

SAFETY TRAINING AND WORKER SAFETY PRACTICES AT TAQWA ENTERPRISE

Prepared by

Mst. Mohima Akter

ID: 203011029

Supervised by

Shatabdi Das

Lecturer, School of Business, ULAB

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



2nd December, 2025



Internship/Project Report Approval Form

Student Name: Mst Mohima Akter

ID No. 203011029

Major: HRM

Year: 2025

Mobile Phone: +880 1611 701 125

Email: mohima.akter1.bba@ulab.edu.bd

INTERNSHIP/PROJECT INFORMATION

Internship Organization: **Taqwa Enterprise**

Internship / Project Report Topic: **Safety Training and Worker Safety Practices**

Term (Tick one): ☐ Spring 2025 ☐ Summer 2025 ☐ Fall 2025

SUPERVISOR APPROVAL (Tick One)

☐ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-write

Remarks (For Not Approved): _____

Signature: _____

Date: _____

Name: Mst Mohima Akter

E-mail: mohima.akter1.bba@ulab.edu.bd

Phone: +880 1611 701 125

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one's own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced.
4. This assignment is my own work, or my group's own unique group assignment. I acknowledge that copying someone else's assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name MST. MOHIMA AKTER

ULAB ID #203011029

Signature _____

Date _____

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 Madam,

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)

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**, the **Helper** 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.

Table of Contents

	Page
PART A: INTERNSHIP EXPERIENCE	1
CHAPTER 1: INTERNSHIP PREPARATION	1
1.1 Motivation for Internship	1
1.3 Internship Interview Experience	2
CHAPTER 2: ABOUT THE INTERNSHIP	3
2.1 Brief Profile of Taqwa Enterprise	3
2.2 Job Position and Description.....	5
2.3 Learning Experience and Accomplishments.....	6
CHAPTER 3: SELF-REFLECTION AND PERSONAL DEVELOPMENT.....	7
3.1 Challenges Faced and Solutions Adopted.....	7
3.2 How to Improve Performance and Organizational Utilization.....	8
3.3 Strengths Developed and Professional Growth.....	8
PART B: RESEARCH SEGMENT	9
CHAPTER 4: INTRODUCTION	9
4.1 Background of the Study.....	9
4.3 Research Objectives	10
4.4Research Questions	11
4.5 Scope and Limitations of the Study	12
CHAPTER 5: REVIEW OF RELATED LITERATURE	13
5.1 Theoretical Framework: Occupational Health and Safety (OHS).....	13
5.2 The Importance of Safety Training in Manufacturing	15
5.3 Safety Culture and Behavioral Safety	15
5.4 Role of Supervision and Monitoring in OHS.....	16
5.5 Gaps in Literature and Current Study Focus	16
CHAPTER 6: RESEARCH METHODOLOGY	17
6.1 Type of Research.....	17

6.2 Research Design.....	17
6.3 Sources of Data (Primary and Secondary)	18
6.4 Sampling Technique and Sample Size	18
CHAPTER 7: FINDINGS AND DISCUSSION	20
7.1 Finding 1: Current Safety Enforcement and Monitoring Practices	20
7.2 Finding 2: Worker Behavior and PPE Compliance.....	20
7.3 Finding 3: Effectiveness and Reception of Safety Training.....	21
7.4 Finding 4: Workplace Environment and Safety Risks	21
7.5 Discussion and Implication of Findings.....	21
CHAPTER 8: RECOMMENDATIONS.....	23
8.1 Recommendations for Taqwa Enterprise	23
8.2 Recommendations for the Industry/Stakeholders.....	24
CHAPTER 9: CONCLUSION.....	25
9.1 REFERENCES	26
9.2 PRIMARY DOCUMENTS.....	27
9.3 APPENDICES	27
Appendix A: Internship Proposal Form, Internship Appointment Letter & Agreement Letter	27
1. Internship Proposal Form.....	27
2. Internship Appointment Letter (Scanned Copy).....	28
3. Employment Agreement Letter (Scanned Copy).....	29
Appendix B: Interview Questionnaire Summary	30
Appendix C: Employee Record and Employee ID Form.....	31

PART A: INTERNSHIP EXPERIENCE

CHAPTER 1: INTERNSHIP PREPARATION

1.1 Motivation for Internship

As a final-year Bachelor of Business Administration (BBA) student majoring in Human Resource Management, the primary motivation for undertaking this internship was to bridge the gap between theoretical academic learning and real-life organizational practice. While academic courses provide conceptual clarity regarding recruitment, training, employee relations, and organizational behavior, the practical application of these concepts - particularly in a manufacturing environment - requires firsthand exposure.

