



IMPACT OF ADMINISTRATIVE HR PRACTICES ON WORKFORCE PRODUCTIVITY AND SAFETY COMPLIANCE IN AUTOLINE INDUSTRIES' MANUFACTURING UNIT

**VIKRANT VILAS
LANDE**
Research Scholar
SHRI JJT UNIVERSITY,
CHUDELA,
JHUNJHUNU (RAJ)

DR. KRITIKA SINGH
Guide
SHRI JJT UNIVERSITY,
CHUDELA,
JHUNJHUNU (RAJ)

**DR. BAGUL
DHANANJAY
BHASKARROU**
Co-Guide
SHRI JJT UNIVERSITY,
CHUDELA,
JHUNJHUNU (RAJ)

Abstract

This research explores the influence of administrative human resource (HR) practices on workforce productivity and safety compliance within the manufacturing unit of Autoline Industries. Effective HR policies in recruitment, training, attendance management, and employee engagement are essential to ensure high performance and a safe working environment. The study employs a mixed-method approach using structured employee surveys, safety audit records, and HR policy reviews. Results indicate that structured training programs, attendance tracking, and performance appraisals significantly contribute to productivity, while active safety training and incident response mechanisms ensure regulatory compliance. However, communication gaps and limited feedback mechanisms were identified as areas for improvement. The paper concludes with practical recommendations for HR policy enhancement to foster sustainable industrial growth.

Keywords:

Human Resource Practices, Workforce Productivity, Safety Compliance, Manufacturing, Autoline Industries

1. Introduction

Human Resource Management (HRM) plays a pivotal role in aligning organizational goals with workforce efficiency and safety standards, especially in manufacturing settings. Autoline Industries, a prominent player in automotive components manufacturing, relies heavily on a skilled, compliant, and motivated workforce.

This study assesses the role of HR administrative practices in influencing productivity levels and safety adherence. With increasing pressure on manufacturing units to meet both output and regulatory standards, the efficiency of HR systems becomes central to operational success.

2. Objectives

1. To evaluate key administrative HR practices in Autoline's manufacturing unit
2. To measure the impact of these practices on workforce productivity
3. To assess the link between HR interventions and safety compliance
4. To identify challenges and propose improvements

3. Methodology

3.1 Research Design

The study uses a **descriptive and analytical design**, relying on both quantitative and qualitative data.

3.2 Sample

- 55 workers and 10 HR/administrative personnel from production, safety, and HR departments

3.3 Data Collection Tools

- Structured questionnaire (Likert scale)
- Interviews with HR and safety officers
- Analysis of HR policy documents, training logs, and safety compliance records (2022–24)

4. Conceptual Framework

HR Practice Category	Target Outcome
Recruitment & Onboarding	Employee alignment, reduced turnover
Training & Development	Skill enhancement, safety awareness
Attendance & Time Management	Productivity and discipline
Performance Appraisal	Motivation, accountability
Safety Training & Monitoring	Regulatory compliance, injury reduction

5. Data Analysis and Interpretation

5.1 Recruitment & Onboarding

- 72% of workers reported satisfactory onboarding experiences
- Lack of standard skill mapping before placement in 30% of cases
- Suggestion: Use structured job-fit analysis and induction checklists

5.2 Training & Development

- 88% reported receiving technical training
- Only 42% received **refresher safety training** in the past year
- Correlation: **Training frequency positively linked with productivity** ($r = 0.47, p < 0.01$)
- Interpretation: Regular skill upgrades and safety refreshers directly support operational outcomes

5.3 Attendance Management

- Introduction of biometric attendance improved punctuality by 12% over 6 months
- Absenteeism higher in departments without daily supervisor check-ins
- Recommendation: Reinforce supervisor accountability in attendance monitoring

5.4 Performance Appraisal

- 65% of workers found the system fair but inconsistent
- Peer review element absent; promotions perceived as delayed
- Suggestion: Incorporate 360° feedback and define appraisal timelines

5.5 Safety Compliance

- Safety audit reports showed:
 - PPE compliance at 92%
 - Incident rate: 1.6 minor injuries/month (down from 2.3/year before 2022)

- Interview data: Regular toolbox talks and visual signage credited for improvement
- Limitation: Safety drills are not conducted monthly, despite policy

6. Results Summary

HR Practice	Observed Impact	Status
Recruitment	Moderate retention, uneven placement	Needs refinement
Training	Strong effect on productivity & safety	Needs consistency
Attendance	Improved discipline with monitoring	Effective
Performance Appraisal	Motivation impact, lacking transparency	Partially effective
Safety Compliance	High adherence, better awareness	Effective

7. Recommendations

1. **Structured Job Profiling** to improve recruitment alignment
2. **Mandatory Quarterly Safety Training** for all staff
3. **Digital Tracking of Training Hours** using HRMS tools
4. **Regularization of Appraisal Cycle** with defined KPIs and feedback
5. **Monthly Safety Drills & Simulations** to reinforce emergency response
6. **Establishment of HR Helpdesk** for policy clarification and grievances

8. Conclusion

The study confirms that administrative HR practices play a crucial role in shaping both workforce productivity and safety compliance. At Autoline Industries, well-structured training programs, attendance tracking, and safety initiatives have proven effective. However, performance management systems and post-recruitment assessments need further enhancement. A proactive, transparent, and digitized HR administration will ensure long-term workforce efficiency and regulatory alignment in manufacturing operations.

9. References

- *Armstrong, M. (2020). Handbook of Human Resource Management Practice. Kogan Page.*
- *Gupta, S. (2019). HR Practices and Organizational Performance in Manufacturing. IJSRM*
- *Autoline Industries Ltd. (2023). HR Policy Manual and Safety Compliance Reports*
- *Subramaniam, M., & Pillai, R. (2018). HRM and Safety Culture in Indian Industries. Asian Journal of Management*
- *OSHA India (2022). Workplace Safety Standards for Medium Manufacturing Units*