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VICTORIA GOVERNMENT GAZETTE.

Published by Authority.

[Registered at the General Post Office, Melbourne, for transmission by post as a newspaper.]

No. 150.]

TUESDAY, NOVEMBER 13.

[1928.

REGULATIONS

UNDER THE

FACTORIES AND SHOPS ACTS.

REGULATIONS UNDER THE FACTORIES AND SHOPS ACTS.

At the Executive Council Chamber, Melbourne, the
twelfth day of November, 1928.

PRESENT:

His Excellency the Governor of Victoria.
Mr. Prendergast | Mr. Disney.

WHEREAS by the Factories and Shops Acts it is enacted that the Governor in Council may, by Order published in the *Government Gazette*, from time to time make, alter, and revoke regulations for the purposes therein mentioned, and generally for carrying into effect the provisions of the said Acts: And whereas it is amongst other things enacted that the Governor in Council, if the Minister has certified that any manufacture, plant, process, or labour used in factories is dangerous to life or limb generally, may make such Regulations as may be deemed necessary and reasonably practicable to decrease or prevent danger from such manufacture, plant, process, or labour: And whereas the Honorable Sir Alexander James Peacock, who was then His Majesty's Minister of Labour for the State of Victoria, has certified as follows in certain certificates that the plant mentioned in regulations 10 to 23 inclusive of Chapter IX. hereof is dangerous to life or limb generally, and that the manufacture mentioned in regulations 32 to 53 inclusive of Chapter I. hereof is dangerous: Now therefore His Excellency the Governor of the State of Victoria, by and with the advice of the Executive Council thereof, under the powers hereinbefore recited, as well as under all other powers by the said Acts him enabling in that behalf, doth by this Order revoke the Regulations made on the 20th February, 1923, 31st July, 1923, 27th November, 1923, 8th April, 1924, 26th May, 1924, 25th August, 1924, 27th July, 1925, 11th August, 1925, 10th August, 1926, 8th February, 1927, 6th September, 1927, and 6th June, 1928, respectively, under the provisions of the aforesaid Acts, and in lieu thereof doth make the following Regulations (that is to say):—

CHAPTER I.

FACTORIES.

Definition.

1. The word "administrators" in these Regulations shall mean the Council of the municipality in which the factory is situated and the Chief Inspector of Factories.

Application to Register.

2. The written notice to be served on the Chief Inspector by the occupier of a factory in accordance with the Factories and Shops Acts shall be in the following form, and may be left at his office in Melbourne, or sent to him through the post.

REGISTRATION OF FACTORY (ACT 2850, SEC. 14).

The Chief Inspector of Factories, Spring-street, Melbourne.

'I [or We] ' hereby give you notice that ' desire to occupy as a factory the premises described hereunder.

The full names of the persons or body of persons who will occupy the factory are	
The trade name of the firm is	
The premises are situate at	
Class of work to be carried on is	
The mechanical power is	
(Electricity, steam, &c., full description required).	
The number of persons now working (including working employers) is	viz.:—
The premises are built of	males and
The roof is (lined with	females.
The roof is (celled with	
The means of escape in case of fire are (a)	
(b) Stairs built of	
Width of stairs at narrowest part is	
The number of stairs is	
The position of stairs is	
The number of closets for females is	
The number of closets for males is	
Lavatory is provided for	
Urinal is provided for	

The Number of Work-rooms is . . . , and the Dimensions are as below:—

How Room is distinguished.	Floor (Ground, First, &c.)	Maximum Number of Persons to Work in Room.	Height.		Length.		Breadth.		Number of Windows.	Number of Doors.	Number of Ventilators.	
			Feet.	Inches.	Feet.	Inches.	Feet.	Inches.			Inlet.	Outlet.

Applicant's Signature.

Date / /

NOTE.—Section 238 of the *Factories and Shops Act 1915* imposes penalty upon any person making false entry of any particulars in this notice.

I have examined the above factory and find the particulars given correct.

good
The factory is in fair condition. Exits and ventilation are :—
bad

Inspector of Factories.

This factory will accommodate..... employes. Register.....

Chief Inspector of Factories.

19

[BACK.]

Occupier— Address— Business— Accommodation for— Motive Power—	Year.										
	No. of Employes.	M.	F.								
	Certificate No.										
	Fee.										

Application for Approval of Municipal Council.

3. Every person who is in occupation of any place which is about to become for the first time, or after a period of disuse is about to again become, a factory shall, before the same is used or again used as such, forward to the Council for the district full particulars as to such office, building, or place in the following form, namely :—

To the Municipal Clerk.

SIR

I hereby give you notice that I desire to occupy the premises described Section 15 (1). hereunder as a factory and request that the same may be approved by the Local Municipal Council.

The full names of the persons or body of persons who will occupy the factory are ..	
The trade name of the firm is ..	
The premises are situate at ..	
The factory will manufacture ..	
The mechanical power is ..	
(Electricity, steam, &c., full description required.)	
The number of persons who will probably be working (including working employes) is ..	viz. :— males and females.
The premises are built of ..	
The roof is (lined with ..	
The means of escape in case of fire are (a) ..	
(b) Stairs built of ..	
Width of stairs at narrowest part is ..	
The number of stairs is ..	
The position of stairs is ..	
The number of closets for females is ..	
The number of closets for males is ..	
Lavatory is provided for ..	
Urinal is provided for ..	

THE NUMBER OF WORK-ROOMS IS AND THE DIMENSIONS ARE AS BELOW :—

How Room is Distinguished.	Floor (ground, first, &c.).	The Maximum Number of Persons to work in room.	Height.		Length.		Breadth.		Number of Windows.	Number of Doors.	Number of Ventilators.	
			feet.	inches.	feet.	inches.	feet.	inches.			Inlet.	Outlet.

Applicant's Signature—

Date / /

NOTE.—Section 238 of the *Factories and Shops Act 1915* imposes penalty upon any person making false entry of any particulars in this notice.

Form of Approval.

Section 15 (2). 4 (a). When the Council has approved of any such place as suitable for a factory the Municipal Clerk shall issue an approval in writing in the following form :—

Date 19

To the Chief Inspector of Factories, Melbourne.

The Municipal Council of has approved of the undermentioned premises as suitable for a factory :—

Name of Firm.	Business to be carried on.	Address (Street, &c.).	Number of Persons for whom Accommodation is provided.		
			Males.	Females.	Where both Sexes can be employed together.

(Signed)

Municipal Clerk.

Council to Notify Objection.

4 (b). If the place proposed to be registered does not come up to the standard required by these Regulations, or by such one or more of them as may be applicable to the particular place in question, the Council shall notify to the person in occupation of such place the particular objection which, on examination, is disclosed, and such place shall not be registered until these Regulations are complied with. A copy of such notification shall be simultaneously forwarded to the Chief Inspector of Factories.

Record of Factory Employés to be kept.

Section 22.

5. The true record of the names, work, and wages of all persons employed in or in connexion with a factory, and the ages of all persons employed under twenty-one years of age, required to be kept by section 22 shall be in the following form :—

Trade—

Name of Employer (in full)—

Trade Name (if any)—

Street, Number, and Locality (in full)—

RECORD OF ALL EMPLOYÉS, INCLUDING WORKING EMPLOYERS, CARTERS, CLERKS, PACKERS, APPRENTICES, IMPROVERS, AND ALL OTHERS.

Name of Employé.	Description of Work. (Apprentices and Improvers should be clearly indicated.)	No. of hours worked during the Week.	Amount of Week's Earnings.					
			Wages.				Piece-work.	
			Males.		Females.		Males.	Females.
			Under 21 years.	21 years and over.	Under 21 years.	21 years and over.		
			s. d.	s. d.	s. d.	s. d.	s. d.	s. d.

Record of Factory Employés to be sent in.

6. Within seven days after the 1st January in each year a record in the following form shall be forwarded to the Chief Inspector of Factories :—

Section 22.

RECORD OF EMPLOYÉS.

For use by Factory Occupiers only.

Trade—

Name of Employer (in full)—

Trade Name (if any)—

Street, Number, and Locality of factory (in full)—

If you have any other Factory please furnish address—

The total number of persons employed during the first week in December, 19 , including working employers and persons such as carters working outside but in connexion with the factory is—

Males.	Females.	Total.

The total number of such persons working *inside* the factory is males

The fee £ is enclosed herewith.

NOTE.—Only persons inside factory count as to the amount of the fee.

Signature—

Date—

The Chief Inspector of Factories,
Spring-street, Melbourne, C.I.

DIRECTIONS.

" Factory " means any office building or place—

in which four or more persons are employed directly or indirectly in working in any handicraft or in preparing or manufacturing articles for trade or sale ;

in which one or more Chinese persons are or is employed directly or indirectly in working in any handicraft or in preparing or manufacturing articles for trade or sale ;

in which one or more persons are or is employed :—

and in which steam water gas oil or electric power is used in preparing or manufacturing articles for trade or sale ;

and in which furniture is prepared or manufactured ;

in preparing or manufacturing goods made of bamboo or wicker or any substitute therefor;

in mixing or pasting or smelting in connexion with the manufacture or repair of electric accumulators ;

and in which any bread or pastry is made or baked for sale; or any confectionery or cereal food for human consumption is prepared or manufactured for trade or sale;

in which electricity is generated or mechanically transformed for the supply of heat or light or power ;

in which coal gas is made; and also

any clay-pit or quarry worked in connexion with and occupied by the occupier of any pottery or brickyard.

Following is a table of the annual fees—Every factory in which—

The occupier works alone	£0	2	6
1 or 2 persons are employed	0	5	0
3 or 4	0	10	0
5 to 10	1	0	0
11 to 20	2	0	0
21 to 30	3	0	0
31 to 50	4	0	0
51 to 100	5	0	0
More than 100 persons are employed	10	0	0

Any person or body of persons occupying two or more separate factories shall pay a fee calculated on the aggregate number of all the employes in all of the separate factories.

The annual fee for the registration of the factory and the record (both of which must be received before the factory can be registered) are due on the 1st day of January in each year, and should be sent to the Chief Inspector of Factories, Spring-street, Melbourne.

The fee should be paid in the form of cash, cheques (without exchange), money orders, or postal notes. Stamps will NOT be accepted.

No notice or demand, written or verbal, will be given or made for the record and fee, but occupiers of factories making default are liable to a penalty of £10, and £1 for every day late.

Whenever a factory is transferred to a new occupier or to other premises a fresh registration must be made and another fee paid.

Employees should be grouped as far as possible according to the Determination under which they are paid, and, where necessary, each group should be shown on a separate form.

RECORD OF ALL EMPLOYÉS, INCLUDING WORKING EMPLOYERS, CARTERS, CLERKS,
PACKERS, APPRENTICES, IMPROVERS, AND ALL OTHERS.

[illegible]

DECLARATION.

I, _____ of _____ do hereby declare that the above is a full and complete list of all persons (including working employers and members of their families, carters, clerks, packers, and others working in connexion with the factory) employed during the first week of December, 19____; and that it is true and correct in every particular.

Dated the _____ day of _____

19

(Signature of occupier or manager).

(Another form should be obtained if more space required.)

Registration.

7. It shall be the duty of every person or body of persons in occupation of any factory to procure forms and apply for registration of the factory as aforesaid without any reminder or demand therefor having been made.

Certificate of Registration.

8. The Chief Inspector of Factories shall for every factory registered by him issue a certificate.

BUILDING REQUIREMENTS.

General Construction.

9. The design of the building and the appurtenances shall, together with the materials and mode of construction, be such as shall secure the health safety and convenience of the persons employed therein.

Wooden Buildings.

10. No room in any wooden building on any floor above the first floor—that is to say, the floor next above the ground floor—shall be approved of as suitable for a factory.

Air Space.

Section 24.

11. From the floor level to a height of thirteen (13) feet the free air space shall amount to at least four hundred (400) cubic feet per person employed.

Ventilation.

12. (a) If a system of mechanical ventilation approved by the administrators is not installed and properly utilized, each workroom shall be provided with means of ventilation by openings other than windows or doors for the inlet and outlet of air in the proportion (except where otherwise expressly provided*) of not less than 12 square inches of inlet openings and 12 square inches of outlet openings for each person employed in such workroom; such space to be calculated exclusive of all bars, ornamentation, or other obstruction thereto. Such inlet openings shall be provided at the height of about 7 feet from the floor level by tubes, shafts, or hoppers in the external walls, external doors, or external windows, and shall be provided with means by which they may be readily closed and opened and by which they may be kept open in varying degrees; and such outlet openings shall be provided either in the walls of such room by externally-shielded openings as close to the ceiling thereof as may be practicable, or else in the ceiling; and in the latter case there shall be connected with each such opening an open tube or shaft having a transverse area equal to that required, and leading through and above the roof of the building, and having its upper end terminating in a cowl or other similar contrivance.

(b) The provisions of this Regulation shall not, unless considered necessary by the administrators, apply to a work-room in which there are a fire-place with chimney and a window made to open, and in which not more than four persons are employed. Proper means for outlet ventilation shall be provided for all stairwells.

Lighting.

Section 25.

13. All means of egress, passage-ways, and stairs shall be lighted to a degree sufficient for escape purposes, and, if considered necessary by the administrators, same shall be indicated by a sign bearing the word *Escape Passage* or *Stair*, whichever may be applicable, in large red letters on a white ground.

Fire Escape.

14. The following requirements regarding means of escape shall be complied with in all factories provided that places that have been registered and occupied as factories prior to the 1st October, 1928, may continue to be so registered and occupied while the administrators consider the means of escape in case of fire are sufficient to insure the safety of the inmates.

(a) There shall be provided for every floor of a factory above the ground floor a *primary* and an *alternative* escape in case of fire. These shall be so constructed and situated as to allow of each escape being readily and safely accessible to and usable by all of the persons who may be accommodated on the different parts of every floor, so that should exit by one escape become obstructed exit by the other shall be instantly available and safely accessible and usable.

