at Taqwa Enterprise
- Objectives: Evaluate safety training; identify compliance gaps; understand worker perceptions; recommend practical solutions.
- Timeline: 12 weeks, with data collection in weeks 7-8 and report writing in weeks 11-12.

Internship Appointment Letter (Scanned Copy)



TAQWA ENTERPRISE

H-13, R-1/A, Dhaka Uddyan, Mohammadpur, Dhaka - 1207
+880 1797 533 332 | www.taqwaenterprise.com.bd

Intern Appointment Letter

Date: 10-Oct-2025

To,
Mst. Mohima Akter
mohima.akter1.bba@ulab.edu.bd
H- 238, R- 06, Mohammadia Housing Limited, Mohammadpur, Dhaka - 1207

Subject: Internship Appointment Letter

Dear Mst. Mohima Akter,

Heartiest congratulations! Based on your recent interview for the position of HR Intern, we are pleased to inform you that you have been selected for the position of HR Intern at Taqwa Enterprise. This internship is designed to provide you with hands-on experience in various human resource functions and help you develop practical skills for your future career. Your internship details are as follows:

Department: Human Resources Management (HRM)
Position: HR Intern
Job Type: Paid Internship (3 Months)
Duration: 15-Oct-2025 to 15-Jan-2026
Working Days & Hours: Sunday to Thursday 10:00 AM to 6:00 PM
Reporting To: General Manager - Tahsim Akash
Head Office: House-13 (3rd Floor), R-1/A, Haji Dil Mohammad Avenue, Dhaka Uddyan, Mohammadpur, Dhaka - 1207
Stipend: BDT 6,000 Per Month

Roles and Responsibilities:

As an HR Intern, you will be assisting the Admin & GM with day-to-day activities, which may include but are not limited to:

1. Assisting in the recruitment process —posting job openings, shortlisting candidates, and scheduling interviews.
2. Helping with onboarding and maintaining employee records.
3. Preparing HR-related documents, such as offer letters and evaluation forms.
4. Supporting attendance, leave, and performance tracking systems.
5. Assisting in organizing employee engagement activities.
6. Maintaining confidentiality of sensitive HRM and company information.
7. Conducting basic HRM research and preparing reports as required.

During the internship, you are expected to maintain professionalism, punctuality, and ethical conduct at all times. Any violation of company policies may result in termination of the internship. Upon successful completion of the internship, You will receive a Certificate of Completion acknowledging your contribution to the HRM Department of Taqwa Enterprise.

Please confirm your acceptance of this internship by signing and returning a copy of this letter by 14-Oct-2025.

We look forward to welcoming you to our team and wish you a rewarding learning experience.

Warm regards,


Tahsim Akash
General Manager, Taqwa Enterprise
+880 1886 776 996 | tahsimakash@yahoo.com

Date: 10-Oct-2025

Intern's Acceptance:
I, Mst. Mohima Akter, accept the terms and conditions mentioned above for the HRM Internship at Taqwa Enterprise.

Signature: 

Date: 10-10-25

✉ taqwaenterprisebd2017@gmail.com

🌐 www.taqwaenterprise.com.bd

☎ +880 1797 533 332

Internship Appointment Letter (Scanned Copy)



TAQWA ENTERPRISE

H-13, R-1/A, Dhaka Uddyan, Mohammadpur, Dhaka - 1207
+880 1797 533 332 | www.taqwaenterprise.com.bd

Employment Agreement

PRIVATE AND CONFIDENTIAL
Mst. Mohima Akter
Aziz Villa, Bazar Para, Balamari, Rajibpur, Kurigram - 5650

Date: 15-Oct-2025

Dear Mst. Mohima Akter,
We are incredibly pleased to confirm the offer of employment on the following terms:

Job Title: HR Intern
Department: Human Resource Management
Stipend: BDT 6,000
Reporting to: General Manager
Job Type: Paid Internship (3 Months)

The name of the employer referred to in this contract is:

Employer Name: Taqwa Enterprise (Concern of Taqwa Group)
Trade License: TRADINCC/004001/2017
Registered Address: House-13 (3rd Floor), Road-1/A, Haji Dil Mohammad Avenue, Dhaka Uddyan, Mohammadpur, Dhaka - 1207
CEO and Founder: Md. Zannatul Ferdous Nayeem

The name of the employee referred to in this contract is:

Employee Name: Mst. Mohima Akter
NID: 151528444
Date of Birth: 22-Nov-2000
Father's Name: Md. Abdul Aziz
Mother's Name: Mst. Sanowara Khatun
Present Address: House-238, Road-06, Mohammadia Housing Limited, Mohammadpur, Dhaka - 1207
Permanent Address: Aziz Villa, Bazar Para, Balamari, Rajibpur, Kurigram - 5650

The date when your employment with this employer began is 15-Oct-2025.
The date when your employment in the role referred to in this contract began is 15-Oct-2025 and will end on 15-Jan-2026.