Manufacturing organizations involve higher operational risks, especially in areas such as welding, heavy machinery handling, and electrical work. According to the International Labor Organization (ILO), manufacturing sectors face significantly higher occupational hazards compared to service industries, making safety management a critical HR responsibility (ILO, 2011). This realization motivated me to choose an internship where HR practices intersect directly with worker safety and operational efficiency.

Furthermore, my academic interest in employee training and development encouraged me to explore how structured safety training programs influence worker behavior and compliance. Understanding how HR supports operational safety through training, supervision, and policy enforcement was a key personal and academic objective of this internship (Cooper, 2009).

1.2 Internship Search Process

The internship search process was strategic and learning-oriented rather than convenience-driven. Instead of targeting large multinational corporations where interns often perform limited, repetitive tasks, I prioritized small-to-medium enterprises (SMEs) that offer broader exposure and direct involvement in core organizational functions.

Research indicates that SMEs provide richer experiential learning opportunities due to closer interaction with management and cross-functional teams (Petersen, 1998). Following this approach, I consulted senior students, faculty members, and professional contacts for recommendations. Through referral, I learned about Taqwa Enterprise - a manufacturing organization specializing in dairy machinery production.

The company's limited HR workforce and close operational coordination offered the opportunity to engage directly with employee management, training initiatives, and safety practices. This environment aligned perfectly with my learning goals and academic focus on HR's role in occupational safety.

1.3 Internship Interview Experience

The interview process at Taqwa Enterprise was conducted in a professional yet transparent manner. The General Manager led the interview, focusing on both organizational operations and the intern's expected HR responsibilities. Discussions covered the company's production workflow, workforce composition, and safety challenges associated with heavy machinery manufacturing.

This transparency was particularly beneficial, as it provided clarity regarding job expectations and workplace realities. According to Cooper (2009), clarity in role expectations improves employee engagement and performance, especially in high-risk work environments. The interview process helped establish realistic expectations and strengthened my motivation to contribute meaningfully during the internship.

CHAPTER 2: ABOUT THE INTERNSHIP

2.1 Brief Profile of Taqwa Enterprise

2.1.1 Overview and History

Taqwa Enterprise is a Bangladesh-based manufacturing organization specializing in the production of dairy-related heavy machinery, including milk chillers, pasteurizers, and processing equipment. Operating as an SME, the organization maintains an in-house manufacturing facility employing approximately 30 or more employees across production, administration, sales, and finance departments.

As noted by the International Labor Organization (ILO, 2011), SMEs often face challenges in implementing formal Occupational Health and Safety (OHS) systems due to limited resources, making HR-led safety initiatives crucial. Taqwa Enterprise reflects this reality, relying on operational experience and informal supervision while gradually developing structured HR practices.

2.1.2 Products and Services

Taqwa Enterprise primarily manufactures machinery essential for dairy processing operations. The production of these machines requires skilled welding, metal fabrication, electrical integration, and mechanical assembly, all of which involve a high level of occupational risk. Manufacturing activities such as welding and machine operation are classified as high-risk tasks under international safety standards due to exposure to fumes, excessive heat, sharp tools, heavy loads, and electrical hazards (International Labor Organization [ILO], 2011).

Consequently, effective safety training and strict compliance with Personal Protective Equipment (PPE) usage are essential not only to ensure legal and regulatory compliance but also to maintain operational efficiency, employee well-being, and overall workforce productivity.

Key Products: Milk chillers, pasteurizers, and other specialized dairy processing equipment.

Nature of Business: The manufacturing environment involves high-risk activities, including welding, heavy lifting, machinery handling, and exposure to fumes and electrical components. Due to these inherent risks, Occupational Health and Safety (OHS) functions are critical and non-negotiable aspects of daily operations. This high-risk operational context directly influenced the selection of safety training and worker safety practices as the focus of this internship report (ILO, 2011).