(b) The *primary* escape shall, wherever practicable, be an external stair, any windows in close proximity to which shall have metal frames and sashes and be glazed with wire-rolled plate glass. Wherever it is impracticable to build an external stair, it shall be an internal stair completely fire-isolated, situated as far as possible from lifts or other stairs, and having direct communication with the outer air.

(c) The *alternative* escape shall be either a stair or some other means of escape satisfactory to the administrators and approved by them.

(d) Notwithstanding the provisions of paragraphs a and c of this Regulation it shall not be compulsory (unless in the opinion of the administrators there are circumstances which render same necessary) to provide an alternative escape in the following cases:—

- (1) a wooden building in which not more than twenty persons are employed on the first floor,
- (2) in the case of a brick, stone or concrete building having not more than one floor above the ground floor, and in which the number of persons employed on the floors above the ground floor does not exceed 150.

(e) Provided further that for any building situate within the Metropolitan District or the Geelong District as defined in the Factories and Shops Acts or in any City or Town outside such Districts other means of escape which do not comply with all the requirements of regulations 14 and 15 may be accepted if the Building Surveyor or the Deputy Building Surveyor of the City of Melbourne or the Engineer of any other Municipality and the Chief Officer or Deputy Chief Officer of the Metropolitan or Country Fire Brigades certify in writing that, in their opinion, full compliance is impracticable, unsuitable, or unnecessary, and that the other means of escape (specified in the certificate) are at least as safe and effective.

Stairs and Landings.

Section 25.

15. All stairs and landings shall be constructed of fire-resisting materials with—

- (a) Straight flights with half-space or quarter-space landings at intervals of not more than sixteen nor less than two risers.
- (b) A securely fixed continuous hand rail on one side at a vertical height of not less than 2 ft. 10 in. above the nosing of the tread, and not less than 3 feet above the landing where the stairway is 3 ft. 4 in.

* See Chapter I., Class B (i and j), Class F (b), and Class G (b), Regulation 35.

or less in width; two such continuous handrails (one on each side) where the stairway is over 3 ft. 4 in. in width. Balusters or mid-rails shall be provided to every open side of every unenclosed stair.

- (c) A clear headway throughout of not less than 6 ft. 6 in.
- (d) Steps of uniform dimensions throughout, with strongly secured treads, not less than 10 inches exclusive of nosing, and risers of not more than 7 inches.
- (e) The underside of stairs lined except where risers are fitted.
- (f) A landing at each floor of the same width as the stair with a fire-resisting self-closing door, not less than 6 ft. 6 in. high, of the same width as the landing, and opening outwards, so as not to obstruct the landing. Such door shall be fitted with such fastenings as the administrators may direct to be provided.
- (g) A width of stair, not less than 2 ft. 8 in., where not more than 25 persons are employed; 3 ft. 4 in. where more than 25 persons and not more than 100 persons are employed. Where more than 100 persons are employed the width of stairs shall be increased 20 inches for every extra 100 or fraction of 100 persons.
The number of employes allowed by the administrators for any factory shall not be more than can be accommodated by either the primary or the alternative escape, but for a factory with two or more external or fire-isolated stairs the number of employees may equal but not exceed the total of the actual numbers allowed for each of the respective stairs.
- (h) All walls and partitions enclosing any stair shall be of fire-resisting material. Fire isolated stairs shall be enclosed by reinforced concrete walls, not less than 4 inches thick or by terra cotta walls not less than 6 inches thick or by brick, stone or concrete walls not less than 9 inches thick.

Fire Extinction.

16. The following or other appliances if approved of as equally effective by the administrators shall be provided:— Sections 25 and 26.

- (a) In factories in which more than 25 persons are employed—iron pipes, not less than 2½ inches in diameter, conducting water from a street water main to within the building, with taps with 2½ inches outlet, fitted with Fire Brigade standard hose cocks and hoses of the same dimensions and of such numbers and in such positions as may be approved by the administrators.
- (b) In factories in which not more than 25 persons are employed the iron pipes shall be not less than 1½ inches in diameter with taps with 2½ inches outlet fitted with Fire Brigade standard hose cocks and hoses of the same dimensions and of such numbers and in such positions as may be approved by the administrators.
- (c) In all factories—fire buckets in such proportion as the administrators may direct, and being not less than one bucket to every 400 square feet of floor area up to sixteen hundred (1,600) square feet of floor space, and thereafter one bucket to every 600 square feet of floor space, such buckets to be kept filled with clean water and ready for instant use and placed in proper stands where directed by the administrators, or, in lieu of such fire buckets, chemical fire extinguishers, approved by the administrators, and each of which, having a fluid capacity of 2 gallons, shall be reckoned as equivalent to four fire buckets.

Arrangements satisfactory to the administrators shall be made for all appliances to be maintained in an effective condition.

If by reason of any special circumstances of the case any of these provisions is, in the opinion of the administrators, unnecessary or unsuitable for any particular building or place, the administrators may approve of such building or place without such provision or provisions being carried out.

No person shall smoke or carry a lighted cigar, cigarette, pipe, or match or any naked light within or into any room or enclosed space or any cellar or basement or any part of any premises used as a factory in which any explosive or highly combustible or inflammable material is manufactured or stored.

A conspicuous notice comprising the words "Smoking strictly prohibited" shall be posted in a conspicuous position in each part of the factory to which the preceding paragraph applies.

Egress.

17. The amount of egress space from the ground floor which shall be provided for any factory occupied by not more than 25 persons shall not be less than 2 ft. 8 in.; if occupied by more than 25 persons, but not exceeding 100 persons, it shall be not less than 3 ft. 4 in.; if occupied by a greater number of persons the egress space shall be increased at the rate of 20 inches for every additional 100 or fraction of 100 persons.

Where the amount of egress space required on the ground floor exceeds five (5) feet, at least two separate doorways, placed as far apart as practicable, shall be provided. No doorway or gateway shall be less than 2 ft. 8 in. wide and 6 ft. 6 in. high in the clear.

Internal Approaches to Doorways.

18. No aisle may be less than 2 ft. 8 in. wide. The aggregate width of aisles, passages, or gangways to be at least as wide as the stairways or doorways to which they lead.

Doors and Gateways.

19. Doors and gates forming exits from a factory shall, if so required by the administrators, be hung to open outwards towards the nearest road, street, or right-of-way, or to open both inwards and outwards.

20. No door or gate shall be hung so as to open immediately on to a flight of steps, or to obstruct when open any exit.

21. No door or gate shall during the working hours of the factory be secured with fastenings other than such as will allow such door or gate to be readily opened from the inside without a key.

22. No door or gate across a passage shall have any other fastening except such as will allow the door to be readily opened from each side without a key and is approved by the administrators. Knobs and handles of all bolts and locks must be firmly secured.

23. No door to a fire-isolated stairway shall during the working hours of the factory be—

- (a) kept open for a longer time than is necessary for the passage of persons or goods;
- (b) prevented from closing by wedges or other means.

Heating Appliances.

Section 24.

24. Means and appliances for efficiently warming the factory shall be provided when such means and appliances are considered necessary by the administrators. 25. Except in the case of an electric heater, every heating appliance in every work-room, whether used for the warming of such room or in connexion with the work carried on therein, shall be provided with a flue at least four (4) inches in diameter, and extending to the outer air to a point at least eight (8) feet above the appliance.

Lavatories.

26. The factory (except where otherwise expressly provided*) shall be provided with properly-appointed lavatories, affording the means of free ablution for the persons employed therein, in the proportion of at least one lavatory or basin for every twenty females employed and unless considered unnecessary by the administrators at least one lavatory or basin for every twenty males employed. Hot water to be supplied when considered necessary by the administrators. Every lavatory shall be maintained in a cleanly and efficient state.

Sanitary Accommodation.

Section 25.

27. The factory shall be provided with proper closet accommodation in the proportion of one closet for every twenty persons or fraction of twenty persons employed therein; and where persons of different sexes are employed all such accommodation shall be separate for the sexes, and approaches thereof properly separated for the sexes shall be provided. Adequate urinal accommodation shall be provided for every factory in which four or more males are to be employed, and separate and distinct urinal accommodation for the use of the females may be ordered for every factory in which more than twenty females are to be employed: Provided that in factories in which the majority of those employed are to be of one sex, and not more than two are to be of the other sex, separate and distinct closet accommodation for the persons of different sexes shall not be required if, in the opinion of the administrators, the same is suitably provided in adjoining or adjacent premises: Provided that if the closets and urinals are connected with a sewerage system the following scale may be adopted in lieu of that given above:—

SCALE.

(a)	Number of Males.	Closets for Males.	Number of Closets.
	1-20	1
	21-45	2
	46-70	3
	71-100	4

And one additional closet for every additional 30 male employés.

(b)	Where closet seat is fixed	Number of Males.	Number of Urinals.
	4-45	1
	10-45	1
	46-100	2
	101-150	3
	151-200	4

And one additional urinal for every additional 70 male employés.

(c)	Number of Females.	Closets for Females.	Number of Closets.
	1-20	1
	21-40	2
	41-60	3
	61-80	4
	81-100	5

And for additional numbers over 100, one closet for every 25 females up to 200, and thence one for every 30 females.

Every closet and every urinal must be maintained in a cleanly and efficient state.

Dressing-room for Females.

28. If in any factory any manufacture is to be carried on of such a nature as to necessitate the females employed changing their dresses on entering or on leaving such factory, then such factory shall not be approved unless it be provided with a suitable adequate and properly equipped dressing-room for the use of the females employed therein. Such dressing room shall be maintained in a cleanly state. The provisions of this regulation shall, when so required in writing by the Chief Inspector of Factories, be complied with in the case of any factory which was occupied prior to 1st October, 1928.

No. 2050.
Section 242.

WASHING AND CLEANING OF THE FLOORS, WINDOWS, PRIVIES, AND URINALS OF FACTORIES.

29. The floors and windows of every factory shall, when so required in writing by the Chief Inspector of Factories, be washed with hot water and soap.

30. The seats and floor of every privy used by the employés in any factory shall be thoroughly scrubbed with water and soap once at least every week.

31. Each urinal and the floor adjacent to such urinal shall be thoroughly flushed with water every day.

MANUFACTURE OF WHITE LEAD, RED LEAD OR LITHARGE, OR ELECTRIC ACCUMULATORS.

32. Special conditions to be observed by occupiers and employees of factories in which there is carried on—

- (1) the manufacture of white lead, red lead, or litharge,
- (2) the manufacture or repair of electric accumulators in connexion with which lead or compounds thereof are used.

(See also classes "F" and "G" (regulation 35) for structural requirements respecting these factories.)

* See Chapter I., Class B (g), Class F (g), and Class G (e), regulation 32.

GENERAL PROVISIONS.

Definition.

(a) In these Regulations "Lead Process" shall include—

- (1) any work exposing a person to the dust of white lead, red lead, or litharge, or
- (2) any work involving the manipulation of dry compounds of lead, or pasting, or the smelting or casting of lead or lead compounds in connexion with the manufacture or repair of electric accumulators.

Age.

(b) No male under eighteen years and no female of any age shall be employed in any lead process.

Gloves and Clothing.

(c) (1) The employer shall provide for all persons employed by him in a lead process overalls, consisting of coat and trousers, and india-rubber gloves, which shall be maintained by him in good repair and condition, and shall be thoroughly cleaned at least once a week.

(2) No person shall work at a lead process unless he wears overalls and india-rubber gloves which are in good repair.

(3) No overalls or rubber gloves shall be kept or worn in the second dressing-room required to be provided under class F (c), regulation 35.

Floors to be kept Damp.

(d) The floors or work-rooms in which a lead process is carried on shall be kept constantly damp during working hours, and shall be thoroughly cleaned daily.

Rooms, &c., to be cleaned Daily.

(e) The dressing room, bath, lavatory, and sanitary conveniences shall be thoroughly cleaned daily.

Washing Time.

(f) Before each meal, in addition to the regular meal times and before the end of the day's work, at least ten minutes for washing shall be allowed to each worker engaged in a lead process.

Soap, Nail Brushes, &c., to be provided.

(g) An adequate supply of hot and cold water, soap, nail brushes, and clean towels shall be provided and maintained in the bathroom or lavatory.

Smoking, &c., Prohibited.

(h) No person shall smoke or chew tobacco or take snuff while employed in a lead process.

Food to be kept out of Room.

(i) No person shall introduce into or keep or prepare or partake of any food or drink in any room in which a lead process is carried on.

Precautions after leaving Work-room.

(j) No person, leaving a work-room, shall enter the luncheon room or partake of food until he has taken off his overalls and head covering and placed them in the place provided for the purpose, nor until he has also thoroughly washed face and hands in the bathroom or lavatory.

Interference Prohibited.

(k) No person shall without authority interfere with the means provided for the removal of dust or fumes.

Medicinal Compounds.

(l) There shall be kept available for the use of the employes—

- (1) a medicinal compound prescribed by a duly qualified medical practitioner as being suitable for counteracting the pathological effects of lead absorption or for aiding elimination of lead from the human system; or
- (2) a medicinal compound of the following ingredients:—Sulphate of magnesium (Epsom salts), 2 oz.; water, 1 gallon; lemon syrup, sufficient to flavour.

ADDITIONAL PROVISIONS APPLYING ONLY TO THE MANUFACTURE OF WHITE LEAD, RED LEAD, OR LITHARGE.

Respirators and Head Coverings.

33. Every employé engaged in packing or handling dry white lead, dry red lead, or litharge, or drawing stoves shall be provided with and shall wear a respirator of approved pattern and material, and shall also wear a head covering. Every respirator shall be cleaned daily, and when not in use shall be kept in a suitable place set apart for the purpose.

ADDITIONAL PROVISIONS APPLYING ONLY TO THE MANUFACTURE OR REPAIR OF PLATES FOR ELECTRIC ACCUMULATORS.

Manipulation of Dry Compounds and Pasting.

34. (a) The manipulation of dry compounds of lead and the operation of pasting shall not be carried on in a room or rooms in which any other operation is performed.

Lead Smelting, Casting, and Burning.

(b) Lead smelting, lead casting, and lead burning shall not be carried on in a room or rooms in which any other operation is performed.

Exhaust Draught.