Your corporate title will be HR Intern.

Acknowledged and Agreed:

I, Mst. Mohima Akter, hereby confirm that I have carefully read and fully understood the terms, conditions, and responsibilities outlined in this agreement. I acknowledge my acceptance of these terms and confirm that I am clear about my duties, responsibilities, and obligations as specified.

By signing this document, I, Mst. Mohima Akter, commit to upholding the outlined expectations and adhering to the policies and procedures of the company.

Signature: 

Date: 15-Oct-2025




Tahsim Akash
General Manager, Taqwa Enterprise
+880 1886 776 996 | tahsimakash@yahoo.com

Date: 15-Oct-2025

 taqwaenterprisebd2017@gmail.com
 www.taqwaenterprise.com.bd
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Appendix B: Interview Questionnaire (Scanned Copies)

1. Production Supervisor
2. Helper
3. HR Executive
4. Welder
5. Machine Operator

Safety Interview Questionnaire

Production Supervisor:

Question 01: What are your main responsibilities related to safety?

Answer: Ensures workers know safety rules, mostly gives reminders instead of strict enforcement.

Question 02: How do you ensure workers follow safety rules?

Answer: Uses supervision and reminders, no formal PPE tracking

Question 03: What common safety issues do you observe?

Answer: PPE slipping, small cuts/burns, tools left on floor, informal learning for new workers.

Question 04: How do workers respond to safety training?

Answer: Workers attentive, show short-term improvement, then behaviors decline

Question 05: What behavior changes do you notice after reminders or training?

Answer: Short-term improvement, long-term requires consistency.

Question 06: What challenges do you face when enforcing safety?

Answer: Perception that rules slow work, lack of visual reminders and tools.

Question 07: Do you think PPE and facilities are adequate? Why or why not?

Answer: PPE available but not easily accessible, monitoring insufficient.

Question 08: What suggestions do you have for improving safety?

Answer: Daily briefings, visual reminders, etc checklists, better workspace organization.

Additional Notes:

Date:

Authorized by: Tahsim Akash – General Manager, Taqwa Enterprise

Safety Interview Questionnaire

Helper:

Question 01: What are your daily tasks and associated risks?

Answer: Asstals welding, assembly, moving parts, risks include burn and cuts.

Question 02: How regularly do you use PPE?

Answer: Mostly uses PPE, skips for quick tasks.

Question 03: What did you learn from recent safety training?

Answer: Learned PPE importance, emergency steps, housekeeping.

Question 04: What makes it difficult to follow safety rules?

Answer: Hard due to moving sections and distant PPE or tools.

Question 05: What behavior changes have you noticed after training?

Answer: Better PPE use and organization among coworkers.

Question 06: What improvements would make your work environment safer?

Answer: PPE stations everywhere, reminders, color-coded zones.

Additional Notes:

Date:

Authorized by: Tahsim Akash – General Manager, Taqwa Enterprise

Safety Interview Questionnaire

HR Executive:

Question 01: What is your role in supporting workplace safety?

Answer: Organizes sessions, responds to incidents, monitoring left to supervisors.

Question 02: How do you organize safety training sessions?

Answer: Sessions every few months with basic guidelines.

Question 03: What challenges do you encounter with worker rule compliance?

Answer: Workers prioritize speed and reminders need reminders.

Question 04: How do workers generally respond to training?

Answer: Attentive, short-term improvement.

Question 05: How are safety records currently maintained?

Answer: Limited records, accident tracking mostly verbal.

Question 06: How can safety awareness be improved?

Answer: Frequent short sessions, demos, visual reminders.

Question 07: How important is training repetition in building safety habits?

Answer: Yes, essential for reinforcement and onboarding.

Additional Notes:

Date:

Authorized by: Tahsim Akash – General Manager, Taqwa Enterprise

Safety Interview Questionnaire

Welder:

Question 01: What are the main risks associated with your tasks?

Answer: Sparks, burns, eye injuries, fumes

Question 02: How often do you use PPE during work?

Answer: Uses PPE most of the time; skips some for quick tasks.