2.1.3 Organizational Structure

Taqwa Enterprise operates with a streamlined functional organizational structure, which is typical of growing small-to-medium enterprises (SMEs). Decision-making authority is centralized under the General Manager, who oversees all organizational functions and ensures coordination between departments. According to Robbins and Judge (2017), organizational structure and leadership behavior significantly influence employee performance and compliance. This perspective helps explain how supervisory practices and managerial priorities shape daily work behavior and safety awareness within the organization. This structure is designed to support the company's core manufacturing operations efficiently while maintaining administrative control.

Production and operations form the central function of the organization, as they directly contribute to value creation. The Production/Operations department is led by a Production Supervisor and includes welders, assemblers, machine operators, and general workers. Due to the nature of heavy machinery manufacturing, this department carries the highest occupational risk and is therefore the most critical area for Occupational Health and Safety (OHS) management.

Supporting departments include Human Resources and Administration, which are responsible for employee record management, recruitment, onboarding, and internal policy implementation; Sales and Marketing, which focus on acquiring and maintaining client relationships; and Finance/Accounts, which handle financial planning, budgeting, and record-keeping.

According to Petersen (1998), functional organizational structures in manufacturing environments require supervisors to perform a dual role - achieving production targets while simultaneously enforcing safety regulations. At Taqwa Enterprise, the Production Supervisor acts as the primary safety enforcer on the shop floor. As a result, the supervisor's commitment, consistency, and leadership play a decisive role in shaping worker safety behavior and compliance with organizational safety standards.

2.2 Job Position and Description

Position: HR Intern

Reporting Authority: General Manager

During the internship, I was assigned responsibilities across multiple Human Resource functions, with a particular emphasis on safety training and compliance. These responsibilities provided practical exposure to both administrative and operational HR activities, allowing me to understand how HR policies are implemented in a manufacturing environment.

The primary responsibilities included employee record management, recruitment support, onboarding assistance, and participation in policy implementation. Human Resource involvement in safety training is recognized as a critical administrative control within Occupational Health and Safety (OHS) frameworks, as it directly influences employee awareness, behavior, and compliance (International Labor Organization [ILO], 2011). In this context, my role contributed to evaluating how HR-led safety initiatives affect worker safety awareness and daily practices on the production floor.

Key Responsibilities:

1. **Record Management:** Assisted in organizing and maintaining employee records to ensure accuracy, accessibility, and documentation compliance.
2. **Recruitment Support:** Supported the recruitment process by conducting initial CV screening and coordinating interview schedules for both administrative and production-related positions.
3. **Onboarding:** Assisted in developing a more structured onboarding process for new employees, particularly production workers, which included basic orientation and initial safety training modules.
4. **Policy Implementation:** Participated in the development and implementation of a safety training module for the production floor, which later became the central focus of the research component (Part B) of this report.
5. **Data Collection:** Conducted primary data collection through interviews and workplace observation to assess the effectiveness of HR-led initiatives, with a specific focus on safety training and compliance practices.

2.3 Learning Experience and Accomplishments

The internship offered comprehensive experiential learning opportunities. One of the most significant accomplishments was conducting a safety training session for production workers. This experience provided direct insight into the processes of training design, delivery, and evaluation within a manufacturing environment.

Behavioral safety literature emphasizes that training effectiveness depends on relevance, reinforcement, and active worker engagement (Geller, 2001). Observing worker responses to the safety training enabled me to critically analyze the gap between formal training initiatives and actual workplace safety practices, which later formed the foundation of the research segment of this report.

Key Learning Outcomes and Accomplishments:

1. **Conducted a Safety Training Session:** Planned and delivered a short safety training session for production workers, gaining hands-on experience in training needs assessment, content development, and execution.
2. **Real-World Application:** Applied theoretical concepts related to employee motivation, training, and HR documentation to practical organizational scenarios.
3. **Data Analysis:** Conducted primary research through structured interviews and workplace observation, summarized findings, and drew analytical conclusions based on real organizational data.
4. **HR Documentation:** Assisted in organizing employee record files and contributed to the development of a basic, structured safety briefing template for new hires, addressing the issue of informal and inconsistent learning practices.

