

An Internship Report
On
“Workplace Safety”

Submitted to

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Submitted By

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Letter of Transmittal

Date: 17-12-2018

Mr. Mohammed Nafeez Al Amin

Assistant Professor

Department of Business Administration
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Subject: Workplace Safety.

Dear Sir,

With outstretched rejoice, this is to apprise you that I am submitting my Internship Report which is a partial requirement of my **BBA** Program. The report is largely based on “**Workplace Safety**”. I put my maximum effort thoroughly to gather all the inevitable information from the authentic sources to make this report viable.

Working on this report has helped me to go through a practical experience that will help me in future where I will be able to make such works vulnerable and make sure that any work that will be assigned to me shall be completed effectively as well as in the most appropriate manner.

There will be no compromise from my end.

It will be a great achievement for me if you kindly go through the report to ascertain the fruitfulness of it. It will be a prominent triumph for me if the report meets up your desirable expectation.

Sincerely Yours,

.....

Jakia Anam Shornaly

ID: 151-11-192

Batch: 40th

Department of Business Administration

ABSTRACT

Preliminary interviews with instructors, students we observe that there is no specific platform that is useful for student & instructor for managing course related activities. More specifically, there is no way for accessing/sharing course related info and content except social media.

We take this challenge and developed Rahma Food And Industries Ltd.

DECLARATION

I do hereby declare that the project entitled Rahma Food and Industries Ltd submitted in partial fulfillment of the requirements for the degree of Bachelor of Business Administration in the Faculty of BBA of Daffodil International University is our own work and that it contains no material which has been accepted for the award to the candidate(s) of any other degree or diploma, except where due reference is made in the text of the project. To the best of our knowledge, it contains no materials previously published or written by any other person except where due reference is made to the project.

.....

Jakia Anam Shornaly

ID : 151-11-192

CERTIFICATE

This is to certify that Jakia Anam Shornaly students of BBA have completed their project work titled “Rahma Food And Industries Ltd” satisfactorily in partial fulfillment for the requirement of BBA Daffodil International University in the year 2018 .

Name: Jakia Anam Shornaly

Id: 151-11-192

Project Supervisor

Mr. Mohammed Nafeez Al Amin

Assistant Professor

Department of BBA

Daffodil International University.

DEDICATION

We dedicated our dissertation work to our family and helpful teachers who have motivated, encouraged and supported us throughout the process. We also dedicate this work to God Almighty our creator, our source of inspiration, wisdom, knowledge, and understanding.

ACKNOWLEDGEMENTS

First of all, we are thankful and expressing our gratefulness to Almighty Allah who offers us His divine blessing, patient, mental and physical strength to complete this project work.

It is an auspicious occasion for us as students of BBA, one of the prestigious academic centers of the Daffodil International University(DIU), to express our deep feelings of gratitude to the department and especially to our supervisor, Head of the department, all the teachers and also to the departmental staff. We are immensely indebted to our supervisor, Assistant Professor, Department of BBA,for his wonderful guidance, inspiration, encouragement and also for thorough review and correction of this dissertation work that could not be finalized without his astute supervision.

A very special gratitude goes out to all our friends for their support and helps to implement our works .The discussions with them on various topics of our works have been very helpful for us to enrich our knowledge and conception regarding the work.

Finally, we are highly grateful to our parents and family members for supporting us spiritually throughout writing this thesis and our life in general.

APPROVAL

This report “Rahma Food and Industries Ltd” Submitted by Jakia Anam Shornaly Department of BBA, Daffodil International University (under the supervision of, Assistant Professor and, Department of BBA has been accepted as satisfactory for the partial fulfillment of the requirement for the degree of Bachelor of Business in and approved as to its style and contents.

.....

Supervisor

Mr. Mohammed Nafeez Al Amin

Assistant Professor

Department of BBA, DIU

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Executive Summary

The report emphasis and illustrates on “**Workplace Safety**” it is knows to all about that **Rahma Food Industry Ltds.**

Rahma Food Industry Ltds one of the leading industry who provide a couple of products. It also meets all national regulatory requirements relating to its current businesses and ensure that current good manufacturing practices as recommended by word health organization is followed properly.

It has lead emphasis on creation global leader that fits current scenario to make a better world. For the limited betterment of the employees of Rahma Food Industry. It has been consistently organization supportive activities that will help their employees to build their better workplace. It has been given the highest range of priority which is inspiring them in every possible way. In this company there has only one factory and there are working almost 105 employees the company need to concern about their safety. For that reason I makes survey on 30 employee form this industry on their safety on work place. Their safety on that industry is better for them and they are satisfied about their workplace.

The outcome of the employees will provide useful guideline answer of several question about their safety on their workplace. In this study the workers of Rahma Food Industry are full satisfied about their environment and their safety. And psychosocial well-being in a sustainable working organization.

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Chapter-01

Introduction

Introduction

Work environment security can't exist on best practice rules and approaches alone. A protected workplace depends on how well the general population, in both administration and on the plant floor, hold fast to - and convey about - security norms.

The establishment of any fruitful work environment security exertion is one that urges representatives to distinguish risky practices and open doors for development while additionally settling on very much educated wellbeing choices amid every day schedule undertakings.

Key of Workplace Safety

1) Be Aware Of Your Surroundings

This progression requires knowing the specific risks of your activity or working environment. When you've taken in these dangers, you can stay away from potential unsafe regions, and potentially dangerous circumstances. Likewise, dependably be alarm of hardware.

2) Keep Correct Posture to Protect Your Back

On the off chance that you work at a work area, keep your shoulders in accordance with your hips to maintain a strategic distance from back issues. In case you're lifting things up, utilize right frame so your back doesn't get injured. Abstain from stooping and winding. On the off chance that conceivable, dependably utilize ergonomic planned furniture and security gear so all that you require is inside simple reach.

3) Take Regular Breaks

Such huge numbers of business-related wounds and diseases happen on the grounds that a specialist is drained, wore out and not caution to their environment. Taking standard breaks causes you remain crisp at work. One trap to remaining alarm is to plan the most troublesome assignments when your fixation is ideal, similar to before anything else.

4) Use Tools and Machines Properly

Play it safe when utilizing apparatuses, and never take alternate routes. Taking alternate routes is one of the main sources of work environment damage. It's a tremendous danger to utilize platform as a stepping stool or one device instead of another for an explicit activity. Utilizing instruments, the correct way enormously decreases the shot of work put damage.

5) Keep Emergency Exits Easily Accessible

If there should arise an occurrence of a crisis, you'll require speedy, simple access to the ways out. It's likewise prescribed to keep clear access to gear shutoffs on the off chance that you have to rapidly prevent them from working

6) Report Unsafe Conditions to Your Supervisor

Your manager should be educated about any work environment wellbeing perils or dangers. They are legitimately committed to guarantee their representatives have a protected workplace and will deal with the hazardous conditions and make them alright for you and your colleagues.

7) Use Mechanical Aids Whenever Possible

Rather than endeavoring to convey or lift something that is extremely overwhelming trying to spare a bit of time amid your workday, take the additional moment to utilize a push cart, transport line, wrench or forklift. An excessive number of damage dangers are included with endeavoring to lift something that weighs excessively.

8) Stay Sober

Around three percent of working environment fatalities happen because of liquor and medications. At the point when a laborer's capacity to practice judgment, coordination, engine control, fixation or readiness is endangered, this prompts any number of dangers for work environment damage and fatalities.

9) Reduce Workplace Stress

Stress can prompt despondency and fixation issues. Basic reasons for working environment stretch incorporate extend periods of time, substantial remaining task at hand, work instability and clashes with associates or chiefs. Take your worries about working environment worry to your boss to perceive how they may enable you to address them.

10) Wear the Correct Safety Equipment

In case you're not wearing the right Safety hardware for an undertaking, you may get harmed. Contingent upon the activity, hardware like earplugs, ear covers, hard caps, security goggles, gloves or a full-confront veil significantly lessen the danger of work environment damage.

It's up to office directors and entrepreneurs to get their representatives locally available with work environment wellbeing endeavors, urging them to end up dynamic individuals all the while. Offer with them the work environment damage insights and the characteristic dangers their activity presents to them consistently. Give motivations that compensate them to epitomizing extraordinary working environment security conduct. These basic activities truly do have the majority of the effect.

Literature Review

Introduction

The Rahma sustenance industry utilizes an extensive variety of procedures so as to get ready and bundle nourishment items for the customer. These range from straightforward cleaning and arranging activities, to complex size decrease, blending, and warming, cooling and framing forms. The sustenance business has advanced alongside the purchaser advertise, each animating the improvement of the other, the necessity of the shopper showcase being for nourishment items in helpful shape, of uniform quality, and with adequate time span of usability. A critical result of this improvement is that bundling in some frame or different comprises a key component in all nourishment handling activities.



Methodology

In light of their estimating works out, the PEROSH individuals submitted articles on their five best needs for future OSH explore. The points were recorded and organized by recurrence of event, in order to distinguish potential difficulties for research towards 2020. Thusly, the quantity of difficulties are constrained to the accompanying seven primary research difficulties: • Sustainable employability to drag out working life • Disability counteractive action and reintegration • Psychosocial prosperity in a manageable working association • Multifactorial beginning of business related musculoskeletal disarranges (MSDs) • New advancements as a field of activity for OSH • Occupational dangers identified with designed nanomaterial's (ENM) • Safety culture to avert word related mishaps Subsequently a union of the articles was delivered. So as to accomplish intermingling on the difficulties, the combination was disseminated among the part foundations for remarks and adjusted in like manner. Now and again there are evident covers and relations between the topics. Nonetheless, for reasons of lucidity the points are dealt with independently from one another, and are connected wherever fundamental

Education and training:

The workplace must be changed over to a learning situation: How can organization culture improve long lasting discovering that stays up with the latest and encourages portability in the work showcase? Imaginative and intelligent learning strategies, for example, those dependent on computer generated reality innovation and gaming are required. These devices ought to be equipped to various target gatherings (e.g. division, dimension of aptitudes/instruction).

Advantages:

1. Independent work environment.
2. Food Allowance.

3. No provocations.
4. No impolite conduct from organization holder.
5. Medical box accessible.
6. No sexual orientation segregation.
7. Right time compensation. Over time available so workers can earn extra money.

Problems:

1. No crisis emergency vehicle framework.
2. Fire exit not accessible.
3. Fire douser not accessible in enough amount.
4. Worker ought to have been increasingly watchful.
5. Company must be progressively advantageous.
6. No transport recompenses.

Chapter-3

Analysis

After few days research, found number of employee of “Rahma Food Industries and their responsibilities.

Table No: 01

That’s all are given below:

Job Post	No of Employee
Industrial Training	04
Senior Worker	01
Production Officer	01
Senior Marketing Officer	01
DGM Marketing	01
Territory Sales Manager	01
Sales Manager	01
Quality Control Officer	01
Interior	02
Worker	06
Employee	11
Total	30

*After an interview with one employee:

Q no 01	How long have you worked in Rahma Food Industries?
Answer	1 year.
Q no 02	What type of work you have performed at Rahma Food Industries?
Answer	Industrial Training.
Q no 03	What type of hazard do you take on the job?
Answer	Workplace violence.
Q no 04	Have you had training in your department about safe and healthy work practice?
Answer	Yes
Q no 05	Does your department have any safety?
Answer	No
Q no 06	Are safety laws posted in your workplace?
Answer	Yes
Q no 07	Do you have public liability insurances?

Answer	No
Q no 08	Have you ever been injured on the job?
Answer	No
Q no 09	You feel safety is a priority at your company?
Answer	No
Q no 10	You feel safe at your workplace ?
Answer	I don't know.

Table No: 02

Survey Graph of Employees

How Long Workers Working in this company:

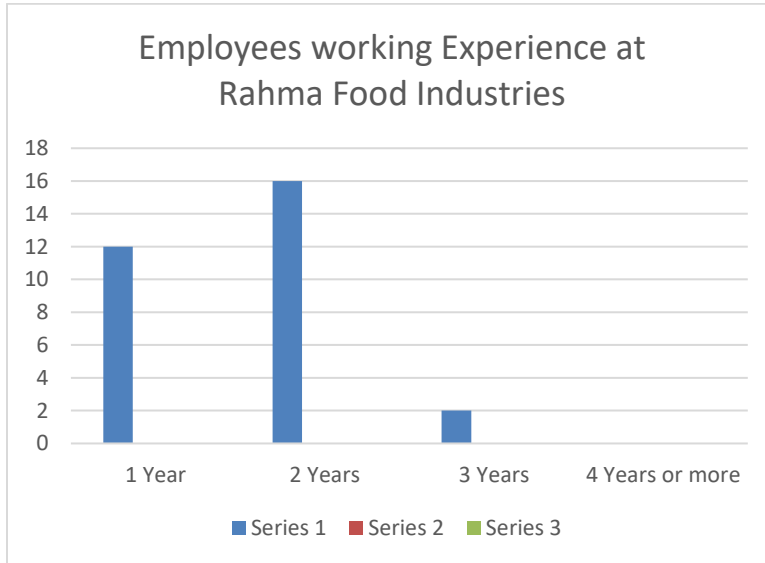


Figure No:01

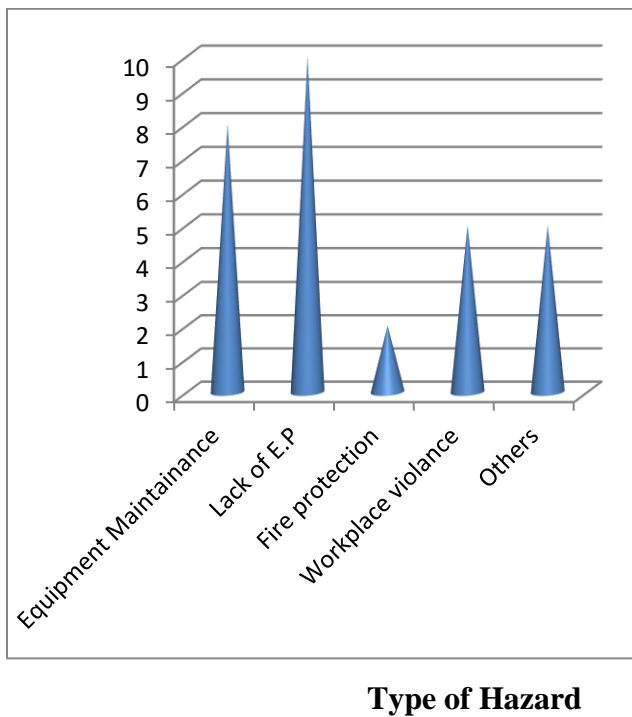


Figure No:02

Safe Healthy Training Experience:

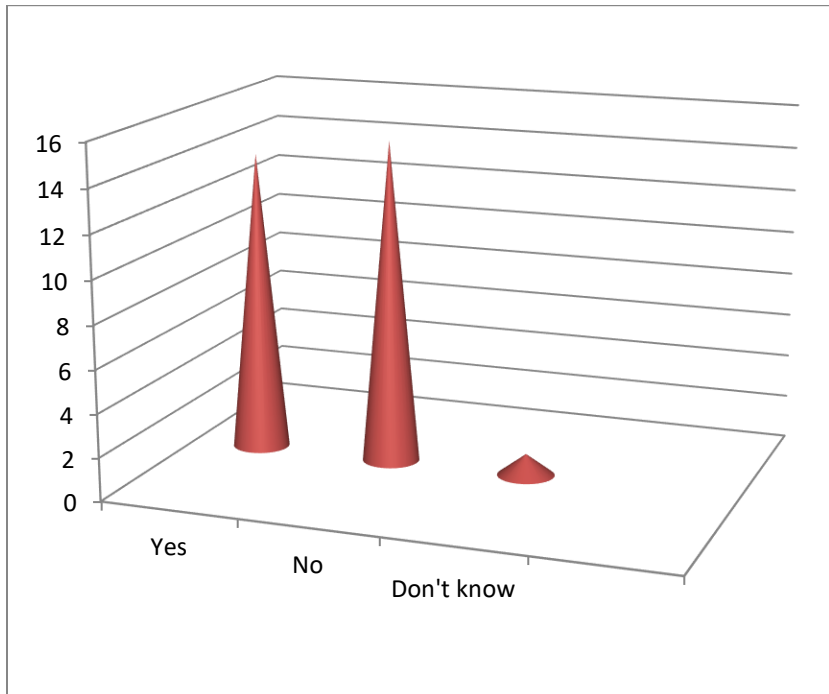


Figure No:03

Safety Meeting Survey of employees:

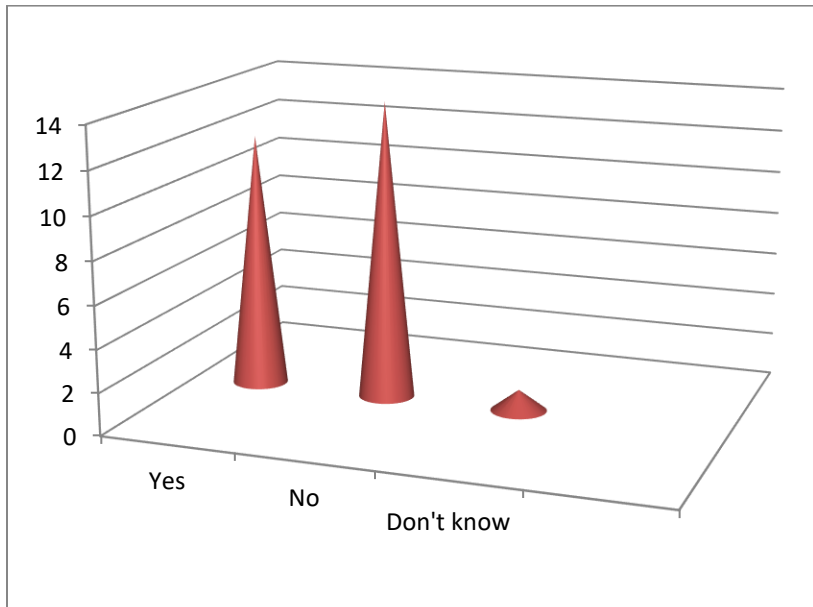


Figure No:04

Safety Laws posted in workplace?

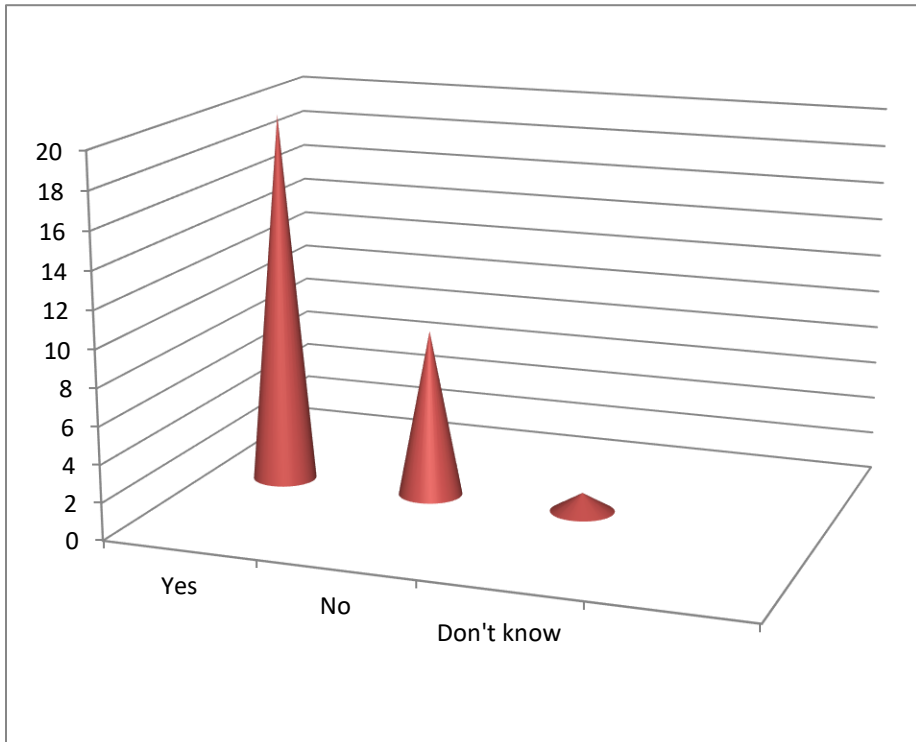


Figure No:05

Public Liability Insurance:

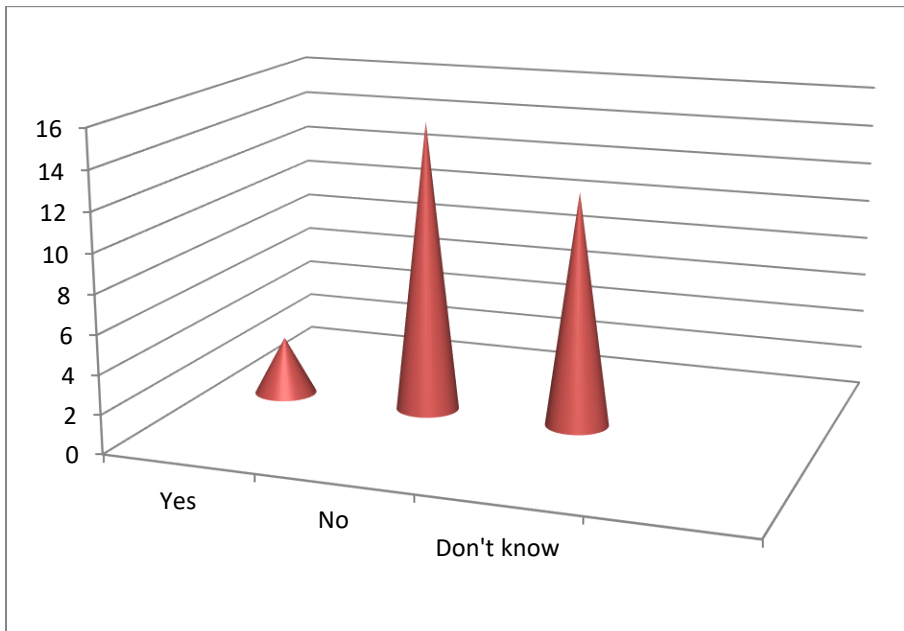


Figure No:06

Injured On the Job

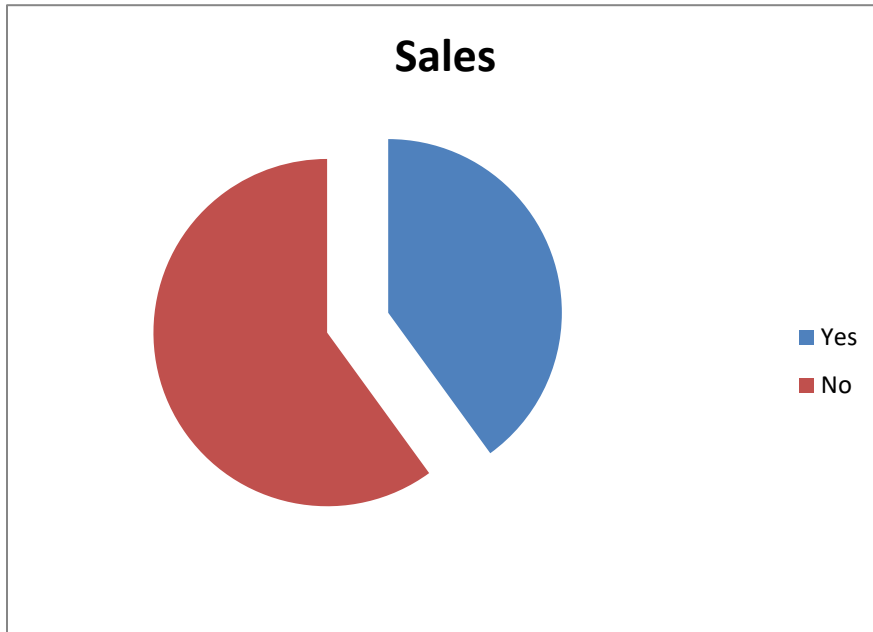


Figure No: 07

Feel Safety At This Company:

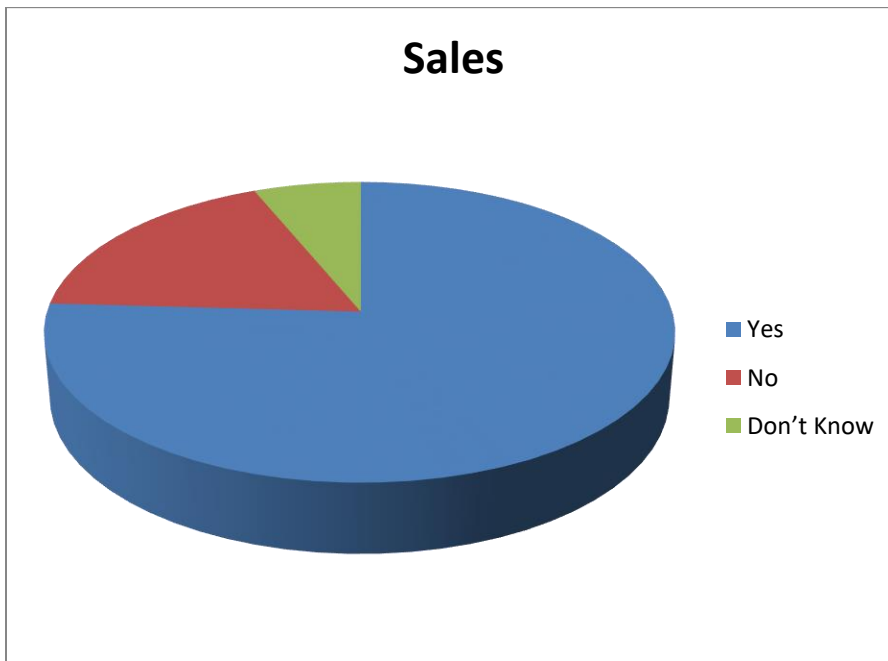


Figure No: 08

Chapter-04

Recommendation & Collusion

➤ **Overview of research**

- Sustainable employability to prolong working life.
 - Sustainable employability to prolong working life
 - Prevention in a context of an ageing population
 - Work participation and sustainable careers
 - Workplace Health Promotion (WHP)
 - Innovative methods of training and adaptation of workplaces to increase the employability of young, elderly and disabled people.
 - Enhancing employability in the changing world of work
- Disability prevention and reintegration
 - Disability Prevention Centre
 - Implementation of occupational safety and health measures to protect vulnerable workers' health
 - Return-to-work and reintegration
- Psychosocial well-being in a sustainable working organization
 - Psychological well-being in a sustainable working organization
- • Monitoring of the effectiveness of methodologies for work-related stress risk assessment and management: development and dissemination of good practices within the program of stress management interventions
- • Influence of individual and work-related resources on mental health
 - Psychosocial risks: the role of a new organization
 - Social capital, health, and well-being at work
 - Management of psychosocial risks: regulatory framework and actions at company level.
 - Psychosocial risk assessment and intervention approaches
 - Psychosocial working environment
 - New way of working: implications for new OSH risk and benefits for knowledge workers
 - Psychosocial and organizational working environment, including working hours thematic (shift work, long working hours, night work)
- Multifactorial genesis of work-related musculoskeletal disorders (MSDs)

- Exposure and prevention of multi-factorial risks
 - Predictive indicators for work-disability due to back-pain and psychological disorders
 - Musculoskeletal disorders (MSD)
 - Multi factorial genesis of work-related illnesses (with special emphasis on MSD)
 - The factors of muscular skeleton diseases (MSDs)
- New technologies as a field of action for OSH
- Ambient Intelligence (Amid) – Opportunities and risks of new Information & Communication Technologies in the working environment
 - Adjustment of protective efficiency and functionality of personal protective equipment to new hazards and changes in the working environment
 - Improvement of the acoustic comfort of rooms in the working and life environment by using innovative technical solutions
 - Analysis and improvement of OSH for mobile workplaces
 - Prevention through design using virtual reality applications
- Impact of nanomaterial's on occupational health and safety
- The safety of engineered nanomaterial's (ENM) and nanotechnologies
 - Engineered nanomaterial's at the workplace
 - Occupational risks in connection with the handling and producing of nanomaterial's or nanomaterial containing products
 - New substances and nanomaterial

Recommendation

- Improvement of instruments for diagnosis, monitoring and evaluation of psychosocial risk factors, by including new risks, positive factors and elements which may "protect" employees' health and increase workers' well-being.

- Development of an integrated approach to the management of psychosocial risks in order to ensure a widespread adoption of the European legislation, the enforcement of which is also hindered by a lack of research on these kinds of integrated management methodologies.

- Increasing the effective evaluation of work-related stress, possibly by developing measurement proposals and analysis tailored to the business sector, companies and organizational branches.

- Development of effective work-related stress management processes, taking into account prototypical working conditions and the changing nature of the labor market (economic crisis, migration, atypical contracts).

- Development of measures, risk assessment, training and learning programmes related to the new ways of working.

- Raising awareness on the impact of stress on companies: in terms of health consequences, productivity, costs and impact on specific groups of workers.

- Raising awareness about violence and harassment in specific countries/sectors and dissemination of best practices among companies and employees.

- Updating of the current guidelines/policies or development of additional guidelines/policies for occupational health and safety.

- Development of a working platform to foster the transnational cooperation and the sharing of research findings among OSH research institutions.

Conclusion

In short, the study and the internship program provided huge opportunity for me to gain insight into the biggest food industry of our country. This was the first time I ever got the scope to work directly into this traditional industry of ours. As food industry is one of the most basic needs for human therefore it must be hygiene and safe for everyone. For this reason, workers safety and awareness must be given for making the employees productive and producing the best food for the consumers. That's why different accidents in an organization should be countered and employee's safety should be maintained. So, the role of management in implementing health and safety in the organization is very effective. Hence, in this study it has been showed that most of the workers were satisfied with the health and safety measures which is maintained in the company. Besides, if the company implements effective disciplinary procedures then it will help the company to go with their policies and also to maintain health and safety in the organization.

Reference

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[Volume 29, Issue 3](#), Autumn 1998, Pages 145-161

Appendix

Rahma Food Industries Ltd

www.rahmafood.com

Workplace safety survey

Name:

1. How long have you worked in Raham Food Industries ?

- a. 1 year b. 2years c. 3years d. 4years e. more.

2. What type of work you have performed at Rahma Food Industries?

.....

3. What type of hazard do you take on the job ?

- a. Equipment maintenance b. Lack of emergency procedures
C. Fire protection d. Workplace violence e. Others

4. Have you had training in your department about safe and healthy work practice? a.
YES b. NO c. Don't know

5. Does your department have any safety meeting?

- a. YES b. NO c. Don't know

6. Are safety laws posted in your workplace ?

- a. YES b.NO c. Don't know

7. DO you have public liability insurances ?

a. YES b.NO c. Don't know

8. Have you ever been injured on the job ?

a. YES b.NO

9. you feel your safety is a priority at your company?

a. YES b. NO c. Don't know

10. You feel safe at your workplace write your opinion :