Question 03: How comfortable is the PPE you use?

Answer: Slightly uncomfortable, slows work but necessary

Question 04: How helpful do you find safety training?

Answer: Very helpful, especially practical demos

Question 05: What habit changes have you made after training?

Answer: More consistent PPE and attention to small hazards.

Question 06: What safety tools or equipment would you like to have?

Answer: PPE closer to work area.

Question 07: What improvements do you suggest to enhance welder safety?

Answer: Better PPE access, regular reminders more visual signs.

Additional Notes:

Date:

Authorized by: Tahsim Akash – General Manager, Taqwa Enterprise

Safety Interview Questionnaire

Machine Operator:

Question 01: What machines do you operate and what risks are involved?

Answer: Operates protowizer, risks include moving parts, jams.

Question 02: How consistently do you follow safety rules?

Answer: Follows most of the safe-time, skips PPE when hurried.

Question 03: How comfortable is the PPE required for your tasks?

Answer: Generally fine.

Question 04: How useful is the safety training you receive?

Answer: Helpful, emergency stops, handling, organizing.

Question 05: What new habits have you developed after training?

Answer: Checks guards and emergency stops before use.

Question 06: Are there any hazards that remain unaddressed?

Answer: Tools/wires on floor causing trip hazards.

Question 07: What suggestions do you have for improving safety in machine operations?

Answer: Machine zones, visual markings, routine tool checks.

Additional Notes:

Date:

Authorized by: Tahsim Akash – General Manager, Taqwa Enterprise

Appendix C: Employee Record and Employee ID Form

- Employee Record (Screenshot from HRM database-Provided by HR Admin)

1	Employee ID	Employee Name	Designation		Nov 1	Nov 2	Nov 3	Nov 4	Nov 5	...
2	TE-225	Ayesha Khatun	Sales Executive	OD	P	A	P	P	...	...
3	TE-231	Md. Rafiqul Islam	HR Intern	OD	P	P	P	P	...	...
4	TE-203	Nusrat Jahan	Accounts Sr	OD	P	P	P	P	...	...
5	TE-239	Monjurul Islam	Editor	OD	L	L	L	L	...	...
6	TE-208	MD. Miron	Studio	OD	P	A	P	P	...	...
7	TE-244	Nafis Azam	C.Acc	OD	P	P	P	P	...	...
8	TE-274	Miyad Hasan	Executive	OD	P	P	P	P	...	...
9	TE-216	Hasnat Mahin	Digital Marketer	OD	P	P	P	P	...	...
10	TE-234	Samin Zaman	Moderator	OD	P	A	P	P	...	...
11	TE-256	Maliha Binte	Fron Desk	OD	P	P	P	P	...	...
12	TE-287	Mst. Mohima	HR Intern	OD	P	P	P	P	...	...
13	TE-227	Hasibul Hasan	Assist. Editor	OD	A	P	P	P	...	...
14	TE-259	Chomok Mollik	OP Assist	OD	P	P	A	P	...	...
15	TE-246	Ariful Islam	Studio	OD	P	P	P	P	...	...
16	TE-298	Nayma Akter	PS to MD	OD	P	P	P	A	...	...
17	TE-218	Junayed Khan	Jr. Executive	OD	P	P	P	P	...	...
18	TE-222	Techi Monda	Jr. Executive	OD	P	P	P	P	...	...

- Employee ID Form (Original Sample Format provided by HR Admin)

TAQWA ENTERPRISE
EMPLOYEE JOINING FORM (SAMPLE COPY)

Section	Field	Details
I. Personal Information	Full Name	Mst. Mohima Akter
	Father's/Husband's Name	MD. Abdul Aziz
	Date of Birth	22 Nov 2000
	National ID (NID) / Passport No.	1515284444
	Current Address	House – 238, Road-06, Mohammadia Housing Limited, Mohammadpur, Dhaka-1207
	Permanent Address	Aziz Villa, Bazar Para, Baliamari, Rajibpur, Kurigram- 5650
	Contact Number	01611701125
	Emergency Contact Name & Relation	MD. Abdul Aziz, Father
	Emergency Contact Number	01846971905
II. Official Information	Position/Designation	HR Intern
	Department	HRM
	Date of Joining	15-Oct-2025
	Employment Type	Internship
	Employee ID (Assigned by HR)	TE-287
III. Banking Details (For Salary)	Bank Name	NOT APPLICABLE
	Account Name	NOT APPLICABLE
	Account Number	NOT APPLICABLE

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