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:

- 1 **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.
- 2 **Skill Expansion:** Focus on improving time management and organizational skills to handle multiple responsibilities-especially balancing administrative work with project-based work (like training).
- 3 **Proactive Communication:** Ensure open communication with team members to keep goals aligned, preventing the perception of HR activities as slowing down production.
- 4 **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:

1. **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.
2. **Problem-Solving Skills:** Developed practical solutions for common HR issues, such as creating a simplified onboarding module to address inconsistent new-hire learning.
3. **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.
4. **Gained Technical Context:** Developed a basic understanding of manufacturing workflow for dairy machinery, which is crucial for an HR professional supporting a technical team.

Robbins and Judge (2017) explain that employee motivation, attitudes, and perceptions play a crucial role in shaping behavior and performance. These concepts helped the researcher understand worker resistance, communication challenges, and the importance of leadership influence during safety-related HR activities.

PART B: RESEARCH SEGMENT

CHAPTER 4: INTRODUCTION

4.1 Background of the Study

Occupational Health and Safety (OHS) is a critical concern in manufacturing organizations where physical hazards are inherent. In environments involving heavy machinery, welding, and high-risk materials—such as Taqwa Enterprise - ensuring workplace safety is both a moral and legal obligation, as well as a key determinant of operational efficiency. According to the International Labor Organization (ILO, 2011), unsafe working conditions contribute to productivity loss, increased operational costs, workplace injuries, and employee dissatisfaction.

Human Resource Management plays a vital role in occupational safety management through the design and delivery of safety training, coordination with supervisors, and enforcement of safety policies. However, existing research indicates that safety training alone does not ensure sustained behavioral change unless it is supported by consistent monitoring, reinforcement mechanisms, and integration into organizational safety culture (Cooper, 2009; Geller, 2001). Additionally, studies by Reason (2000) emphasize that human error and unsafe behaviors often stem from systemic organizational failures rather than individual negligence. Reason (1997) further supports this perspective by explaining that organizational accidents occur due to multiple system-level failures rather than isolated worker mistakes. This concept highlights the importance of structured safety systems, management responsibility, and consistent supervision in preventing workplace accidents, which is directly relevant to the safety challenges observed at Taqwa Enterprise.

During the internship at Taqwa Enterprise, frequent minor safety lapses were observed despite the availability of Personal Protective Equipment (PPE) and periodic safety training. These lapses included inconsistent PPE usage and unsafe housekeeping practices on the production floor. Such observations highlighted a clear gap between safety awareness and long-term safety behavior, which aligns with Neal and Griffin's (2006) findings that safety motivation mediates the relationship between safety climate and safety behavior.

The inspiration for selecting this case study emerged directly from practical internship experience and daily interaction with production workers and supervisors. Informal discussions and firsthand

observations revealed that although workers were generally aware of safety rules, compliance was inconsistent and often declined over time. This practical exposure motivated the researcher to investigate why existing safety training initiatives did not consistently translate into sustained safe work practices, thereby forming the foundation of this research.

4.2 Problem Statement

Despite the provision of Personal Protective Equipment (PPE) and occasional safety training, Taqwa Enterprise continues to experience inconsistent compliance with fundamental workplace safety practices. Preliminary observations during the internship revealed that workers frequently skipped PPE for convenience, tools were often left on the production floor, and safety enforcement relied largely on informal verbal reminders from supervisors without structured monitoring or follow-up.

Production pressure, informal enforcement mechanisms, and behavioral resistance among workers have collectively undermined the effectiveness of existing safety initiatives. Behavioral safety theory suggests that without consistent reinforcement, feedback, and accountability systems, the impact of safety training diminishes rapidly over time (Geller, 2001).

Therefore, the central problem addressed in this study is to identify the underlying behavioral and organizational factors contributing to inconsistent worker safety practices following safety training at Taqwa Enterprise, and to explore how the organization can transition from short-term safety 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).

In addition to evaluating safety practices, the research objectives were shaped by the researcher's direct involvement in HR and safety-related activities during the internship. The researcher conducted safety training sessions, observed worker behavior, and interacted closely with production staff. Key challenges faced included worker resistance to PPE usage, lack of formal safety documentation, and time constraints caused by production pressure. To address these challenges, flexible interview scheduling, observation-based evaluation, and demonstration-focused safety communication were adopted.

The evaluation of safety training effectiveness was carried out through continuous observation of worker behavior, feedback collected from five interview respondents, and insights from the production supervisor. Due to the absence of formal safety records, the researcher relied on qualitative behavioral indicators such as PPE usage, housekeeping practices, and worker responses to safety reminders. The evaluation process required adaptive fieldwork, close coordination with production schedules, and minimal disruption to daily operations.

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

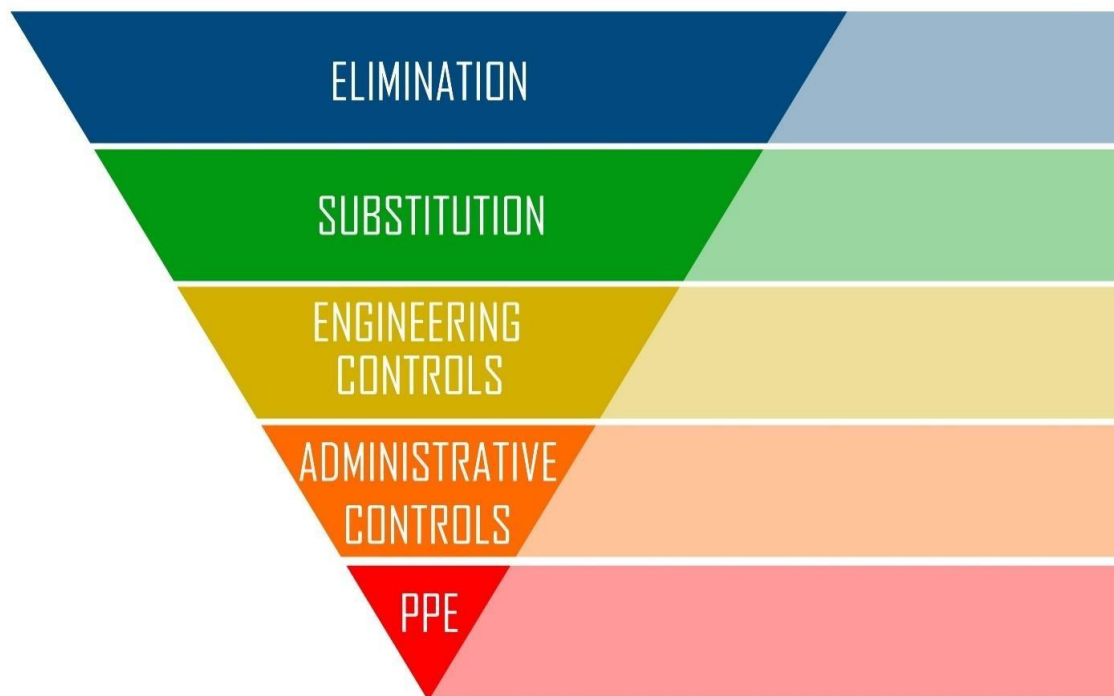
Occupational Health and Safety (OHS) literature emphasizes that workplace safety depends on the interaction of systems, supervision, and worker behavior (ILO, 2011). The Hierarchy of Controls identifies PPE as the least effective control, requiring strong administrative enforcement (Cooper, 2009).

Adult learning theory highlights that workers retain knowledge better when training is practical and job-related (Knowles, 1984). Behavioral Safety models further stress observation, feedback, and reinforcement as essential components of sustainable safety behavior (Geller, 2001).

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.



HIERARCHY OF CONTROLS

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.

1. **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.
2. **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."

1. Behavioral Safety (BBS): This approach focuses on observing, analyzing, and intervening in critical safety behaviors. Key elements include:
 - a. Defining safe and unsafe behaviors.
 - b. Observing and tracking behaviors.
 - c. Providing immediate feedback (reinforcement).
 - d. Analyzing data and setting goals.
2. 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.

1. **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.
2. **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. Furthermore, the integration of human error models (Reason, 2000) and safety climate frameworks (Neal & Griffin, 2006) into the analysis provides a more holistic understanding of how systemic and behavioral factors interact in shaping safety outcomes in resource-constrained settings.

Reason's earlier work (1997) contributes to the literature by emphasizing that unsafe workplace behavior is often a result of weak organizational systems, inadequate controls, and poor enforcement mechanisms. This theoretical foundation supports the current study's focus on system improvement rather than blaming individual workers for safety failures.

CHAPTER 6: RESEARCH METHODOLOGY

6.1 Type of Research

This study follows a **Thematic** Qualitative Research Method. The descriptive nature of the research was selected because the study aimed to describe and analyze existing safety training practices, worker safety behavior, and enforcement mechanisms at Taqwa Enterprise rather than testing hypotheses or manipulating variables.

The internship research process involved direct observation, semi-structured interviews, and experiential participation in HR and safety-related activities. This approach enabled the researcher to understand real-life workplace behavior in a natural setting, which is consistent with descriptive qualitative research methodology (Cooper, 2009).

Thematic 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.

6.3 Sources of Data (Primary and Secondary)

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

6.4 Sampling Technique and Sample Size

1. **Sampling Technique:** The study employed Purposive Sampling, a non-probability sampling technique, to select respondents who were directly involved in production activities and workplace safety practices.
2. **Sample Size:** The exact sample size of the study was five (5) respondents. These respondents were selected intentionally based on their roles and experience related to occupational safety.

The sample included:

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

The inclusion of respondents from both supervisory and operational levels ensured a comprehensive qualitative understanding of safety training effectiveness and worker safety behavior.

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.
2. **Coding:** Key statements, recurring issues, and common perceptions were identified and coded.
3. **Thematic Categorization:** Codes were grouped into higher-level themes.
4. **Interpretation:** Findings were interpreted against the established theoretical framework (Chapter Five) to draw conclusions and formulate actionable recommendations.

The qualitative nature of this study was demonstrated through the use of multiple qualitative research techniques, including semi-structured interviews, non-participant observation, and thematic analysis. Interview responses were systematically reviewed, coded, and grouped into recurring themes related to safety behavior and training effectiveness. The findings were interpreted using established occupational health and behavioral safety frameworks, ensuring methodological rigor and credibility of the qualitative analysis.

CHAPTER 7: FINDINGS AND DISCUSSION

The findings indicate that safety challenges at Taqwa Enterprise are behavioral and systemic rather than knowledge-based. This finding aligns with Reason's (1997) organizational accident theory, which suggests that accidents and unsafe practices emerge from gaps in systems, supervision, and reinforcement. The lack of structured monitoring tools and reliance on informal enforcement at Taqwa Enterprise reflect these systemic weaknesses. Informal enforcement and lack of monitoring tools weaken accountability.

Petersen (1998) emphasizes that when supervisors lack formal enforcement mechanisms, workers interpret safety rules as optional. Similarly, Geller (2001) notes that without positive reinforcement, safe behavior fails to become habitual.

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.

1. **Reliance on Verbal Reminders:** The supervisor confirmed that enforcement "relies heavily on verbal reminders." This is a reactive, rather than proactive, approach.
2. **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.
3. **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. This behavior can be explained using organizational behavior theory, which suggests that employee actions are influenced by motivation, workplace culture, and managerial signals (Robbins & Judge, 2017). When productivity is emphasized over safety, employees may perceive safety rules as optional, resulting in inconsistent compliance.

1. **Skipping PPE:** Both interviewees identified "PPE skipping" as a common issue, often done "for speed or convenience."
2. **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.

3. **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.

1. **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.
2. **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.

1. **Poor Housekeeping:** Common issues include "tools left on floor" and "clutter," which directly create trip hazards - a fundamental OHS risk.
2. **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.
3. **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 verbal reminders is ineffective because it is not supported

by a formal feedback loop, accountability mechanisms, or positive reinforcement. Existing literature emphasizes that without observation, feedback, and reinforcement, safety training cannot translate into sustained safe behavior (Geller, 2001; Cooper, 2009). This finding aligns with behavioral safety theory, which highlights reinforcement as a core component of long-term behavior change.

2. **Trade-Off Culture Between Safety and Productivity:** When safety practices are inconvenient—such as PPE being stored far from workstations—and supervisors lack formal enforcement tools, the organization unintentionally promotes a trade-off where production speed is prioritized over safety. According to Petersen (1998), weak supervisory enforcement signals to workers that safety is a secondary priority, leading to risk-taking behaviors. This cultural imbalance reinforces unsafe habits and undermines organizational safety values.
3. **Need for Training Redesign:** The current safety training model at Taqwa Enterprise requires redesign to be shorter, more frequent, and demonstration-focused rather than heavily theoretical. Adult learning theory suggests that workers learn best through practical, job-relevant demonstrations and repeated exposure rather than one-time lectures (Knowles, 1984). The short-term impact observed after training sessions further supports the literature on learning retention, which stresses repetition and hands-on engagement (Cooper, 2009).
4. **Housekeeping as a Core OHS Function:** Poor housekeeping should not be viewed as merely an aesthetic concern; it represents a serious occupational health and safety failure. Tools left on the floor and cluttered workspaces create avoidable hazards that increase the risk of slips, trips, and falls. The International Labor Organization (ILO, 2011) emphasizes that safe workplace layout and proper storage systems are fundamental components of hazard prevention and effective OHS management.

Overall Conclusion:

The research findings indicate that long-term safety at Taqwa Enterprise depends on integrating OHS into daily work routines through improved workflow design, simple monitoring tools, and continuous behavioral reinforcement. Moving beyond occasional, stand-alone training events toward a systematic and behavior-focused safety approach is essential for sustainable safety performance.

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"

1. **Action:** Supervisors should conduct a compulsory 5-minute "Micro-Briefing" at the start of every shift.
2. **Focus:** Each briefing focuses on one safety rule (e.g., today's focus is welding mask usage, tomorrow is tool placement).
3. **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

1. **Action:** Create a simple, 5-point, paper-based checklist for supervisors to use on the production floor twice per shift.
2. **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?).
3. **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)

1. **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.

2. **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

1. **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.
2. **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

- 5 **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.
- 6 **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:

1. 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.
2. 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** represented a crucial hands-on phase in my **Human Resource Management** education and culminated in an insightful research study on safety training and worker safety practices. The findings demonstrate that although Taqwa Enterprise addresses Occupational Health and Safety (OHS) through the provision of safety training and Personal Protective Equipment (PPE), the existing administrative controls are insufficient to ensure sustained behavioral compliance among workers.

The study concludes that safety training at Taqwa Enterprise generates short-term awareness but fails to produce long-term safety compliance due to inadequate reinforcement mechanisms. The core challenge is not a lack of safety knowledge, but a failure to integrate safety practices consistently into daily routines, supervisory enforcement, and workplace design. As a result, initial improvements following training quickly diminish and are replaced by ingrained work habits and cultural priorities that favor production speed over safety, reinforced by informal enforcement, inconvenient PPE accessibility, and the absence of structured monitoring tools.

Consistent with Occupational Health and Safety and behavioral safety literature, this study highlights the need to shift from isolated, one-time training events toward continuous behavioral reinforcement supported by simple and practical monitoring systems (Cooper, 2009; Geller, 2001; International Labor Organization [ILO], 2011). Sustainable safety performance requires embedding safety into routine supervision practices, daily workflow, and the physical work environment.

By implementing structured yet low-cost interventions - such as daily safety micro-briefings, supervisor-led checklists, and improved accessibility of PPE - Taqwa Enterprise can gradually develop a self-sustaining safety culture. Making safe practices easy, visible, and routine will not only reduce workplace risks but also protect employee well-being and support the company's long-term operational continuity.

9.1 REFERENCES

- Cooper, M. D. (2009). Behavioral safety: A review of the literature. *Journal of Safety Research*, 40(1), 7–17. <https://doi.org/10.1016/j.jsr.2008.08.004>
- Geller, E. S. (2001). *The psychology of safety handbook*. CRC Press.
- International Labour Organization. (2011). *Safety and health in the use of machinery: An ILO code of practice*. https://www.ilo.org/global/topics/safety-and-health-at-work/resources-library/publications/WCMS_207908/lang--en/index.htm
- Knowles, M. S. (1984). *The adult learner: A neglected species* (3rd ed.). Gulf Publishing.
- Neal, A., & Griffin, M. A. (2006). A study of the lagged relationships among safety climate, safety motivation, safety behavior, and accidents at the individual and group levels. *Journal of Applied Psychology*, 91(4), 946–953. <https://doi.org/10.1037/0021-9010.91.4.946>
- Petersen, D. (1998). *Safety management: A human approach* (2nd ed.). Aloray Inc.
- Reason, J. (1997). *Managing the risks of organizational accidents*. Ashgate Publishing.
- Reason, J. (2000). Human error: Models and management. *British Medical Journal*, 320(7237), 768–770. <https://doi.org/10.1136/bmj.320.7237.768>
- Robbins, S. P., & Judge, T. A. (2017). *Organizational behavior* (17th ed.). Pearson Education.

9.2 PRIMARY DOCUMENTS

- 1 Internship Proposal Form
- 2 Internship Report (Mid-Term)
- 3 Employee Interview Summery

9.3 APPENDICES

Appendix A

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

1. Internship Proposal Form

Full Name:	Mst. Mohima Akter
Student 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

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

2. Internship Appointment Letter (Scanned Copy)



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

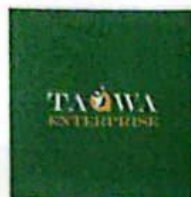
Intern's Acceptance:

I, Mst. Mohima Akter, accept the terms and conditions mentioned above for the HRM Internship at Taqwa Enterprise.

Signature: 

Date: 10-10-25

3. Employment Agreement 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, Baliamari, 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: TRADIDNCC/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: 1515284444
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, Baliamari, 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

Appendix B

Interview Questionnaire Summary

This appendix presents a summarized version of the semi-structured interview questionnaire used to collect primary qualitative data for the research segment of this study. The interview method was selected to gain in-depth insight into workplace safety training, enforcement practices, and worker safety behavior at Taqwa Enterprise.

The interviews were conducted with employees who were directly involved in production activities and occupational safety practices. To ensure minimal disruption to daily operations, interviews were carried out during working hours in an informal and conversational manner. Responses were recorded in note form and later analyzed using thematic analysis, as described in Chapter 6 (Research Methodology).

Respondent Categories

The following respondents were selected using purposive sampling based on their direct involvement with workplace safety:

- Production Supervisor (1)
- Welder (1)
- Machine Operator (1)
- Helper (1)
- HR Executive (1)

Key Interview Areas

The semi-structured interview guide covered the following key areas:

- Awareness and understanding of workplace safety rules and procedures
- Availability and usage of Personal Protective Equipment (PPE)
- Perceived effectiveness of existing safety training programs
- Common safety risks and unsafe practices observed on the production floor
- Challenges faced in complying with safety rules and PPE usage
- Role of supervisors in safety enforcement and monitoring
- Worker attitudes toward safety regulations and training
- Suggestions for improving workplace safety practices and compliance

The flexibility of the semi-structured format allowed respondents to freely share their experiences, perceptions, and suggestions regarding safety practices. The collected data provided valuable qualitative insights that supported the analysis of safety training effectiveness and worker behavior discussed in Chapters 7 and 8 of this report.

Appendix C

1. Employee Record
2. Employee ID Form

1. 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	P	...
3	TE-231	Md. Rafiqul Islam	HR Intern	OD	P	P	P	P	P	...
4	TE-203	Nusrat Jahan	Accounts Sr	OD	P	P	P	P	P	...
5	TE-239	Monjurul Islam	Editor	OD	L	L	L	L	L	...
6	TE-208	MD. Miron	Studio	OD	P	A	P	P	P	...
7	TE-244	Nafis Azam	C.Acc	OD	P	P	P	P	P	...
8	TE-274	Miyad Hasan	Executive	OD	P	P	P	P	P	...
9	TE-216	Hasnat Mahin	Digital Marketer	OD	P	P	P	P	P	...
10	TE-234	Samin Zaman	Moderator	OD	P	A	P	P	P	...
11	TE-256	Maliha Binte	Fron Desk	OD	P	P	P	P	P	...
12	TE-287	Mst. Mohima	HR Intern	OD	P	P	P	P	P	...
13	TE-227	Hasibul Hasan	Assist. Editor	OD	A	P	P	P	P	...
14	TE-259	Chomok Mollik	OP Assist	OD	P	P	A	P	P	...
15	TE-246	Ariful Islam	Studio	OD	P	P	P	P	P	...
16	TE-298	Nayma Akter	PS to MD	OD	P	P	P	A	P	...
17	TE-218	Junayed Khan	Jr. Executive	OD	P	P	P	P	P	...
18	TE-232	Tasbi Musaddeq	Jr. Executive	OD	P	P	P	P	P	...

2. 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