(c) The manipulation of dry compounds of lead shall be carried on only under an exhaust draught so arranged as to effectively draw the dust away from the worker.

Paste Mixing.

(d) Every bench upon which paste is mixed shall be fitted with a grating on which the receptacles containing the lead compounds shall stand. The grating shall be of such mesh and area as will permit all waste lead compounds to fall through into a tray fitted beneath same.

Construction of Tables.

(e) Every bench upon which mixing or pasting is done shall have an impervious top (preferably of marble or of plate glass) and raised edges.

Cleansing of Benches.

(f) Every bench shall be thoroughly cleansed at the end of each day's work.

Hoods and Flues to Melting Pots.

(g) Every melting pot shall be covered with a suitable hood and flue so arranged as to carry all fumes and hot air away from the worker and from the work-room.

Receptacles for Lead Ashes, &c.

(h) All lead ashes, scrap lead, and refuse shall be kept in receptacles specially provided for the purpose.

MATERIALS AND CONSTRUCTION OF CERTAIN FACTORIES.

35. The following rules respecting the materials and the construction of factory buildings are to be observed as far as possible:—

GENERAL.*Rooms in which Females Work.*

No room to be used by females shall be approved—

(a) if the roof of such room be of iron, and at a shorter distance than 20 feet above the floor, unless the said room be ceiled or the roof be lined;

(b) if the floor be of concrete or brick, unless the working area in use be covered with a suitable non-conducting material, approved of by the Administrators.

The provisions of sub-clause (ib) shall, when so required in writing by the Chief Inspector of Factories, be complied with in the case of any factory which was occupied prior to 1st October, 1928.

Class "A."

Buildings for ham and bacon curing, fish curing, meat preserving, jam making, fruit preserving, and dairy produce manufacturing, and similar trades.

The ceiling or roof to be not less than 12 feet in height; walls to be painted plastered with smooth cement, or covered with other impervious material, at least 6 feet in height above floor level, so as to be easily washed and cleaned. The ground floors to be imperviously paved, and all floors to be laid so as to drain into an approved sewerage system if this be available or failing this into paved channels; the latter to be intercepted by deodorizing tanks when required by the administrators. All yards to be either gravelled or paved as may be required by the administrators, and well drained.

Class "B."

Buildings to be used as bakehouses or butchers' small-goods houses.

(a) The ceiling or wall-plates to be not less than 12 feet in height. The walls of the bakehouse or small-goods house to be plastered with cement, or covered with other impervious material, to a height of at least 6 feet above the floor level.

(b) The walls above the dado and also the ceiling to be plastered or lined with non-absorbent material; all joints to be filled and kept vermin proof.

(c) The floors of bakehouses and small-goods houses to be imperviously paved and to be laid so as to drain into an approved sewerage system if this be available, or failing this into paved channels.

(d) All yards to be either gravelled or paved, and well drained. No part of a stable, manure receptacle, closet, or urinal to be within 12 feet of any building or room in which bread or small goods is or are made. If, however, such closet or urinal be connected with an approved sewerage system, and conforms with the Sewerage Authority's regulations, the latter part of this paragraph shall not apply.

(e) No building or room in which bread or small-goods is or are made shall communicate in any way with any stable.

(f) A suitable place, apart from the bakehouses or storerooms, in which any person working in the bakehouse may change and keep his clothing, shall be provided. The door from this place shall not open directly into the bakehouse.

(g) One lavatory or basin, affording the means of free ablution for every ten or fraction of ten employes in a bakehouse, or such lavatory system as may be approved by the administrators, shall be provided, and there shall be maintained therewith an adequate supply of fresh water, soap, nail brushes, and clean towels.

(h) A bakehouse or small-goods house shall be so constructed and maintained in such condition as to prevent the ingress of flies, rats, mice, or other vermin.

(i) The ventilation to be provided in a bakehouse shall be by openings other than windows and doors for the inlet and outlet of air in the proportion of not less than 24 square inches of inlet and 24 square inches of outlet openings for each person employed in such bakehouse. Such ventilation to be subject to such other provisions of regulation 12 as are applicable.

(j) Notwithstanding the above requirements, any places in course of registration at the date these Regulations are passed or registered and occupied as bakehouses or small-goods houses prior to the 1st October, 1928, may be registered or continue to be so registered and occupied so long as the administrators consider the condition of same to be satisfactory. Effective sub-floor ventilation shall, however, be provided in every case where the floor of a bakehouse is not imperviously paved.

Class "C."

Buildings for leather dressing, tanning, parchment making, and similar trades.

The ground floors to be imperviously paved, and to be laid so as to drain into an approved sewerage system if this be available or into paved channels intercepted by deodorizing tanks. All yards to be gravelled or paved as may be required by the administrators and well drained.

Class "D."

Buildings to be used as factories for the following trades :—

Bone crushing,
Artificial manure manufacturing,
Bone boiling or burning, or grinding, or milling,
Fat extracting or melting or rendering,
Fellmongeries,
Wool scouring or wool washing,
Flock, shoddy, or mungo factories,
Glue or size making,
Gut cleaning scraping, drying, or spinning,
Marine stores in which are received or sorted anything likely to become offensive,
Poultry killing,
Egg picking or sorting,
Soap or candle works,
Soup drying, and
Tripe boiling,

must comply with the regulations relating to offensive trades made under the Health Acts.

Class "E."

Buildings for antimony works, smelting works of any kind, works for treatment of pyrites, ammonia, and other similar works or reclamation of rubber works.

(a) Buildings for works included in this class to be provided with suitable condensing apparatus, so as to render the fumes innocuous.

(b) All ground floors to be imperviously paved and to be laid so as to drain into an approved sewerage system or to channels intercepted by deodorizing tanks. All yards to be gravelled or paved and well drained.

Class "F."

Buildings for the manufacture of white lead, red lead, or litharge.

(a) All floors shall be imperviously paved and to be laid so as to drain into an approved sewerage system or into impervious drains.

(b) Every room shall be provided with—

(1) a system of mechanical ventilation approved by the Chief Inspector of Factories; or

(2) openings, other than windows and doors, for inlet and outlet of air, in the proportion of not less than 24 square inches of inlet openings and 24 square inches of outlet openings for each person working in the room. Such ventilation to be subject to such other provisions of regulation 12 as are applicable.

(c) Efficient control of dust and fumes shall be provided by approved mechanical means.

(d) A luncheon room shall be provided for the use of employés, constructed and placed so as to be free from dust or fumes generated in the manufacturing process, and having no direct communication with a work-room.

(e) Two dressing rooms shall be provided. In the first shall be removed and stored all private clothing put off by the workman during working hours. In the second shall be put on, removed, and stored all overalls and other clothing worn only while at work.

(f) Such dressing rooms shall be so constructed and placed as to be free from any dust or fumes generated in the manufacturing process.

(g) A bathroom, with bath and lavatory accommodation, shall be provided. The lavatory accommodation may consist of lavatory basins or washing troughs as follows :—

One lavatory basin to every five persons or fraction of five persons employed, or washing troughs of sufficient length to allow 2 feet at least to every five persons or fraction of five persons employed.

If practicable, the bathroom shall be situated between the dressing rooms.

(h) A closed cupboard shall be provided wherein to keep respirators when not in use, also apparatus for washing and sterilizing them.

Class "G."

Buildings in which lead or compounds thereof are used for the manufacture or repair of electric accumulators.

(a) The floors of all rooms in which lead or compounds thereof are used for the manufacture or repair of electric accumulators shall be of cement or similar impervious material with a smooth surface and laid so as to drain into an approved sewerage system or into impervious drains.

(b) Every room shall be provided with—

(1) a system of mechanical ventilation approved by the Chief Inspector of Factories; or

(2) openings, other than windows and doors, for the inlet and outlet of air in the proportion of not less than 24 square inches of inlet openings and 24 square inches of outlet openings for each person working in the room. Such ventilation to be subject to such other provisions of regulation 12 as are applicable.

(c) Efficient control of dust and fumes shall be provided by approved mechanical means.

(d) A cloakroom shall be provided and maintained in which workers may deposit clothing put off during working hours.

(e) A suitable lavatory shall be provided and maintained for the use of the employés. Lavatory basins, with hot and cold water laid on and a waste pipe fitted to each, shall be installed therein in the proportion of one basin at least for every five or fraction of five persons working.

(See Regulations 32, 33, and 34 for further requirements regarding classes "F" and "G.")

FORMS.

Record of Outwork.

36. The record to be kept by the occupiers of factories, and others who give out work, of the work done outside a factory, and the name and address of every person by whom the same is done, and the prices paid in each instance for the work, shall be in the following form :—

Section 23. RECORD UNDER THE FACTORIES AND SHOPS ACTS OF WORK DONE OUTSIDE A
Act 2650, and. FACTORY FOR EACH WEEK DURING THE YEAR 19 IN THE TRADE OF
Sec. 4 Act 3573.

There shall be forwarded to the Secretary for Labour, not later than the 8th day of each month, a record, in the following form, of the work done for the preceding month.

Name of Employer—
Address—

Date.	Name.	Street.	Place.	Description of Work.	Rate.

I certify that the within record is a true and correct account of the amount and kind of work done for me by the persons named herein, and the prices paid for same during the

Signature of Employer—

Date— 19

Record of Fines imposed.

Section 22.

37. The record of all fines levied upon his employes by the occupier of any factory shall be kept in the following form, and a copy of such record shall be forwarded to the Chief Inspector within seven days of the 1st January in each year.

RETURN UNDER THE FACTORIES AND SHOPS ACTS OF FINES LEVIED FOR THE
YEAR 19

This return is to be forwarded to the Chief Inspector of Factories on 1st January in each year.

Name of Occupier or Firm—

Address—

Nature of Work carried on—

Name of Employé.	Date of Fine.	Amount of Fine.	Particulars.

I certify that the above is a true and correct list of the fines levied upon the employes in the factory of at

Signature of Occupier or Manager—

Date— 19

CHAPTER II.

SHOPS.

Act 2650
sec. 125.
Form and Fee.
and Act 3573
sec. 19.

1. The registration of any place as a shop shall be effected by forwarding to the Chief Inspector of Factories, Spring-street, Melbourne, full particulars of such place, and of the persons employed therein, including the carters, together with the proper fee for registration, in the following form :—

REGISTRATION OF SHOP.

Act 2650
sec. 125 and
Act 2650
sec. 19.

Names in full of Occupier or Occupiers—

Trade—

Trading Name (if any)—

Address, Street Number and Locality (in full)—

Description of Shop Building (viz., Material of Building, Number of Rooms, &c.)—

Shop Occupied last year by—

The Number of Shop Employés, including Carters, &c., is
 (Owners, Occupiers, or partners, or their sons or daughters, are employés if they do any of the work of the shop.)

The Registration Fee of £ : s. d. is forwarded herewith.

(Note.—Scale of fees below.)

Signature of Occupier or Partner—

Date—

The Chief Inspector of Factories,
 Spring-street,
 Melbourne, C.I.

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DIRECTIONS.

"Shop" means any building or portion of a building or place or any stall, tent, vehicle, or pack in which goods are exposed or offered for sale by retail, and includes any rooms of hairdressers or barbers and boot repairers' shops, and the rooms of dyers and clothes cleaners commonly known as dyers' shops and clothes cleaners' shops. Act 2650 s. 3. Persons who are purely hawkers or pedlars are not required to register.

It is the duty of every occupier of a shop to register at the office of the Chief Inspector of Factories, Spring-street, Melbourne, by posting or delivering a form properly filled up, with the proper fee. No notice, written or verbal, will be given, but shopkeepers unregistered fourteen days after 1st May in each year and new occupiers unregistered fourteen days after the first day of occupation are liable to prosecution. (Penalty £10.)

Whenever a shop is transferred to a new occupier or to other premises a fresh registration must be made and a fresh fee paid.

Registration Forms are obtainable from the Chief Inspector of Factories, Spring-street, Melbourne, or any Inspector of Factories in the country, or at any Police Station.

The fee should be paid in the form of cash, cheques (without exchange), money orders, or postal notes. Postage stamps will not be accepted.

The fees for registration or renewal registration are—

Every shop in which—	£	s.	d.
the occupier works alone	0	2	6
1 or 2 persons are employed	0	5	0
3 or 4 persons are employed	0	10	0
5 to 10 persons are employed	1	0	0
11 to 20 persons are employed	2	0	0
21 to 30 persons are employed	3	0	0
31 to 50 persons are employed	4	0	0
51 to 100 persons are employed	5	0	0
more than 100 persons are employed	10	0	0

Between the 1st September and the last day of February following half-fees are payable on shops first occupied during that period.

The back hereof should be carefully filled in and declared to before this form is sent on with the registration fee.

List of all Shop Employés (including Carters, Clerks, Packers, and others working in connexion with the shop) employed during the week immediately previous to the date this form is filled up. (Employés should be grouped as far as possible according to the Determination under which they are paid.)

Name of Employé	Description of Work. (Apprentices or improvers should be clearly indicated.)	No. of Hours Worked during the Week.	AMOUNT OF WEEK'S EARNINGS.							
			WAGES.							
			Males.				Females.			
			Under 21 yrs.	21 yrs. and over	Under 21 yrs.	21 yrs. and over	Under 21 yrs.	21 yrs. and over	Under 21 yrs.	21 yrs. and over
			s.	d.	s.	d.	s.	d.	s.	d.

DECLARATION.

I, of the person registering, do hereby declare that the above is a full and complete list of all persons (including Carters, Clerks, Packers, and others working in connexion with the shop) employed during the week ended day of 19, in the shop referred to on the other side hereof, and that it is true and correct in every particular.

Dated the day of 192

Signature of Occupier or Manager.

Registration.

2. It shall be the duty of every person or body of persons in occupation of any shop to procure forms and apply for registration of the shop as aforesaid without any reminder or demand therefor having been made.

Certificate of Registration.

3. The Chief Inspector of Factories shall for every shop registered by him issue a certificate.

Sections 113
and 242.*Exits and Stairs.*

4. Every shop erected after the 1st January, 1915, and every shop which the Chief Inspector of Factories considers should be so provided, shall be provided with exits and stairs on the following scales:—

SCALE A.

Exits and Stairs required for Retail Shops used for the sale of Drapery, Millinery, and Fancy Goods, or any other class of goods combined with Drapery, Millinery, and Fancy Goods.

Area of each Floor in Square Feet.	Number and Width of Stairs and Exits.				Total width of Stairs and Exits.
Up to 600 ..	1	2ft. 8in.	2ft. 8in.
More than 600 and not more than 1,000 {	2	2ft. 8in. or	5ft. 4in.
More than 1,000 and not more than 2,000 {	1	2ft. 8in. if fire isolated	2ft. 8in.
More than 2,000 and not more than 4,000 {	2	3ft. 4in.	6ft. 8in.
More than 4,000 and not more than 6,000 {	1	5ft. 0in.	5ft. 0in.
More than 6,000 and not more than 8,000 {	1	3ft. 4in.	One stair to be fire isolated	..	8ft. 4in.
More than 8,000 and not more than 10,000 ..	2	5ft. 0in.	10ft. 0in.
More than 10,000 and not more than 12,000 ..	2	5ft. 0in.	13ft. 4in.
More than 12,000 and not more than 14,000 ..	1	3ft. 4in.	3ft. 4in.
More than 14,000 and not more than 16,000 ..	3	5ft. 0in.	15ft. 0in.
More than 16,000 and not more than 18,000 ..	2	5ft. 0in.	One 5ft. 0in. stair to be fire isolated	..	16ft. 8in.
More than 18,000 and not more than 20,000 ..	2	3ft. 4in.	6ft. 8in.
More than 20,000 and not more than 22,500 ..	3	5ft. 0in.	18ft. 4in.
More than 22,500 and not more than 25,000 ..	1	3ft. 4in.	3ft. 4in.
More than 25,000 feet	4	5ft. 0in.	20ft. 0in.
	4	5ft. 0in.	20ft. 0in.
	1	3ft. 4in.	Two stairs to be fire isolated	..	23ft. 4in.
	5	5ft. 0in.	25ft. 0in.
	4	5ft. 0in.	20ft. 0in.
	2	3ft. 4in.	Two 5ft. 0in. stairs to be fire isolated	..	26ft. 8in.
	6	5ft. 0in.	30ft. 0in.
	Stairs and exits as required by the Chief Inspector of Factories, and the Building Surveyor or Engineer of the Municipal Council				..

SCALE B.

Exits and Stairs required for Retail Shops other than those used for the sale of Drapery, Millinery, or Fancy Goods.

Area of each Floor in Square Feet.	Number and Width of Stairs and Exits.				Total width of Stairs and Exits.
Up to 600 ..	1	2ft. 8in.	2ft. 8in.
More than 600 and not more than 1,000 {	2	2ft. 8in. or	5ft. 4in.
More than 1,000 and not more than 2,000 {	1	2ft. 8in. if fire isolated	2ft. 8in.
More than 2,000 and not more than 4,000 {	1	2ft. 8in.	2ft. 8in.
More than 4,000 and not more than 6,000 {	1	3ft. 4in.	8ft. 4in.
More than 6,000 and not more than 8,000 ..	2	3ft. 4in.	6ft. 8in.
More than 8,000 and not more than 10,000 ..	1	5ft. 0in.	5ft. 0in.
More than 10,000 and not more than 12,000 ..	2	5ft. 0in.	10ft. 0in.
More than 12,000 and not more than 14,000 ..	2	5ft. 0in.	13ft. 4in.
More than 14,000 and not more than 16,000 ..	1	3ft. 4in.	3ft. 4in.
More than 16,000 and not more than 18,000 ..	3	5ft. 0in.	15ft. 0in.
More than 18,000 and not more than 20,000 ..	2	5ft. 0in.	One 5ft. 0in. stair to be fire isolated	..	16ft. 8in.
More than 20,000 and not more than 22,500 ..	2	3ft. 4in.	6ft. 8in.
More than 22,500 and not more than 25,000 ..	3	5ft. 0in.	18ft. 4in.
More than 25,000 feet	1	3ft. 4in.	3ft. 4in.
	4	5ft. 0in.	20ft. 0in.
	4	5ft. 0in.	20ft. 0in.
	1	3ft. 4in.	Two stairs to be fire isolated	..	23ft. 4in.
	5	5ft. 0in.	25ft. 0in.
	2	3ft. 4in.	6ft. 8in.
	4	5ft. 0in.	Two 5ft. 0in. stairs to be fire isolated	..	26ft. 8in.
	Stairs and exits as required by the Chief Inspector of Factories, and the Building Surveyor or Engineer of the Municipal Council				..

The width of stairs in the scales A and B from the third to the sixth floors may be reduced to the width required for the next smaller area, and from the sixth floor upwards may be again reduced to the next succeeding smaller area provided that no stairs shall be reduced to a less width than 3 ft. 4 in. except for floor areas 1,000 sq. feet or less. Stairs shall be as far apart as is practicable from each other and situate as far as practicable from lift elevators or windows and lead direct to exits. If it be considered by the Chief Inspector of Factories impracticable to provide the number of stairs required in Scale A or B a smaller number of stairs may be accepted provided they give an equivalent width of exit.

The position of every exit and stair shall be indicated by the words "Fire escape" printed in large letters, and so placed as to be as far as possible visible from every part of the shop.

Construction of Stairs and Landings.

5. All stairs and landings shall be constructed of fire-resisting materials with—

- (a) Straight flights with half-space or quarter-space landings at intervals of not more than sixteen nor less than two risers.
- (b) A securely fixed continuous handrail on one side at a vertical height of not less than 2 ft. 10 in. above the nosing of the tread, and not less than 3 feet above the landing where the stair is 3 ft. 4 in. or less in width; two such continuous handrails (one on each side) where the stair is over 3 ft. 4 in. in width. Balusters or midrails shall be provided to every open side of every unenclosed stair.
- (c) A clear headway throughout of not less than 6 ft. 6 in.
- (d) Steps of uniform dimensions throughout, with strongly secured treads, not less than 10 inches exclusive of nosing, and rises of not more than 7 inches.
- (e) The underside of stairs lined except where risers are fitted.
- (f) A landing at each floor of the same width as the stair with a fire-resisting self-closing door, not less than 6 ft. 6 in. high, of the same width as the landing, and opening outwards, so as not to obstruct the landing. Such door shall be fitted with such fastenings as the Chief Inspector of Factories may direct to be provided.

Walls and Partitions to Stairs.

6. All walls and partitions enclosing any stairs shall be of fire-resisting material. Fire isolated stairs shall be enclosed by reinforced concrete walls not less than 4 inches thick, or by terra cotta walls not less than 6 inches thick, or by brick, stone, or concrete walls not less than 9 inches thick.

Doors and Gates.

7. Doors and gates forming exits from a shop shall, if so required by the Chief Inspector of Factories, be hung to open outwards towards the nearest road, street, or right-of-way, or to open both inwards and outwards.

8. No door or gate shall be hung so as to open immediately on to a flight of steps, or to obstruct when open any exit.

9. No door or gate shall during the whole time the shop is occupied by the public or by employees, excepting the caretaker or watchman, be secured with fastenings other than such as will allow such door or gate to be readily opened from the inside without a key.

10. No door or gate across a passage shall have any other fastening except such as will allow the door to be readily opened from each side without a key, and is approved by the Chief Inspector of Factories. Knobs and handles of all bolts and locks must be firmly secured.

Internal Approaches to Doorways.

11. No aisle shall be less than 2 ft. 8 in. wide. The aggregate width of aisles, passages, or gangways to be at least as wide as the doorways to which they lead.

Fire Extinction.

12. The following or other appliances if approved of as equally effective by the Chief Inspector of Factories shall be provided:—(a) Iron pipes, not less than 1½ inches in diameter, conducting water from a street water main to within the building, with taps with 2½ inches outlets, fitted with Fire Brigade standard hose cocks, and hoses of the same dimensions and of such numbers and in such positions as may be approved by the Chief Inspector of Factories; (b) fire buckets in such proportion as the Chief Inspector of Factories may direct, and being not less than one bucket to every 400 square feet of floor area up to sixteen hundred (1,600) square feet of floor space, and thereafter one bucket to every 600 square feet of space, such buckets to be kept filled with clean water and ready for instant use and placed in proper stands where directed, or in lieu of fire buckets, effective chemical fire extinguishers, each of which, having a fluid capacity of 2 gallons, shall be reckoned as equivalent to four buckets.

Arrangements satisfactory to the Chief Inspector of Factories shall be made for all appliances to be maintained in an effective condition.

If by reason of any special circumstances of the case any of these provisions is, in the opinion of the Chief Inspector of Factories, unnecessary or unsuitable for any particular building or place, the Chief Inspector of Factories may approve of such building or place without such provision or provisions being carried out.

Ventilation.

13. Every shop erected after the 1st day of January, 1915, and every shop which the Chief Inspector of Factories considers should be so provided shall be provided with means for ventilation on the following scale:—

- (a) Ventilation shall be in all cases natural except where mechanical ventilation is the only system practicable.
- (b) If the ventilation is natural, there shall be in each room an area of windows, capable of being opened equal to at least one-twentieth of the floor area.
- (c) If the ventilation is mechanical, it shall be so constructed as to secure that the whole of the air contained in each room shall be changed at least four times in each hour.

Proper means of outlet ventilation shall be provided for all stairwells.

Section 112.

Sanitary Accommodation.

14. Every building used as a shop shall be provided with proper closet accommodation, which shall be situated as conveniently as practicable in the proportion of one closet at least for every twenty persons or fraction of twenty persons employed therein; and where persons of different sexes are employed all such accommodation shall be separate for the sexes and approaches thereto properly separated for the sexes shall be provided. Adequate urinal accommodation shall be provided for every shop in which four or more males are to be employed, and separate and distinct urinal accommodation for the use of the females employed may be ordered where more than twenty females are to be employed. Provided that where the majority of those employed are to be of one sex, and not more than two are to be of the other sex, separate and distinct privy accommodation for the persons of different sexes shall not be required if in the opinion of the Chief Inspector of Factories the same is suitably provided in adjoining or adjacent premises. Provided that if the privies and urinals are connected with sewerage system the following scale may be adopted in lieu of that given above:—

SCALE A.
Closets for Males.

Number of Males.	Number of Closets.
1-20	1
21-45	2
46-70	3
71-100	4

And one additional closet for every additional 30 male employés.

SCALE B.
Urinals for Males.

Number of Males.	Number of Urinals.
Where closet seat is fixed 4-45	1
.. .. . lifts 10-45	1
.. .. . 46-100	2
.. .. . 101-150	3
.. .. . 151-200	4

And one additional urinal for every additional 70 male employés.

SCALE C.
Closets for Females.

Number of Females.	Number of Closets.
1-20	1
21-40	2
41-60	3
61-80	4
81-100	5

And for additional numbers over 100, one closet for every 25 females up to 200, and thence one for every 30 females.

Every closet and every urinal must be maintained in a cleanly and efficient state.

WASHING AND CLEANING OF THE PRIVIES AND URINALS OF SHOPS.

15. The seats and floor of every privy used by the employés in any shop shall be thoroughly scrubbed with water and soap at least once every week.

16. Each urinal and the floor adjacent to such urinal shall be thoroughly flushed with water every day.

CHAPTER III.

WAGES BOARDS.

Section 137 (5).

1. The Chief Inspector shall prepare rolls of electors, none of whom shall be under eighteen years of age, in the following forms, and each employer and each employé shall have one vote.

Employers' Rolls.

2. The employers' rolls shall be prepared either from the records in the Factories Office, or from the lists forwarded by employers.

ELECTORS' ROLL FOR BOARD.

(1) ROLL OF EMPLOYERS.

Number on Roll.	Surname.	Christian Names in full.	Address.		
			Number.	Street.	Place.

Employés' Rolls.

3. The roll of electors for employés shall in all cases be prepared from lists specially obtained from employers.

ELECTORS' ROLL FOR BOARD.

(II) ROLL OF EMPLOYÉS.

Number on Roll.	Surname.	Christian Names in full.	Address.		
			Number.	Street.	Place.

Employers to Forward Lists.

4. Every employer (whenever by notice in writing required by the Chief Inspector so to do) shall forward a list of persons employed by him in the following form :—

LIST FOR EMPLOYERS' ELECTORS' ROLL OF ALL PERSONS OF EIGHTEEN YEARS OF AGE AND UPWARDS EMPLOYED BY

Name of Occupier or Firm—

Address—

Nature of Process, Trade, Business or Occupation carried on—

Name of Person employed.		Indicate opposite each Name whether Employé is—		Address—			Kind of Work done by each Employé.
Surname.	Christian Name in full.	A Male.	A Female.	Number.	Street.	Place.	

I certify that the above is a true and correct list of all the persons of eighteen years of age and upwards employed, at the date of forwarding this list, as described above.

Signature of Occupier or Manager—

Enrolling Employés.

5. Every employé, not under eighteen years of age, whose name has been omitted, and who will be affected by the Board to be appointed, who produces evidence to the satisfaction of the Chief Inspector that his ordinary occupation when at work is employment in the process, trade, business, or occupation in regard to which the lowest prices or rates of payment are to be determined by the Board shall be enrolled as an elector of representatives of employés on such wages board.

Notice.

6. The Chief Inspector shall notify every employer and employé enrolled for the purposes of a wages board that his name has been duly enrolled.

Appeal.

7. If the Chief Inspector fail, neglect, or refuse to enter any person's name on the electors' roll, such person may appeal to the Minister, who may direct the Chief Inspector to enter such person's name as an elector on the roll, or may dismiss the appeal, and such decision shall be final.

8. No person shall be entitled to be enrolled both as an elector of representatives of employers and as an elector of representatives of employés.

Dates for Election.

9. When an election is necessary and the Rolls of Electors have been prepared the Minister may by notice in the *Government Gazette* appoint a day on or before which nominations of candidates for election may be received by the Returning Officer, and a day for the election of candidates.

10. The Under-Secretary shall be returning officer for the purposes of the election of any wages board, and he may, by writing under his hand, appoint a substitute to act for him.

11. The returning officer, the substitute returning officer, and every clerk employed to count the votes at any election shall, before entering on any of his duties, make and sign before some justice the following declaration :—

Oath.

I, _____, do solemnly declare that I will faithfully and impartially, according to the best of my skill and judgment, exercise and perform all the powers, authorities, and duties reposed in or required of me by the Regulations under the Factories and Shops Acts, as returning officer (or substitute of the returning officer, or clerk employed in counting the votes) for the election of wages boards.

And I do further solemnly promise and declare that I will not, at any such election, attempt to ascertain, save in cases in which I am expressly authorized by law so to do, how any person has voted; and that if in the discharge of my said duties at or concerning any such poll, I learn how any person votes, I will not, by word or act, directly or indirectly, divulge or discover the same, save in answer to some question which I am legally bound to answer.

Nominations.

12. Every candidate as a representative of employers on any wages board shall be nominated, in writing, by 10 electors, and every candidate as a representative of employés on any wages board shall be nominated, in writing, by 25 electors, provided that a nomination by not less than one-fifth of the whole number of employers or of employés (as the case may be) on the electors' roll prepared by the Chief Inspector of Factories shall be sufficient. Every such nomination shall contain the written consent of the candidate to his nomination and shall be delivered or posted to the returning officer so as to reach him before four o'clock on the day of nomination.

13. Should the number of persons so nominated for any wages board as representatives of employers or as representatives of employés not exceed the number to be so elected, the returning officer shall report to the Minister that such persons so nominated to the wages board have been duly elected as representatives of employers or as representatives of employés (as the case may be).

Publication of Nominations.

14. Should the number of persons nominated either as representatives of employers or as representatives of employés exceed the number to be elected on any wages board, the returning officer shall publish the names of persons so nominated in the *Government Gazette*, and a poll shall be taken on the date fixed by the Minister. The poll shall be taken by voting-papers only, and no voting-paper shall be allowed which is received by the returning officer after four o'clock in the afternoon of the day for taking the poll.

Roll.

15. No additional names shall be added to the roll of electors after the returning officer has published in the *Government Gazette* the names of persons nominated.

Voting Papers.

16. Every voting-paper shall contain the names of each of the candidates for election either as a representative of employers or employes (as the case may be). The Chief Inspector shall cause a voting-paper to be posted at least four days prior to the date of such election to every elector whose name and address are on the roll of electors.

Voting.

17. Each elector shall strike out on the voting-paper forwarded to him all the names except those of the candidates for whom such elector desires to vote, and shall forthwith return such voting-paper to the returning officer by placing it in a ballot-box at the office of the Chief Inspector of Factories, or by posting it. No voting-paper shall be allowed in which more or fewer names are left uncanceled than the number of persons to be elected.

Counting Vote.

18. The returning officer shall, as soon as practicable after the hour fixed for receiving voting-papers, count the votes received, and report to the Minister the election of those candidates, not exceeding the number to be elected, who have received the greatest number of votes.

Casting Vote.

19. In case of two or more candidates receiving an equal number of votes, the returning officer shall have a casting vote.

Parliamentary Rules to be followed.

20. In all cases not herein provided for the rules and usages at parliamentary elections shall be followed so far as they may be applicable.

MEETINGS OF WAGES BOARDS AND PAYMENT OF MEMBERS.*Nomination of Chairman.*

21. Every wages board shall meet at the Department of Labour for the purpose of nominating a chairman, and thereafter at such other times and places as may be arranged by such wages board.

Secretary.

22. The Chief Inspector shall direct some officer to act as secretary to each wages board.

Minutes.

23. Entries of all proceedings of any wages board shall be kept by the secretary with the names of the members who attend each meeting.

Conduct of Meetings.

24. The mode of conducting the business for which any wages board is appointed may be fixed by any such wages board, or may be left to the decision of the chairman.

Determination.

25. Every determination shall be communicated to the Minister, in writing, by the chairman of such wages board.

26. After the determination of any wages board has been communicated to the Minister such board shall adjourn *sine die*, and shall meet again only when convened by the Minister of Labour or by the chairman of such wages board.

FEES AND EXPENSES.

27. The chairman and members of boards shall be paid as follows:—

Three hours' attendance or less—Chairman, 15s.; member, 7s. 6d.

Over three hours' attendance—Chairman, 30s.; member, 15s.

Any member residing 10 miles or more from Melbourne shall be paid, in addition, train fares and 15s. a day expenses.

Provided that members shall not be paid fees, fares, or expenses for more than—

(a) ten meetings in the first twelve months after the constitution of the Board;

(b) six meetings in any subsequent year.

When computing the time occupied in attendance, intervals for meals shall not be counted.

CHAPTER IV.**MEDICAL CERTIFICATES.***Factories in which Medical Certificates are required.*

Section 242. 1. Certificate of fitness for employment must be obtained by employes under sixteen years of age working in factories—

Section 46. (a) in which or in connexion with which steam, water, gas, oil, or electric power is used, but such Certificate need not be obtained in factories in which such power is used only to drive sewing machines, or in factories in which dresses, mantles, clothing, white work, underclothing, shirts, or boots and shoes are prepared or manufactured.

(b) in which or in connexion with which work is carried on incidental to the following businesses, manufactures, or trades (that is to say):—

Aerated Water Works.	Iron Mills.
Blast Furnaces.	Lead and Shot Works.
Bleaching and Dyeing Works.	Letter-press Printing Works.
Bookbinding Works.	Manure Works, Bone Mills, Glue Works, &c.
Candle, Soap, and Tallow Works.	Metal Works (that is to say):—Any works in which the manufacture of any article of metal is carried out.
Cigars, Cigarettes, and Tobacco Works.	Paint Works.
Copper Mills.	Plumbers' Works.
Die-sinking and Engraving Works.	Tinware Works.
Earthenware Works.	Varnish Works.
Foundries.	White Lead Works.
Glass and Glass Bottle Works.	Wire Works.
Glass Beveling and Cutting.	
Glass Silvering and Staining.	

(c) in such other cases as the Chief Inspector may by written notice require.

Fees to be taken by Certifying Medical Practitioners.

2. The fee for any examination for a certificate for any male person of fourteen to sixteen years of age, or female person of fifteen to sixteen years of age, shall be 2s. 6d., and where a certificate is granted such fee shall include such certificate. Provided that when the certificate is required in connexion with an application from a girl fourteen years of age for a permit to work in a factory the fee for such examination and certificate shall be 2s. 6d.

The fee must be paid before examination, and will be retained, although no certificate be granted.

3. The fee for any investigation and report required under the Factories and Shops Acts shall be £1 ls. A special fee in the discretion of the Minister may be paid for an investigation and report in any case of exceptional importance and difficulty.

4. No other fee shall be demanded or taken by any certifying medical practitioner.

Examination by Certifying Medical Practitioner.

5. The examination for a certificate must be conducted by the certifying Section 11, medical practitioner in person, and there must be in every case a personal inspection and medical examination.

Books to be Supplied to Certifying Medical Practitioners.

6. The Chief Inspector shall from time to time supply each certifying medical Section 40.
practitioner with a printed book of butts and forms of certificates prepared in the
following form:—

Date—
 Place—
 Name of Applicant—
 Residence—
 Age—
 In what class or
 classes of Factory
 to be employed—
 Remarks :—
 Certifying Medical Practitioner.
 Date—
 * NOTE.—The certifying medical practitioner may
 here insert the words "all classes," or he may
 confine the certificate to any particular class or classes
 of factories by naming same. Certificates are only
 required by persons under sixteen years of age, i.e.,
 by boys between fourteen and sixteen, by girls
 between fifteen and sixteen, or by girls fourteen years
 of age who are applicants for a permit to work in a
 factory.

Record of Examination.

7. Before issuing a certificate the certifying medical practitioner shall enter in the butt the particulars set out in the certificate with such remarks as are applicable. Butts of all used books shall be returned to the Chief Inspector to be filed.

Notice to be sent by the Certifying Medical Practitioner when Certificate is refused.

8. If the certifying medical practitioner cannot grant such certificate to an applicant on account of physical unfitness for employment in a factory, he shall forward to the Chief Inspector of Factories the name and address of the person to whom the certificate is refused.

CHAPTER V.

THE GRANTING OF CERTIFICATES TO ENGINE-DRIVERS AND BOILER ATTENDANTS

Sections 50
and 242.

Examinations

1. Examinations will be conducted at such times and places as may from time to time be notified in the *Government Gazette*, and in a newspaper or newspapers published or circulated in the locality, and candidates will be examined according to priority of receipt of notice required by clause 2.

Preliminary Requirements.

2. Each applicant for a certificate must forward to the Secretary for Mines, Melbourne, notice, in writing, of his intention to present himself for examination, such notice to be given not less than seven clear days prior to the date of examination.

The notice must be accompanied by cash, post-office order, or postal note, to the value of 10s., together with the documents as prescribed by these Regulations.

Should the applicant pass the prescribed examination the deposit shall, in each instance, go towards payment of the fee for certificate; in the event, however, of the failure of the candidate to attend the examination without a reason satisfactory to the Board or to pass the examination, such amount shall be forfeited and paid to the Consolidated Revenue.

3. A candidate must, if possible, produce original testimonials or certificates, signed by his employers, and, if required by the Board, signed by the engine-driver whom he has been assisting, or by the principal of the educational institution where he has been receiving instruction, and such documents must specify clearly and distinctly the class of steam-engines he has driven or assisted to drive, or class of steam-boilers he has attended or assisted to attend. The diameter of the cylinders of the steam-engines driven must be stated on the testimonials. In cases where a candidate is unable, from any sufficient cause, to produce testimonials from his employers, or from the engine-driver whom he has been assisting, or from the principal of the educational institution where he has been receiving instruction, the Board may accept a statutory declaration or other sufficient evidence.

proof that such candidate drove or assisted to drive a steam engine or engines for a period of twelve months, or attended, or assisted to attend, a steam boiler or boilers for a period of six months, as evidence of his having had the necessary experience to entitle him to be examined.

4. Every candidate for a certificate of competency or service must satisfy the Board that his knowledge of the English language is sufficient to enable him to perform the duties required as the holder of a certificate, and shall—

- (a) make a statutory declaration that the testimonials or certified copies thereof he produces are genuine and true and correct in every particular, such declaration and testimonials or certified copies thereof to be presented to and retained by the Board;
- (b) produce written evidence of character;
- (c) produce evidence that he is not subject to any mental or bodily infirmity likely to interfere with the efficient discharge of his duties;
- (d) state his full name, also the place and date of his birth, which shall be inserted in any certificate issued to him; and
- (e) prior to his examination for a certificate of a higher class, produce any certificate issued to him under these Regulations, such latter certificate to be surrendered to the Board in the event of the higher class one being granted.

5. If a candidate fails to pass the examination prescribed he shall not again present himself until a period of not less than three months shall have elapsed from the date of his last examination.

Fees to be Charged.

6. The fees to be paid for certificates shall be—		£	s.	d.
For a 1st class certificate of competency as an engine-driver ..		1	5	0
For a 2nd class certificate of competency as an engine-driver ..		1	0	0
For a 3rd class certificate of competency as an engine-driver ..		1	0	0
For any certificate of service as an engine-driver ..		1	0	0
For a certificate of competency or of service as a boiler attendant ..		0	10	0
For a copy of any certificate (if lost) ..		0	10	0
For a certificate of registration issued under clause 29 of these Regulations ..		0	10	0
For alteration of a 1st class non-condensing certificate to an open certificate ..		0	10	0

No certificate shall be issued until full payment of the fee required shall have been made to the Secretary for Mines.

CERTIFICATE OF COMPETENCY TO DRIVE STEAM-ENGINES.

1st Class Certificate.

7. A 1st class certificate shall entitle the person to whom it is issued to drive any steam-engine in or in connexion with a factory, unless such certificate be qualified as provided for in clause 16.

8. An applicant for a 1st class certificate must, except as hereinafter provided, produce to the Board satisfactory evidence—

- (a) (1) that he has been the holder of a 2nd class certificate under the Factories and Shops Acts, a 3rd class certificate under the Mines Acts, or a corresponding certificate issued in any other State of the Commonwealth or New Zealand, for a period of not less than twelve months, and that he has during that period had charge of and driven for a period of not less than six months and for at least twelve hours per week a steam-engine of a class which he, as the holder of one of such certificates, is entitled to drive, or that he has had at least twelve months' experience in assisting to drive a 1st class steam-engine for at least twelve hours per week; or
- (2) that he has been in charge of and has efficiently managed and driven a steam-engine the cylinder of which is more than 12 inches in diameter, or a double-cylinder steam-engine the cylinders of which have a combined area equal to that of a single cylinder of more than 12 inches in diameter for a period of not less than twelve months, and for at least 24 hours per week; or
- (3) that he has served an apprenticeship to an engineer for five years, and during the period of his apprenticeship has been employed in the making or repairing of steam-engines, or, if he has not served such apprenticeship, that for not less than five years he has been employed as journeyman mechanic in some factory in the making or repairing of steam-engines, and in either case that he has had not less than six months' experience and for at least twelve hours per week in assisting to drive a steam-engine the cylinder of which is more than 12 inches in diameter, or a double-cylinder engine the cylinders of which have a combined area equal to that of a single cylinder of more than 12 inches in diameter; or
- (4) That he has been the holder of a 2nd class certificate under the Factories and Shops Act for a period of twelve months, and that he has had not less than six months' instruction in assisting to drive a 1st class engine actually under steam for at least twelve hours per week or an aggregate minimum period of 300 hours at any educational institution approved by the Board; or
- (5) that he holds the Naval rating of stoker petty officer, leading stoker, or chief stoker; a certificate of service with character and ability assessed as "Very Good" and "Satisfactory" respectively; a certificate that he has passed through a three months' mechanical training course; and an auxiliary watch certificate; and
- (b) that he is at the date of examination not under the age of nineteen (19) years nor over the age of fifty (50) years. The latter age not to apply to persons who had experience in driving steam-engines previous to their attaining the age of fifty (50) years.

In addition to producing this evidence the applicant must pass an examination as to the construction of the various steam-engines, steam-boilers, and their accessories, in general use, and as to the details of different working parts, external and internal, and the use of such parts, and be able to explain how to correct defects, and what action is necessary in the ordinary emergencies which may arise in connexion with steam-engines and steam-boilers.

9. A 1st class certificate will be granted to a candidate who satisfies the Board by the production of his certificate that he has passed an examination equivalent to the examination of a 1st class certificate of competency under these Regulations before some authority recognized by the Governor in Council for that purpose in accordance with the Factories and Shops Acts (see clause 19).

2nd Class Certificate.

10. A 2nd class certificate shall entitle the person to whom it is issued to drive any steam-engine in or in connexion with a factory, the cylinder of which does not exceed 12 inches in diameter, or a double-cylinder steam-engine, the combined area of the cylinders of which does not exceed that of a cylinder 12 inches in diameter, unless such certificate be qualified as provided for in clause 16.

11. An applicant for a 2nd class certificate must produce to the Board satisfactory evidence—

- (a) (1) that he has had not less than twelve months' experience and for at least twelve hours per week in assisting to drive a steam-engine, the cylinder of which exceeds 6 inches in diameter, or a double-cylinder steam-engine, the combined area of the cylinders of which exceeds that of a cylinder 6 inches in diameter; or
- (2) that he has been the holder of a 3rd class certificate under the Factories and Shops Acts for a period of not less than twelve months, and that he has during that period had charge of and driven a 3rd class steam-engine for a period of not less than six months, and for at least twelve hours per week; or
- (3) that he has been the holder of a 3rd class certificate under the Factories and Shops Act for a period of twelve months and that he has had not less than six months' instruction in assisting to drive a 2nd class engine actually under steam for at least twelve hours per week or an aggregate minimum period of 300 hours at any educational institution approved by the Board; or
- (4) that he holds the Naval rating of acting leading stoker or stoker; a certificate of service with character assessed as "Very Good" and "Superior" respectively; and an auxiliary watch certificate; and
- (b) that he is at the date of examination not under the age of eighteen (18) years, nor over the age of fifty (50) years. The latter age not to apply to persons who had experience in driving steam-engines previous to their attaining the age of fifty (50) years.

In addition to producing this evidence, the applicant must pass an examination as to the use of the principal parts of steam-engines, steam-boilers, and their accessories in general use of the class he desires to obtain a certificate to drive, and be able to explain what action is necessary in the ordinary emergency which may arise in connexion with such steam-engines and steam-boilers.

12. A 2nd class certificate will be granted to a candidate who satisfies the Board—

- (a) by the production of his certificate, that he has passed an examination equivalent to the examination of a 2nd class certificate of competency under these Regulations before some authority recognized by the Governor in Council for that purpose, in accordance with the Factories and Shops Acts (see clause 19), or
- (b) that he holds the Naval rating of stoker petty officer, leading stoker, or chief stoker; a certificate of service with character and ability assessed as "Very Good" and "Satisfactory" respectively; a certificate that he has passed through a three months' mechanical training course; and an auxiliary watch certificate (see clause 19).

3rd Class Certificate.

13. A 3rd class certificate shall entitle the person to whom it is issued to take charge of any steam-engine in or in connexion with a factory, the cylinder of which does not exceed 6 inches in diameter, or a double-cylinder steam-engine, the combined area of the cylinders of which does not exceed that of a cylinder 6 inches in diameter, unless such certificate be qualified as provided for in clause 16.

14. An applicant for a 3rd class certificate must produce to the Board satisfactory evidence—

- (a) (1) that he has had not less than twelve months' experience and for at least twelve hours per week in assisting to drive a steam-engine; or
- (2) that he has had not less than six months' instruction in assisting to drive a 3rd class engine actually under steam for at least twelve hours per week or an aggregate minimum period of 300 hours at any educational institution approved by the Board; and
- (b) that he is at the date of examination not under the age of eighteen (18) years, nor over the age of fifty (50) years. The latter age not to apply to persons who had experience in driving steam-engines previous to their attaining the age of fifty (50) years.

In addition to producing this evidence the applicant must pass an examination as to the use of the principal parts of steam-engines, steam-boilers, and their accessories in general use of the class he desires to obtain a certificate to drive, and be able to explain what action is necessary in the ordinary emergencies which may arise in connexion with such steam-engines and steam-boilers.

15. A 3rd class certificate will be granted to a candidate who satisfies the Board that he holds the Naval rating of acting leading stoker or stoker; a certificate of service with character and ability assessed as "Very Good" and "Superior" respectively; and an auxiliary watch certificate (see clause 19).

CERTIFICATES FOR ONE CLASS OF STEAM-ENGINE OR STEAM-BOILER.

16. Where the applicant has had experience only on one steam-engine or steam-boiler, or one class of steam-engine or steam-boiler, the Board may grant a conditional certificate for that steam-engine or steam-boiler or class of steam-engine or steam-boiler only. Such certificate must be held for at least six months before the holder may apply for an open certificate except that the holder of a 1st class certificate for a non-condensing engine may sit for an open certificate upon producing evidence of his having had 28 days' experience on condensing engines for at least two hours per day.

CERTIFICATES OF COMPETENCY TO BOILER ATTENDANTS.

17. A certificate of competency as a boiler attendant shall entitle the person to whom it is issued to take charge of any steam-boiler in or in connexion with a factory, unless such certificate be qualified as provided in clause 16.

An applicant for a certificate of competency as boiler attendant must produce to the Board satisfactory evidence—

- (a) (1) that he has had not less than six months' experience and for at least twelve hours per week in assisting to work a steam-boiler; or

- (2) that he has had not less than six months' instruction and for at least twelve hours per week in assisting to work a steam-boiler at any educational institution approved by the Board; and
- (b) that he is, at the date of examination, not under the age of eighteen (18) years nor over the age of fifty (50) years. The latter age not to apply to persons who had experience in attending to steam-boilers previous to their attaining the age of fifty (50) years.

In addition to producing this evidence the applicant must pass an examination as to the different fittings and accessories of the various steam-boilers in general use and the use of such fittings and accessories, and as to what action is necessary in the ordinary emergencies which may arise in connexion with steam-boilers.

18. A certificate of competency as a boiler attendant will be granted to a candidate who satisfies the Board that he holds—

- (a) the Naval rating of stoker petty officer, leading stoker, or chief stoker; a certificate of service with character and ability assessed as "Very Good" and "Satisfactory" respectively; and an auxiliary watch certificate; or
- (b) the Naval rating of acting leading stoker or stoker; a certificate of service with character and ability assessed as "Very Good" and "Superior" respectively; and an auxiliary watch certificate (see clause 19).

EQUIVALENT EXAMINATION AND CERTIFICATE OF COMPETENCY.

19. For the purpose of granting certificates of competency the authorities to be recognized by the Governor in Council as holding equivalent examinations shall be—

- (a) the Board of Trade of Great Britain; the Marine Board of the Department of Navigation, New South Wales; the Marine Board of Queensland; the Marine Board of South Australia; the Navigation Department, Commonwealth of Australia; the Marine Board of Victoria; the Board of Examiners, Mercantile Marine, Tasmania; the Department of Harbour and Light, Western Australia; the Head of the Government of Malta; the Governor of Bombay; the Lieutenant-Governor of Bengal; the Governor of Hong Kong; the Governor of Straits Settlements; the Marine Department of New Zealand; the Minister of Marine and Fisheries in Canada;
- (b) the British Admiralty and the Commonwealth Naval Board, as far as the granting of such certificates under clauses 12 (b), 15, and 18 of these Regulations is concerned.

CERTIFICATES OF SERVICE TO DRIVE STEAM-ENGINES.

1st Class Certificate.

20. A 1st class certificate shall entitle the person to whom it is issued to drive any steam-engine in or in connexion with a factory, unless such certificate be qualified as provided for in clause 16.

21. A 1st class certificate will be granted to a candidate who satisfies the Board that during at least twelve months within three years prior to the 1st October, 1896, he has been in sole charge of, and has efficiently managed and driven, a steam-engine in Victoria, the cylinder of which is more than 12 inches in diameter, or a double-cylinder steam-engine, the cylinders of which have a combined area equal to a single cylinder of more than 12 inches in diameter.

2nd Class Certificate.

22. A 2nd class certificate shall entitle the person to whom it is issued to drive any steam-engine in or in connexion with a factory, the cylinder of which does not exceed 12 inches in diameter, or a double-cylinder steam-engine, the combined area of the cylinders of which does not exceed that of a cylinder 12 inches in diameter, unless such certificate be qualified as provided for in clause 16.

23. A 2nd class certificate will be granted to a candidate who satisfies the Board that during at least twelve months within three years prior to the 1st October, 1896, he has been in sole charge of, and has efficiently managed and driven, a steam-engine in Victoria, the cylinder of which is not less than 6 inches in diameter, or a double-cylinder steam-engine, the cylinders of which have a combined area equal to that of a single cylinder of not less than 6 inches in diameter.

3rd Class Certificate.

24. A 3rd class certificate shall entitle the person to whom it is issued to take charge of any steam-engine in or in connexion with a factory, the cylinder of which does not exceed 6 inches in diameter, or a double-cylinder steam-engine, the combined area of the cylinders of which does not exceed that of a cylinder 6 inches in diameter, unless such certificate be qualified as provided for in clause 16.

25. A 3rd class certificate will be granted to a candidate who satisfies the Board that during at least twelve months within three years prior to 1st October, 1896, he has been in sole charge of, and has efficiently managed and driven, a steam-engine in Victoria.

CERTIFICATES OF SERVICE TO BOILER ATTENDANTS.

26. A certificate of service as a boiler attendant shall entitle the holder thereof to take charge of any steam-boiler in or in connexion with a factory, unless such certificate be qualified as provided for in clause 16.

27. A certificate of service as a boiler attendant will be granted to a candidate who satisfies the Board that he has been in charge of and has efficiently managed a steam-boiler during at least twelve months within three years prior to the 1st October, 1896.

CERTIFICATES OF SERVICE TO BE AUTHORIZED.

28. No certificate of service shall be issued unless specially authorized by the Governor in Council.

CERTIFICATE OF REGISTRATION ON TRANSFER FROM ANOTHER STATE OR NEW ZEALAND.

29. Any person holding a certificate of competency or of service which entitles him to take charge of a steam-engine or steam-boiler in or in connexion with a factory, issued in any other State of the Commonwealth or in New Zealand, and who takes up his residence in Victoria, may be granted a certificate of registration of equal grade, upon payment of the fee prescribed, and without undergoing any examination.

DISQUALIFICATION OF HOLDER OF CERTIFICATE.

30. Any person holding a certificate of competency or of service which entitles him to take charge of a steam-engine or steam-boiler in or in connexion with a factory, and who is charged with any offence or misconduct likely to be detrimental to the proper or efficient discharge of his duties, may be called upon by the Board

of Examiners to show cause why he should not be disqualified as a certificated engine-driver or boiler attendant; and if he fail to satisfy the said Board, he may, by an Order of the Governor in Council, published in the *Government Gazette*, be disqualified for any period from acting as engine-driver or boiler attendant.

31. Any person shall, after such order, deliver into the charge of the said Board his certificate of competency, or of service, which shall be retained by the said Board during the period of disqualification, and no such person shall, during the period of such disqualification, take charge of any steam-engine or steam-boiler.

32. The Board may, if it think fit, hold an inquiry into the conduct of an engine-driver or boiler attendant accused of any of the foregoing offences; and with respect to such inquiry the following provisions shall have effect:—

- (1) The inquiry shall be held at such time and place as the Board may appoint, the person charged to have the right to engage counsel to defend him at such inquiry. He shall receive fourteen days' notice of the Board's intention to hold an inquiry, and if the person charged intends to employ counsel he shall give seven days' notice of such intention to the secretary to the Board.
- (2) The secretary to the Board shall, before the commencement of the inquiry, furnish to the person charged a statement of the case upon which the inquiry is instituted.
- (3) The person charged shall attend such inquiry, and may produce such evidence as may be considered necessary.
- (4) The Board shall, upon the conclusion of the inquiry, forward to the Minister of Labour a report containing a full statement of the case and its opinion thereon.

COPIES OF CERTIFICATES.

33. Whenever a person proves to the satisfaction of the Board of Examiners that he has, without fault on his part, lost or been deprived of any certificate previously granted to him under the provisions of the Factories and Shops Acts, such Board shall, upon payment of the prescribed fee, cause a copy of the certificate to which the applicant appears to be entitled to be made out and certified by the secretary to the Board, and delivered to the applicant, and any copy so made and certified as aforesaid shall have the effect of the original certificate.

CHAPTER VI.

Section 129.

CARTERS.

Hours and Half-holiday in the Metropolitan District and all Cities and Towns.

1. No person shall be employed in carrying or delivering any goods, wares, merchandise, or materials whatsoever or in assisting in such work for more than sixty hours (excluding meal-times) in any week except with the written consent of the Chief Inspector of Factories, when such hours may be not more than seventy (excluding meal-times), provided that for each person the total number of weeks in any year in which such permission may be granted shall not exceed six.

2. Every such carter or person assisting (other than those employed in delivering bread, meat, and milk) shall have and take a half-holiday in each and every week as follows:—

- (1) where the material to be carried or delivered is—
perishable articles of human food,
parcels of laundry-work,
flowers (on the way to market),
newspapers,
for the repair of tramways,
for repairing purposes in case of a breakdown in connexion with water-works, sewerage works, electric light works, gas works, or any other public utility, or of any plant in a factory which would otherwise have to be closed either forthwith or during the next working day for repairs,
bones and meat refuse from butchers' shops,
dead animals,
aerated waters, or cordials or ice, from the first day of November in any year to the fifteenth day of April next following,
and in cases where the Chief Inspector of Factories has given any written consent to work before or after the legal hours, such half-holiday may be had and taken on any day other than Sunday, either from Midnight till Two p.m. of the following day, or from Two p.m. onwards.

- (2) In all other cases—

From Two p.m. on Saturday in the Metropolitan District.
From Two p.m. on the day on which the half-holiday for shops is observed in any city or town outside the Metropolitan District.

3. Every carter's and stableman's time book or card shall be in one or other of the following forms:—

FORM NO. 1.

Section 130.

CARTER'S AND STABLEMAN'S TIME BOOK OR CARD.

Employer's Name—

Address—

Employé's Name—

Address—

Class of Work done—

Week ending

19 .

Date.	Time of Starting work.	Time of Finishing work.	Time Off during the day.	Total Hours worked.	Employer's Initials.
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Total Hours worked during the Week— Hrs. Mins.

Total amount received for Wages and Overtime during the week £ : :

Signature of Employé—

Form No. 2.

CARTER'S AND STABLEMAN'S TIME BOOK OR CARD.

Employer's Name—

Address—

Employé's Name—

Address—

Class of work done—

Week ending—

19

DATE.	Time of Starting work. a.m.	Time of Finishing work. a.m.	Time of Starting work. p.m.	Time of Finishing work. p.m.	Total hours worked.	Employé's Initials.
Sunday ...						
Monday ...						
Tuesday ...						
Wednesday ...						
Thursday ...						
Friday ...						
Saturday ...						

Total Hours worked during the week— Hours Mins.

Total amount received for Wages and Overtime during the week £ :

Signature of Employé—

Sections 59
and 242.

CHAPTER VII.

STAMPING OF FURNITURE.

1. The Stamp which by the Factories and Shops Acts is directed to be stamped on furniture shall be placed where specified in the following Schedule :—

Schedule.

Bedsteads	On the underside of foot rail.
Billiard tables	On the top of the cushion rail.
Book-cases	(a) With drawers, on the inside of the drawer bottom ; (b) without drawers, on the inside of the carcass back, 24 inches from the bottom.
Book-cases, revolving	On the under side of the top shelf.
Box couches	On the bottom of the couch, " scroll end."
Cabinets	(a) With drawers, on the inside of the drawer bottom ; (b) without drawers, on the centre of the outside back, 24 inches from the bottom.
Chairs with wooden seats	..	On the under side of the seat.
Chairs with cane seats	On the under side of the seat rail.
Chairs, rocking	On the under side of the frame.
Chairs, platform rockers	..	On the under side of an arm rest.
Chair and couch frames	..	On the bottom edge of frame, well outwards, to allow for bottom canvas.
Chest of drawers	On the inside of the second drawer from the bottom of the carcass, on the drawer bottom.
Chiffoniers	On the inside of the drawer bottom.
Commodores	On the under side of the top lid, on the right-hand corner.
Cupboards	On the inside of the top rail of the door.
Dinner waggons	(a) With drawers, on the inside of the bottom of the right-hand drawer ; (b) without drawers, on the under side of the top shelf, on the right-hand side.
Duchesse pairs	On the centre of the right-hand drawer bottom, on the inside.
Font stools	On the bottom of frame.
Hall seats and hall chairs	..	On the under side of the seat.
Hall stands	(a) With drawer, on the inside of the drawer bottom ; (b) without drawer, on the outside back, 24 inches from the bottom.
Hall tables	(a) With drawer, on the inside of the bottom of the drawer ; (b) without drawer, on the centre of the back rail on the back.
Kitchen dressers	On the front of the carcass back, between the bottom and first shelf of the top part ; if without a back on the under side of the top shelf.
Looking-glasses	On the outside of the glass back.
Lounges	On the under side of bottom.
Meat safes	On the inside of the top rail of the door.
Office desks	(a) With drawers, on the inside of the bottom of the top drawer ; (b) without drawers, on the outside of the back rail.
Ottomans	On the under side of bottom.
Overmantels	On the centre of the outside back, 18 inches from the bottom.
Pedestals	On the bottom of the pedestal.
Pedestal cupboards	..	On the inside of the back, 6 inches above the shelf.
Secretaires	On the inside of a drawer bottom.
Sideboards	On the inside of the bottom of the right-hand top drawer.
Sofas, chesterfield	..	On the bottom edge of the seat rail.
Sofas, colonial	On the outside of back.
Sofas, stump	On the under side of frame.
Tables	Kitchen, extension, occasional, gipsy, &c., on the under side of the table top.
Towel-rails	On the bottom edge of the stand.
Upholstered suites	..	All chair and couch frames finished with upholstered seats to be stamped on the under edge of the seat rail, in such position as not to be covered by webbing or any other material.

Schedule—continued.

Wardrobes	On the inside of the carcass back, not less than 30 inches from the top of the carcass.
Washstands	On the centre of the back rail on the back.
Wall brackets	On the under side of shelf.
Whatnots	On the under side of the top shelf.

CHAPTER VIII.

MODE OF APPEALING TO THE COURT OF INDUSTRIAL APPEALS.

Sections 17G
and 242.

1. Every appeal under the provisions of the Factories and Shops Acts against the determination of a Wages Board shall be instituted by the appellant forwarding to the Minister of Labour a notice, in writing.
2. The notice shall state the character in which the appellant claims to appear, and when the appeal is by a single employer or group of employers employing not less than 25 per centum of the total number of workers shall set out particulars of the numbers of workers employed by each appellant. The notice shall be written in legible characters, and shall clearly and distinctly set forth the grounds of appeal.
3. The notice of appeal shall be signed in a legible manner by each appellant, and the full address and occupation of each appellant shall be given opposite each signature.
4. Such notice shall name some address for service, not more than 5 miles from the General Post Office, where notices, orders, summonses, documents, and written communications may be left for the appellant or appellants, and all notices, orders, summonses, documents, and written communications served or left at such address shall constitute effective service on the appellant or appellants, if there be more than one.
5. Two copies of the notice of appeal shall be forwarded with the original.
6. The Chief Inspector of Factories, or the Registrar of the Court of Industrial Appeals may allow any employer or employee in the trade affected by a determination against which an appeal has been lodged to make a copy of the notice of appeal for the purpose of entering an appearance against such appeal.
7. Any employer or employee in the trade affected by the determination which is the subject of an appeal who desires to be heard by the Court against such appeal, shall, seven days at least before the hearing, notify the Registrar of the Court of Industrial Appeals of such desire, and shall give his full name, his occupation, and address in such notification.
8. The Chief Inspector of Factories shall attach to such notice of appeal a list containing the names and addresses of the Members of the Wages Board the Determination of which is the subject of appeal, and also, when necessary, a certificate giving the number of persons employed in the trade affected by such employer or group of employers, and also the total number of persons employed in such trade as indicated in the Chief Inspector's last Annual Report issued prior to such appeal, or in the case of appeal by the workers in any trade, a certificate giving the number of persons employed in such trade as indicated in the Chief Inspector's last Annual Report.
9. Non-compliance with these regulations shall not prevent the hearing of an appeal or of opposition thereto unless the Court so orders.

CHAPTER IX.

No 2650
s. 195.

MISCELLANEOUS.

No. 3048
s. 19 (2).

Oath of Secrecy.

1. The oath of secrecy to be taken by the Secretary for Labour, the Chief Inspector, and the officers of the Department of Labour shall be in the following form :—

I, the undersigned being* do sincerely promise and swear that I will maintain and aid in maintaining secrecy as to the names and addresses of persons registered as Outworkers pursuant to the provisions of the Factories and Shops Acts, and that I will not divulge to any person whomsoever the name or address of any such registered Outworker except for the purposes of enforcing the provisions of the Factories and Shops Acts.

SO HELP ME GOD.

Sworn before me, at _____ in the State
of Victoria, this _____ day of _____
in the year of our Lord One thousand nine
hundred and _____

Justice of the Peace.

* The Secretary for Labour, the Chief Inspector of Factories, or an officer of the Department of Labour (as the case may be).

Choice of Half-Holiday by a Hairdresser or a Tobacconist.

No. 3048
B. 5.

2. The written notice to be served on the Chief Inspector by the occupier of a Hairdresser's shop or a Tobaccoconist's shop, outside the metropolitan and Geelong districts, the cities of Ballarat, Bendigo, and Warrnambool, and the boroughs of Eaglehawk and Sebastopol, shall be in the following form, and shall be sent to him through the post by registered letter addressed to him at his office in Melbourne.

CHOICE OF HALF-HOLIDAY.

No. 3252 n. 10:

It is hereby notified to the Chief Inspector of Factories, that with respect to the premises occupied as a Hairdresser's shop at Tobacconist's within the Municipal District of

that ^I~~we~~ have chosen that the same shall be closed from* p.m. on Wednesdays
for three months from the 19 until
further notice.

Full Name of Occupier, Firm, or Company—

Signature—

Date—

This notice must be forwarded to the Chief Inspector of Factories by Registered Letter.

* 1 or 7, as the case may be.

* 1 or 7, as the case may be.
† Strike out whichever not applicable.

Record of Employés in places other than Factories and Shops.

3. The true record of the names, work, and wages of the persons employed in places other than factories or shops, and the ages of all persons employed under twenty-one years of age, shall be in the following form, and such record shall be forwarded to the Chief Inspector on or before the 1st January.

Section 197.

RECORD OF EMPLOYÉS.

(Act 2650. Section 197.)

This form is to be used by every person (except occupiers of Factories or Shops) who employs any worker or workers whose wages are fixed by any Wages Board. A different form is used for Factories and Shops.

It should show correct particulars of every worker or workers employed during the first week in December, and should reach the Chief Inspector of Factories, Spring-street, Melbourne, on or before the 1st January following.

No notice nor demand, written or verbal, will be given or made requiring this record to be forwarded as required in previous paragraph. The record must, however, be sent in whenever demanded by the Chief Inspector of Factories. Employers making default are liable to a penalty of Twenty shillings per day.

Name of Employer (in full)—

Trade Name (if any)—

Street, Number, and Locality (in full)—

What Business carried on—

The total number of all employés during the first week in December, 19 , was—

Name of Employé.	Description of Work. (Apprentices and Improvers should be clearly indicated.)	No. of hours worked during the Week.	Amount of Week's Earnings.					
			Wages.				Piece-work.	
			Males.		Females.		Males.	Females.
			Under 21 years.	21 years and over.	Under 21 years.	21 years and over.		
			s. d.	s. d.	s. d.	s. d.	s. d.	s. d.

DECLARATION.

I, _____ of _____, do hereby declare that the above is a full and complete list of all workers, whose wages are fixed by any Wages Board, employed by me during the first week of December, 19 _____, and that it is true and correct in every particular.

Dated the _____ day of _____, 19 _____.

Signature of Employer or Manager.

Another form should be obtained if more space required.

Record of Employés under Section 126.

4. The true record of the names, work, and wages of the persons employed by every employer engaged in the process, trade, business, or occupation which may become subject to the provisions of a Wages Board shall be in the following form and such form shall be forwarded to the Chief Inspector whenever demanded by him.

RECORD OF EMPLOYÉS.

(Act 2650, Section 126.)

This form is to be used by every employer of any person engaged in any process, trade, business, or occupation which may become subject to the provisions of a Wages Board.

It should show correct particulars of every worker or workers employed during the week immediately previous to the date this form is filled up, and must, whenever demanded, be forwarded to the Chief Inspector of Factories, Spring-street, Melbourne.

Note:—Employers making default are liable to a penalty of Twenty shillings per day.

Name of Employer (in full)—

Trade Name (if any)—

Street, Number, and Locality (in full)—

What business carried on—

The total number of all employés during the week ending , 19 ,
was---

Name of Employé.	Description of Work. (Apprentices and Improvers should be clearly indicated.)	No. of hours worked during the Week.	Amount of Week's Earnings.					
			Wages.				Piece-work.	
			Males.		Females.		Males.	Females.
			Under 21 years.	21 years and over.	Under 21 years.	21 years and over.		
			s. d.	s. d.	s. d.	s. d.	s. d.	s. d.

DECLARATION.

I, _____ of _____ do hereby declare that the above is a full and complete list of all workers employed by me in the trade to be affected during the week ending the _____ day of _____ 19____, and that it is true and correct in every particular.

Dated the _____ day of _____, 19____.

Signature of Employer or Manager.

Another form should be obtained if more space required.

THE TIMEBOOK UNDER SECTION 26 OF THE "FACTORIES AND SHOPS ACT 1927."

5. The timebook in which each employé's times of commencing and ending work shall be entered from day to day by the employé, and which every employer in any trade subject to the Bread Board or the Country Bread Board is required to provide and cause to be kept, shall be in the following form:—

FACTORIES AND SHOPS ACTS.

Act 3573
s. 26.

TIMEBOOK FOR AN EMPLOYÉ UNDER THE DETERMINATION OF THE

* BREAD BOARD.
* COUNTRY BREAD BOARD.

Employer's name---

Address---

Employé's name---

Address---

Week ending the _____ day of _____ 192__.

E. = Evening. M. = Morning.	Date— 192 .	Dough-making.		Other Work.		Time Off.		Total per Shift.		Em- ployé's Initials.
		Hours.	Mins.	Com- mencing at—	Finish- ing at—	Hours.	Mins.	Hours.	Mins.	
Sun.	E.			p.m.	p.m.					
Mon.	M.			a.m.	a.m.					
Mon.	E.			p.m.	p.m.					
Tues.	M.			a.m.	a.m.					
Tues.	E.			p.m.	p.m.					
Wed.	M.			a.m.	a.m.					
Wed.	E.			p.m.	p.m.					
Thurs.	M.			a.m.	a.m.					
Thurs.	E.			p.m.	p.m.					
Friday	M.			a.m.	a.m.					
Friday	E.			p.m.	p.m.					
Sat.	M.			a.m.	a.m.					
Total hours worked during the week ..										

Total amount received for wages and overtime during the above week was £

We hereby certify that the above is a true and correct statement.

Date—

Signature of employé—

Date—

Signature of employer—

Penalty up to £2 for failure to keep book or for misstatement.

* Cross out whichever is not applicable.

VENTILATION IN WAREHOUSES.

6 Every warehouse erected after the first day of January, 1915, and every warehouse which the Chief Inspector of Factories considers should be so fitted shall be ventilated in accordance with the requirements of Regulation 13 of Chapter II.

SANITARY ACCOMMODATION IN OFFICES, WAREHOUSES, OR BUILDINGS (OTHER THAN FACTORIES OR SHOPS).

7. Every office, warehouse, or building (other than a factory or shop) in which persons are working or employed in any business whatever shall be provided with sanitary accommodation in accordance with the requirements of Regulation 14 of Chapter II.

FIRST-AID AMBULANCE CHESTS.

8. Every occupier of a factory or shop where steam, electrical, water, or other power driven machinery is running shall at all times keep, for the use of the

No. 3048
s. 22.
No. 3573
s. 28.

employés therein, a first-aid ambulance chest in some accessible place upon the premises, such chest to be equipped and supplied with the following articles, namely :—

Articles.	Quantities to be kept in Ambulance Chest in—	
	Factories in which only dresses, mantles, clothing, whitework, shirts, collars, or knitted goods are manufactured, and in which not more than 30 persons are employed.	Any other factory or any shop.
Antiseptic solution	1 bottle ..	1 bottle
Bandages, cotton and gauze	$\frac{1}{2}$ dozen assorted sizes	1 dozen assorted sizes
Castor oil	$\frac{1}{2}$ oz. ..	2 ozs.
Iodine, tincture of	1 oz. ..	2 oz.
Manual, first-aid	1 jar ..	1
Petrolatum, carbolyzed	1 jar ..	1 jar
Picric acid solution, made according to the following recipe or prescription :— 1½ teaspoonfuls of powdered picric acid, 3 ozs. of absolute alcohol, and 2 pints distilled water	2 ozs. ..	1 pint
Pins, safety	1 packet ..	1 packet
Sal volatile	1 oz. ..	6 ozs.
Scissors	1 pair ..	1 pair
Tourniquet	1 ..	1
Tweezers	1 pair ..	1 pair
Cotton, absorbent	An adequate assortment	An adequate assortment
Gauze, sterilized, plain		
Lint, absorbent		
Plaster, adhesive		

GUARDING OF MACHINERY.

Chaffcutting Machines.

Act 3573
s. 7.

9. The owner or hirer of any chaffcutting machine (whether the same is in a factory or not) shall equip each of such machines with—

- a guard which will at all times cover the feed-box for a distance of twenty-five (25) inches from the centre of the feed rollers: the height of this guard measured from the bottom of the feed-box to the top of the guard shall not in any case exceed twenty (20) inches (inside measurement);
- a reversing lever which must either be carried over the top of the guard, in line with and three (3) inches above the edge of the guard nearest the operator, or be connected with a foot-control device of a pattern and make approved of by the Secretary for Labour. This clause shall not apply to machines solely operated by hand power.
- guards which will efficiently cover the upper half of the knife wheel and all gear wheels, so as to prevent bodily injury to any person in the vicinity thereof.

REGULATIONS REGARDING GUARDING CERTAIN DANGEROUS PLANT.

Belts or Ropes.

10. Where in any factory belts or ropes are used for transmitting power—

- No such belt or rope, when not transmitting power, shall be allowed to rest on any revolving shaft.
- No such belt or rope shall be joined or mended while the machinery is in motion, unless such belt or rope is suspended on a suitable and efficient perch during the whole of the time occupied in such joining or mending.
- Except as provided in paragraph (d), no such belt or rope shall be placed by hand on any revolving pulley in the power transmission line between the primary motive power and the first driven pulley of any machine. Nothing in this paragraph, however, shall prevent belts running on stepped or cone pulleys from being shifted by hand.
- In flour mills and in factories where the main power transmission line and the intermediate power transmission lines consist of rope drives the provisions of paragraph (c) shall not apply during such time as the following conditions are observed :—
 - That no person who is not an authorized belt placer, i.e., a qualified male person over 21 years of age duly appointed in that behalf by the occupier of the flour mill or factory, shall place a belt or rope by hand on any such revolving pulley.
 - That there is kept printed, painted, or affixed in legible Roman characters in each department and on each floor of every flour mill or factory affected and in such a position as to be easily read by the persons employed therein, a notice setting out the name of each authorized belt placer.
- A true copy of this regulation shall be kept printed, painted, or affixed in legible Roman characters in each department and on each floor of every factory affected, and in such a position as to be easily read by the persons employed therein.

Mincing Machines.

11. The occupiers of all factories in which power-driven Enterprise or similar mincing machines with open necks are used shall guard such machines in such a way as to prevent the hand of the person operating the machine reaching the worm knives.

Tannery (Shaving and Crop Rolling) Machines.

12. The occupiers of all factories used as tanneries shall guard—

- (a) all shaving machines used therein by either bringing down the cover and so adjusting it as to leave an opening between the cover and the knives of not more than five-sixteenths ($\frac{5}{16}$) of an inch when the roller is brought up to its working position, or by using Plain's automatic guard;
- (b) all crop rolling machines used therein by means of a guard roller suspended on each side of the main roller. The bottom of the guard roller to be not more than one and a half ($1\frac{1}{2}$) inches above the top of the table and not less than nine (9) inches from the centre of the main roller to the centre of the guard roller.

WOOD-WORKING MACHINES.*Chain Mortising Machines.*

13. The occupiers of all factories in which chain mortising machines are used shall provide a guard to, as far as practicable, enclose the cutter chain.

Band Saws.

14. The occupiers of all factories in which band saws (other than log saws and band re-sawing machines) are used shall guard same as follows:—

- (a) The rim and front of both top and bottom pulley shall be completely encased in sheet metal or other suitable material;
- (b) All portions of the blade shall be enclosed, except the portion of the blade between the table and the top guide.

Circular Saws.

15. The occupiers of all factories in which circular saws (except saws which move towards the timber) are used, and any person who by himself, his agents or workmen temporarily uses such saws for the purposes of the construction of any building shall so guard the *top, back, and lower portion* of each saw that accidental contact therewith will not be possible. The guards must conform to the following conditions:—

- (a) All guards shall be readily adjustable to the different sized saws used in the bench;
- (b) The top guard shall be kept as close to the top of the saw as is practicable;
- (c) The back guard shall at all times cover the back of the saw and extend from the top of the bench to the underside of the top guard, and at the bench level be not more than five-eighths of an inch distant from the saw teeth (this condition not to apply to firewood saws guarded with flat strap guard);
- (d) The portion of the saw beneath the bench shall (if not completely enclosed in a dust-collecting hood) be enclosed by means of boards or sheet iron; the enclosure must extend at least two inches below the saw teeth, and the opening therein through which the sawdust passes shall not exceed three inches in width;
- (e) Guards shall be kept in an efficient state, securely fixed, and may only be removed when the nature of the work renders their use impracticable.

Pendulum or Swinging Crosscut Saws.

16. The occupiers of all factories in which pendulum or swinging crosscut saws are used shall guard same as follows:—

- (a) All teeth above the centre line shall be covered with a hood made of metal or other suitable material;
- (b) If the back of the bench is in such a position that operatives may come in contact with the saw, the back of the saw shall be completely enclosed;
- (c) A check chain shall be attached. The said chain shall be made of not less than a quarter-inch welded steel links, and be securely bolted at one end of the saw frame, and at the other end to a permanent fixture. It shall be of such a length that it will at all times prevent the projection of any portion of the saw past the front edge of the saw bench.

Surface Planing Machines.

17. The occupiers of all factories in which wood-working surface planing machines, commonly known as buzzer planes, are used, and any person who by himself, his agents, or his workmen temporarily uses such machines for the purposes of the construction of any building shall—

- (a) fit circular head cutters to such wood-working surface planing machines in all cases where circular head cutters are not already fitted;
- (b) provide, adjust, and keep properly adjusted to such machines an approved automatic guard;
- (c) keep the edges of the opening in which the cutter head revolves adjusted as close together as possible consistent with the proper working of the machine.

Power Presses.

18. The occupiers of all factories in which power presses are used shall guard each press as follows:—

- (1) The treadle of every foot-operated power press shall be covered with a substantial cover guard which will prevent accidental tripping;
- (2) The punch and die shall be enclosed with a substantial fixed guard in such a manner that the fingers of the operator cannot be put under the punch either from the front or the side. Where the nature of the work prevents the use of a fixed guard, the press shall be equipped with:—
 - (a) An automatic guard and clutch lock, so constructed that the press cannot be tripped if any part of the operator's hand is under the punch, or
 - (b) an automatic guard of a pattern and make approved by the Department of Labour.

REGULATIONS REGARDING CERTAIN DANGEROUS PLANT OR LABOUR, TO WIT
PLANT OR LABOUR CONNECTED WITH THE USE OF ELECTRICAL ENERGY IN
FACORIES.

The occupiers of all factories in which electrical energy is used shall take such steps as are necessary to comply with the following requirements :—

Conductors.

19. (a) Contact wires of electric cranes or hoists shall, so far as is practicable, be guarded in such a way that accidental contact therewith will not be possible.

(b) Wherever it is necessary to use uninsulated wires, a notice printed in large Roman characters shall be permanently fixed, in a conspicuous place, at or near the uninsulated wires, directing attention to the fact that they are dangerous.

(c) All other electrical conductors within the factory, all service conductors which cross the factory yard or enclosure at a lower height than 18 feet from the ground, and all external conductors (within the factory enclosure) which are within 7 feet of any part of the factory building shall be covered with insulating material of such quality and thickness that shock from contact therewith will not be possible.

(d) Materials shall not be stacked within 7 feet of any uninsulated service conductor.

Switchboards.

20. Every switchboard having uninsulated conductors or uninsulated switch or fuse gear so exposed that they may be touched, shall if not located in an enclosure set apart for the purposes thereof, be suitably fenced or enclosed both back and front.

Maintenance.

21. All flexible conductors, switches, plugs, fuses, appliances, and tools shall be kept in good order and so insulated that shock from contact therewith will not be possible.

Portable Apparatus.

(A) Connexion of the Supply to Hand-lamps, Flat Irons, Small Heaters, or Similar Appliances.

22. (a) Efficient permanent joints or connexions or properly constructed plug connectors and sockets shall be used for connecting flexible conductors with any system supplying alternating current or with any system supplying direct current exceeding 150-volts pressure.

(b) Every flexible conductor used to connect the above-mentioned appliances shall be of good quality, and the insulation thereof shall be equal to "cab tyre" or good workshop flexible.

(c) Every portable electric lamp connected to the supply system shall be of safe pattern and equipped with an insulated handle. The lamp shall be enclosed in a wire cage, which must be insulated from the metal parts of the lamp holder.

(B) Connexion of the Supply to Portable Tools, &c.

23. Every electrically operated portable device such as a welding transformer drill, or other machine tool shall be connected with the supply in the following manner :—

(a) Connexion between the device or tool and the flexible conductor shall be made in a terminal box or by means of a covered connexion so constructed that no live metal will be exposed.

(b) Flexible conductors, used to connect portable tools, shall be either—

- (1) three-conductor flexible, well insulated with vulcanized rubber, and enclosed in tough rubber tubing; or
- (2) three-conductor flexible, well insulated with vulcanized rubber, and enclosed in hard-wear resisting braiding; or
- (3) two-conductor flexible, well insulated with vulcanized rubber, and enclosed in a continuous braiding of woven wire.

(c) The flexible conductor shall be mechanically attached to the plug, and to the portable appliance in such a manner as will prevent any stress on the conductor or insulation.

(d) Connexion between the flexible conductor and the supply shall be made by a properly designed three-pin plug and socket so arranged that wrong insertion will not be possible.

(e) Efficient connexion of the body or frame of the device with the earth shall be effected by means of the third conductor of the three-conductor flexible, or by means of the wire braiding of the two-conductor flexible. One end of such earthing conductor shall be connected with the frame or body of the device and the other end attached to the third pin of the three-pin plug, which must make good and reliable connexion with earth.

REGULATIONS FOR REMOVAL OF DUST FROM GRINDING, POLISHING, OR BUFFING
WHEELS OR POLISHING BELTS.

24. The following requirements regarding the removal of dust shall be observed by the occupiers of all factories in which grinding, polishing, or buffing wheels or polishing belts are used. Provided that any exhaust system installed and in use prior to the 1st day of June, 1923, may be accepted as a compliance with these Regulations as long as the Secretary for Labour is of opinion that such system sufficiently carries off the dust.

GRINDING, POLISHING, OR BUFFING WHEELS.

Hoods.

25. (a) Every grinding, polishing, or buffing wheel at which dust is generated shall be provided with a hood connected by means of a pipe to an exhaust fan, in such manner as to carry away the dust thrown off by such wheel either to some receptacle, in which the dust shall be collected and confined, or to the outer air; in the latter case the exhaust pipe shall end at a point not less than 6 feet from the nearest ventilator or opening leading into the factory, but if in any case that be not practicable, it may end at some point fixed by the Secretary for Labour.

(b) Provided that an emery wheel on which material is ground intermittently shall not be required to be equipped with such hood.

(c) Every such hood shall be made of metal or other suitable material and be so shaped and located in relation to the grinding surface of the wheel that the dust will be thrown into it and drawn off by the suction pipe attached.

(d) Every such hood shall be constructed so as to expose the smallest portion of the wheel, consistent with efficient operation. Where work is being done which does not permit of the hood being kept close up to the wheel, then the hood shall be adjustable and the workman shall keep the hood as close to the wheel as possible.

Branch Pipes.

26. The minimum sizes of the branch pipes attached to hoods shall be as follows:—

(a) Emery or other Grinding Wheels.			
Size of Wheel.		Maximum Area of Grinding Surface of Wheel.	Minimum Diameter of Branch Pipe.
Diameter.	Thickness.		
6 inches or under	Not over—1 inch	Square inches. 19	Inches. 3
7 to 9 inches inclusive	1½ inches	43	3½
10 to 16 inches inclusive	2 inches	101	4
17 to 19 inches inclusive	3 inches	180	4½
20 to 24 inches inclusive	4 inches	302	5
25 inches or over	6

If a disc grinder is used the diameter of its branch pipe shall not be less than is called for by its grinding surface, as shown in the foregoing table.

(b) