



Internship Report on Employees Health & safety Policy of Fashion.Com Limited

Submitted To

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Major in HRM

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Date of Submission:



Letter of Transmittal

Dr. Gouranga Chandra Debnath
Associate Professor and Head
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Subject: Submission of Internship Report on "Employees Health safety Policy of Fashion.Com Limited".

Dear Sir,

Sincerely Yours

I am here by submitting my internship report titled "**Employees Health safety Policy of Fashion.Com Limited**" prescribed by you as the requirement of my BBA program. For this purpose, I have worked under the supervision of HR Rakib, Sr. Manager (Admin &Compliance) as an internee for 3 months.

Please accept my internship report and if you have query regarding this report, please let me know at your expedient time. I will always be available at your convenience to make future details of the study.

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Letter of Acceptance

This is to certify that, Raihan Saikat, ID: 171-11-392, a student of BBA program, Department of Business Administration, Faculty of Business & Entrepreneurship, Daffodil International University, has prepared this internship report titled "Employees Health safety Policy of Fashion.Com Limited" audited by Rakib, Sr. Manager (Admin & Compliance), under my supervision. I do here by approve the style and contents of this internship report. This is for the partial fulfillment of Four years Bachelor degree in Daffodil International University.

To the best of my knowledge he did not copy any materials documents from any other sources. It seems to me the report is original in nature.

•••••

Dr. Gouranga Chandra Debnath
Associate Professor and Head
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Acknowledgement

First of all I want to thank my supervisor Rakib, Sr. Manager (Admin & Compliance) for guiding and advising me during my internship at Fashion. Com Limited. It could quite impossible to make this report without his guidelines.

Then I would like to thank my University Supervisor, Dr. Gouranga Chandra Debnath for helping me for brining my internship report to completed on "Employees Health safety Policy of Fashion.Com Limited".

I would like to express my gratitude to all the faculty and staff members of Daffodil International University. This report is a fulfillment of the four years I have spent here and the essence of all that I have learnt.

Thanks to the colleagues who helped me with the tips. I connected with them during work hours. Without them, this job would be very difficult. Thanks to my parents and friends who have been involved in this process for so long with me, always giving support.

Finally, I also express my sincere gratitude to all those who participated to prepare the report.



Executive Summery

Every organization needs a level of staff satisfied with the health, safety and security of today's situation. Personnel level Satisfaction with health, safety and security is a term used to describe whether employees are satisfied and satisfied with the right to health, safety and well-being. Now the organization uses drinks. Many indicators show that employee satisfaction with health, safety and well-being is a decisive factor passionate employee, highly motivated employees and a strong work ethic.

Health, safety and security are essential for any organization to improve their staff, and with the help of these benefits, the organization can function effectively yet. Some benefits were included under the 1948 Factory Act including sanitary measures such as hygiene, breathing and temperature, dust and vapors, drinking water, etc. Office for cleaning, comfort, seating, first aid, and kitchen included.

Fashion.com Limited reserves the right to vacation, on-the-job training, pre-treatment of employees and employees. Some of the key ones that are still satisfying the staff, such as pre-operation training with a heavy machine, while others are unsatisfactory for the operator, such as transportation.

In fact, there are 7 chapters in the analysis. There are different areas of occupational health, comfort zones, work zones, health zones, needs, politics and safety. Reviews suggest Fashion.com Limited is dedicated to most areas of health, safety and wellness.



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Chapter- 01 Introduction



Employee Health and Safety

In addition to compliance, the company can also benefit from better health and safety for its employees. Works well for health and safety, because they help prevent illness, accidents and staff costs. They can also improve the reputation of customers, managers and employees.

This guide officer an introduction to the essentials of health and safety for the business.

In general, health and safety laws apply to all businesses, regardless of size. As an employee or self-employed person responsible for company health and safety. They need to talk about appropriate precautions to reduce the risk of workplace hazards and ensure a safe work environment.

As employers, that must appoint someone competent to help that meet the health and safety duties. A competent person is someone with the necessary skills knowledge and experience to manage health and safety that could appoint.

Describing how will manage health and safety in the business will let the staff and others know about the commitment to health and safety. This will be the health and safety policy.

There have certain legal obligations to consult with the employees or there representative on health and safety issues. It is also good practice to find out what the employees and their representatives think about any changes that might affect their health and safety and the quality of the health and safety information and training.

Whether the employee is required to publish a health and safety statement or provide a statement to each employee. The notice should be illuminated so that staff can read it easily. The newsletter describes health and safety and provides simple names that tell employees what their employers should do. If necessary, it will also add details on occupational safety or health and safety contacts.

You should have first aid kits because you are responsible for alerting employees if they are injured or injured on the job. According to the Health and Safety Act, it is also required to report and record certain injuries, injuries and some cases of occupational diseases.



1.1 Introduction

I have done my major in Human Resource Management from Daffodil International University. There I have completed four years of the theoretical part of the graduation. Now the rest of the practical part I have completed from HRD & Compliance department of Fashion.Com Limited. This practical part will be evaluated by my honorable academic supervisor. For this reason I prepared this report on the basis of my practical experience and submitted to my supervisor. The topic of the report is "Employees health and safety policy of Fashion.Com Limited".

As a part of my internship program for my BBA I got the opportunity to do internship in a company named Fashion.Com Limited. My internship period was start from 1st October, 2020 and ended at 31stDecember. 2020. In Fashion.Com Limited I was assigned in the HRD & Compliance department. My organizational supervisor was HR Rakib, Sr. Manager (Admin & Compliance). My project topic related to the company's Employees Health and Safety Policy.

This topic was approved by my university supervisor Dr. Gouranga Chandra Debnath Associate Professor and Head (Department of Business Administration, DIU). My program started from 1st October, 2020 and ended at 31stDecember. 2020. My project was about "Employees Health and Safety policy ofFashion.Com Limited". It was assigned by my Organizational Supervisor.

1.2 Objective of the Research:

Objective of the research divided into two part. There are-

- a) Broad objective
- b) Specific objective

Broad of objective

To know the "Employee health and safety policy of Fashion.Com Limited". I have also tried to learn all the HR& compliance activities of this company.

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Specific objective

The key objectives of the report are as follows:

- To know the Employee health and safety policy of Fashion. Com Limited
- > To analyze the Employee health and safety policy of Fashion.Com Limited
- > To evaluate the Employee health and safety policy of Fashion.Com Limited
- > To find out some problems related to the Employee health and safety policy of Fashion.Com Limited
- To make some recommendations on the basis of the problems.

1.3 Scope of the Research:

The findings of this research project will help the customer of the product to know the process of its operation. The manufacturers will also know the desire of the customer which may prompt them to adopt measures for customer satisfaction as per the quota free globalization.

1.4 Data collection sources

Primary data: Interview and observation.

Secondary data: Previous documents, journal, newspaper, archival records, departmental documents.

1.5 Limitation of the study

The study is conducted online and offline from various websites, journals, research, official documents, documents of international organizations, newspapers and various sources, Project data of ILO, ADB, World Bank. Due to administrative oversight and time constraints, it was not possible to consult with many government and private offices on printed documents. This study should not be considered as the only comprehensive source of the subject. However, I have tried my best to make this study as comprehensive and informative as possible.



Chapter-02 Company Profile



2.1 Historical Background

Fashion.Com Limited is incorporated with Alps Apparels Group. The Owners are engaged in the readymade garment Export Business since 1992 with dignity and success. We produce readymade garments for UK, USA, Germany, Japan & other European Countries. The owners have direct relationship with many reputed buyers Academy sports, DSL Lee Cooper, HPI, T-A-O, Kenvalo, Alcott, Engbers etc.

In the view of establish a environment friendly compliance factory, Fashion.Com Limited is situated In Durgapur, Ashulia, Dhakaarea which take only 1 hour from Dhaka Hajrat-Shajalal International Airport by road.

Fashion.Com Limited is well known in the all kinds of Woven tops manufacturing sector for its quality, style accuracy, shipment on time and reliable pricing. It is one of the leading 100% export oriented garments Factory in Bangladesh and member of Bangladesh Garments Manufacturers and Exporters Association (BGMEA).

Fashion.Com Limited started its journey in 2012 with a vision of becoming the most well-known woven manufacturer of the country as well as to take the widely known reputation of BANGLADESH as a global clothing leader by offering the best blend of quality and efficiency.

The factory is complying with all relevant statutory legislation and constantly improving the environmental performance process by waste recycling as well as minimizing the adverse effects of production process.

We have a Quality control team whose responsibilities are to ensure proper quality standard by conducting inspections at different stage of production.

Our policy is not employing child labor as per Bangladesh labor law and ILO convention. We are always being upgraded with improved machineries, technologies, production method, safety and social compliance in accordance with the trends of world class garments factories.

2.2 Vision

To become an international market leader in the first paced fashion industry in terms of quality, service standards and ultimately customer satisfaction.



2.3 Mission

To deliver high quality benchmarked products and build a strong reliable relationship with the customer. This can be achieved through a triangle approach by ensuring ethical communication, integrity and innovative solutions, as well as effective customer managed relationships.

Good communication means being honest and transparent with customers, providing the advice and information they need to make the right decision. At the same time, we strive to make quality products with our own brand. This means everything from our production process, from the selection of raw materials, to the design concept, to manufacturing and packaging. Fashion.Com Limited monitors clients as partners and seeks solutions by working with partners to understand consumer needs.

An effective client managed relationship means the client's authority to access information relating to their relationship with Fashion.Com Limited at any time through a myriad of media, with a focus on online media to be available in a timely manner and timely. useful commercial information for our customers.

2.4 Strength

Own design and development office in Hong Kong employing more than 50 people to design a full season collection for dedicated customers.

2.5 Managing Body

Title	Details
Chairman	Khan- E- Alam
Managing Director	Khan Monirul Alam
	Tell +8801817046406
	E-mail: ceo@alps-bd.com
Corporate Headquarter	House #439 (4th floor), Avenue 6, Mirpur

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	DOHS, Dhaka-1216
Hong Kong Office	31/F EGL Tower, 83 Hung To Road, Kwun
	Tong, Kowloon, Hong Kong
Website	www.Alps-bd.com
Factory Address	Durgapur, Zirbo, Ashulia, Dhaka
Contact Person	Md. Mohiuddin, General Manager
	Tell: 01847052233
	E-mail: mohiuddin@alps-bd.com

2.6 Company Basic Information

Sewing Line No	12 (Twelve)
Employees	1490
Total Floor Area	31427 square feet
Major Products	Woven Tops
Production Lead Time	60-90 days
Production per year	4,264,000 Pecs
Weekly Day Off	Friday
Time Keeping Record	Computerized (ID card Punch & Finger
	Punch).
Annual Volume	US \$28 Million
Certification	BSCI, SEDEX, OEKO-TEX, CT- PAT, GOTS



Main market	UK, USA, Germany, Japan & Europe
Major Customers	Alcott, Kenvalo, HPI, Orchastra, DSL Lee cooper, Outdoor, T-A-O etc.
Fabric Sourcing (Local)	South China Bleaching& Dyeing Factory Ltd.
Fabric Sourcing (Import)	China, India, Pakistan, Taiwan etc.
Fabric Inspection System	4 point system/ 10 point system.
Garments Inspection system	AQL 1.5- 2.5(Depends on customer requirement)

2.7 Machineries Information

- ➤ Sewing Machine: Basic, Double Needle, Over Lock, Bartech, Kansai special, Button Hole, Eyelet Button Hole, Button stitch, Auto Pocket welting, Hemming, Flat Lock, Feed of the arm, Top stitch, Velcro Attach, Blind Stitch.
- ➤ Cutting Machine: Fusing Machine, Band Knife, Cutter Machine, Lay Cutter Machine.
- ➤ **Auto Spread & Cutter Machine:** 6 Tables and 2 sets Cutter machine(Leuctra –MH)
- > Cutting Table: 5 Nos.(Manual)
- ➤ Computer Pattern & Marking Software Name: Leuctra Modaris
- **Finishing:** Vacuum Iron, Trousers Finisher,
 - Thread Sucking, Cartoon Binding,
 - Needle Detector, Button Pull Test,
 - Auto Hand Tag gun, Metal Detector,
 - Trimming Machine.
 - Cooling Room.



Quarantine Room

➤ **Fabric Inspection Machine:** Shiaw Tai Tong (Two Sets)

2.8 Building Description

Building 01 (4 Storied)

Ground Floor:

- Child Care & Doctors Room
- Cutting Section
- Compressor Room
- Store
- Bonded Warehouse
- Substation Room

1st Floor:

- Finishing Section
- Finished Goods area
- Inspection Room

2nd Floor:

- Sewing Section- 1
- Production Manager Room
- Quality Manager Room
- Maintenance Room

3rd Floor:

- Sewing Section- 2
- Production Manager Room
- HRD & Compliance
- Admin & Accounts Room

4th Floor:

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- Sample Section
- Merchandiser Room
- Dining Hall & Canteen
- Prayer Room

Building: 2

Underground: Water Reserve

Ground Floor: Waste Garbage Room. Driver Waiting Room,

Shade 01: Security Room, Shade 02: Generator Room, Shade 03: Boiler Room & Fire

Hydrant Pump Room.

2.9 Information Technology & System

- All Hardware/software in place
- E-mail for communication with overseas & regional offices
- LAN Server & High Performance computer.
- 24 hours video recording by CCTV

2.10 Code of Conduct

Fashion.Com Limited is committed to maintain its own Code of conduct in work place. We have sought to ensure that all garments are manufactured in very good working conditions with meaningful job and providing all customers with quality base products.

- Child Labor is prohibited.
- No Forced Labor.
- No Discrimination
- Freedom of Association
- Health & Safety.
- Fare remuneration.

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- Environmental.
- Working hour

2.11 Bank Details

Bankers: Pubali Bank Limited. (Corporate)

Dutch Bangla Bank Limited (Salary).

Insurer: Standard Insurance Limited.

2.12 Other Sister Concern

- Alps Apparel Ltd.(Knit)
- Alps Apparel Ltd. Unit 2 (Knit)



Chapter-03 Health and Safety Policy



3.1 Safety training program

- Formulate a training plan: Safety training can be effective, only when it is properly planned and designed.
- ➤ Collect resources: Collective all material which is relevant to the training program such as brochures, pamphlets, documents on government regulations, videos, PDFs and PPT files.
- ➤ Develop the curriculum: Make sure that the curriculum is written in a simple language that is easily understood. It should be clear with dos and don'ts listed at the end.
- ➤ **Design the learning content**: Ones have the curriculum that need to decide on the activities that are going to be a part of it. There can include quizzes, stories, and risk maps.
- Assess the effectiveness: Finally, need to evaluate the efficacy of the safety training program.

3.2 Safety of Building and Machineries

Bangladesh Labor Act (BLA) 2006 explains that an inspector may use, use or install a building by any company if it believes that it endangers human life or safety, Article 61 (2). The Electrical Safety Act 2003 prohibits the establishment of many commercial or commercial facilities without a Director of Electricity and Power (FSCD) certification on fire protection., fire and other fire safety issues (Chapter 7).

The 2006 National Code contains comprehensive guidelines on home security. The maximum ceiling height in each unit of the production facility is 3.5m for indoor air conditioning and 3.0m for indoor air conditioning (Section 1.12.2). The minimum width of the ladder in an industrial environment must be at least 2.0m and the handle must be at least 0.9m (Section 1.12.5). The exterior walls of the building must be At least 2-3 hours of fire resistance (Section 2.4.1)



3.3 Health & Safety Policy

In compliance to the health & safety at work etc. Act 1974, The Management of health & safety at work regulation 1999, the workplace regulation 1992 and the health & safety Regulation 1996.

All employees have a responsibility to ensure their safety and that of others who will perform their duties or exclusion. They are also asked to work with employers on health and safety. Staff involvement and participation at all levels is essential for efficiency and effectiveness.

Garment Environment Associates GEA shall achieve this by-

- ✓ Providing adequate control of health and safety risk arising from our work activities.
- ✓ Providing safe working environment
- ✓ Consulting with our employees on matters affecting their health and safety
- ✓ Encouraging positive participation from our employees to promote health and safety standards
- ✓ Preventing accidents and work related ill health
- ✓ Maintaining safe and healthy working conditions
- ✓ Provide appropriate welfare facilities for all employees
- ✓ Ensuring the safe handling and storage of substances
- ✓ Providing and maintaining safe work equipment

3.4Safety equipment

- ✓ Cotton Mask(For normal work)
- ✓ FFP3 Mask for chemical use(For chemical workplace)
- ✓ Gas Mask(For difficult issue)
- ✓ Safety Goggles Best quality (For using broiler machineries)
- ✓ Cotton Hand Gloves(For Using fusing machine)
- ✓ Rubber Hand Gloves(For different work)
- ✓ Any kind Of Safety Sign(FIRE EXIT, DANGER, KEEP OUT)

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- ✓ Full Body Hamess(For hanging)
- ✓ Helmet Hard Hat(For construction work)
- ✓ Fire Extinguisher(For controlling fire)
- ✓ Emergency Light(For emergency situation

3.5 Safety equipment maintenance

- ✓ Safe use of machinery, equipment and tools
- ✓ Protect yourself and employees
- ✓ Run a maintenance program
- ✓ Check if personal protective exemptions apply
- ✓ Ensure employees are operation computers safety
- ✓ Prevent RSI and upper limb Disorders
- ✓ Work Safely at height or in a confined space
- ✓ Risk assessment

3.6 Ensure workplace safety

- Asses the risks specific to the workplace: Each work place holds its own risks and dangers bases on the nature of work, so a thorough assessment of the surroundings is key.
- ➤ Create safety policies and procedures: Establish policies and procedures to assess workplace quality. Remember that all employees participate in training and receive a code of ethics and quality of life.
- ➤ Conduct background check on potential employees: The identification of the evidence available in arable crops overlaps for the market.
- ➤ Inspect the physical space of the workplace: Identify the conditions and ensure that all lighting and safety devices work in accordance with the procedures.



- ➤ Create a plan of action in case of an emergency: Consider the issue of emergency care that a complaint may cause in the workplace. Practice responding to emergency personnel so that everyone understands the process.
- Establish a procedure for visitors in the workplace: Unauthorized authorization, self-examination and hospitality are common procedures.
- Establish an environment that encourages open communication: Initiate a zero-tolerance policy for violence and discrimination to ensure all of things.

3.7 Equipment purchase

- **Assess the business reality:** It is important to understand the objectives.
 - ✓ Are you looking to increase productivity?
 - ✓ Will this new equipment make you more successful in the marketplace?
 - ✓ Will it help you stay ahead of your competitors?
- ❖ Get an external point of view: Depending on the size of your investment, it may be advisable to work with a specialist who can make the most of the service available to assess your needs.
- ❖ Invest in digital technologies: A 2017 survey by 960 Canadian companies found that companies using technology have better product quality, with better product quality, lower operating costs, and better business performance. Print the better.
- ❖ Create a technology roadmap: A technology label is an action plan that can be marketed to achieve long-term technological goals. This should help to understand the current technological process, monitor technological developments in advance, be responsible and take the time to introduce new technologies.
- ❖ Shop around for suppliers: Technology is a commercial enterprise that can be marketed to achieve long-term goals. This will help you understand the



current technological process, evaluate the technological development process in advance, be responsible and spend time introducing the latest technology.

- * Keep training in mind: If the equipment is new or not working, it may mean that staff will have to undergo training. It is important to eliminate these problems by making sure that the investment is available to solve downtime. It is necessary to freeze the training time of the staff and also to make sure that the work can be completed at full capacity.
- ❖ Decide whether want to buy: Purchasing enables to own the equipment as soon as the transaction is completed.
- ❖ Think safety first: A healthier and safer work environment and better working conditions for employees, and these policies apply to the purchase of equipment and technology.
- ❖ Keep it green: When buying appliances or technology, make sure you save energy. Not only does it save money, but it also contributes to the health of the planet. Investigate the impact of new equipment on the environment and learn how to dispose of existing equipment to reduce the impact on the environment.

3.8 Evaluation of safety training program

- Conduct a safety training needs assessment: A training needs assessments is a methodology that evaluates the company's operations and risks and determines if there are any gaps I the safety training programs.
- Evaluation the cost and benefits of training program: Measure the costs of benefits of the safety training program. Compare the costs and benefits of correcting deficiencies against improvements that can be achieved through safety training and makes sure the getting results from the training investment.
- Are Objective being met: Define what the workers are learning as a result of the safety training program. Is the training objective aligned with the company's goals and missions? Is the objective based on specific and measurable criteria?



Effective training methods

- ✓ Classroom
- ✓ On-site
- ✓ Video

Effective presentation materials

- ✓ Develop a script
- ✓ Develop electronic presentations, along with printed and promotional material
- ✓ On-site demonstration
- ✓ Video tape

Evaluate the results of training efforts:

- ✓ Survey the employees
- ✓ Test
- ✓ Measure performance improvement

3.9 Accident prevention

- Realize that everyone is responsible for a safe working environment
- Do not operate machinery without proper safety guards in place
- Adhere to the guidelines taught during safety training
- Read the MSDS sheets before handling any hazardous substance
- When lifting, keep back straight and use legs.
- Anticipate potential problems before starting the project
- Wear any protective gear required for the job
- Always PAY ATTENTION

3.10 Questioners

- Do you know how to use fire extinguisher?
 - a) Yes b) No
- Do you know why cutter or scissor need tie?

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- a)Yes b) No
- Do you know why you need to be free?a)Yes b) No
- Do you know why use the eye gird?a)Yes b) No
- Do you know why using the hand globs?a)Yes b) No
- Do you know how to use filter water tap?a)Yes b) No
- Do you know how many types of fire extinguisher are uses in this company?
 a)Yes
 b) No
- During any incident do you know how to use emergency exit?
 a)Yes
 b) No
- When you here hearing the fire rang what are you don this time? a)Yes b) No
- Do you know what kinds of mask are using the chemical room?

 a)Yes b) No



Chapter- 04

Finding, Recommendations and Conclusion



Finding:

- ♣ Fashion.com Ltd. Most of the garment industries in Bangladesh do not have a healthy environment, so they conduct their activities in an unhealthy environment.
- ♣ Due to the crisis of clean water and the poor condition of the toilets, huge health risks remain.
- ♣ There is not enough equipment to deal with any unforeseen accident or natural disaster. As a result, the risk to the lives of the workers is as much as the risk to the garment owners.
- ♣ Most workers are not given any training about their work which is why workers often get into accidents.
- ♣ There is no MBBS doctor here. Not only here but most of the garments in Bangladesh do not have any type of doctor. If there is any problem of any government then doctors is brought in from outside or they are shown outside.



Recommendations:

- ♣ Management must ensure a healthy environment, because workers are the main basis for production.
- ♣ Adequate pure drinking water should be provided and water misuse should be investigated. Latrines need to be cleaned and flushed regularly, as unclean and unsanitary latrines can cause serious illness.
- ♣ Hazardous materials must have a good fence to prevent an accident. If the relationships are stable, employees will be able to do their job honestly.
- ♣ Workers must be trained to work well with machines. If employees know how to work well, productivity will be greater. The company must declare compliance with the law to avoid risks.
- ♣ MBBS physicians must ensure the quality of care provided by staff on a daily basis. A sufficient number of nurses must be provided for staff.
- Finally, it can be argued that, in addition to representative agencies, stakeholders and co-ordinates of the governing body of the garment industry (including the Government of the Republic of Bangladesh)) fair to improve the health and safety of the garment industry in the Bangladesh.



Conclusion:

A strong health and safety program for any industrial organization can ensure the safety and well-being of its employees. From this study it can be concluded that the selection agency (Fashion.com Limited) 2013 Amended Bangladesh Labor Law does not comply with all provisions relating to worker health, hygiene and safety as set out in 200. The above recommendations Examples of bodies should be followed. Stakeholders and regulators (including the Bangladesh government) should be concerned, not just exemplary apparel companies If it is possible to improve the overall health and safety environment of the garment industry in Bangladesh, then Opportunities exist to improve the overall productivity of workers and businesses, which will contribute to Bangladesh's economic development.



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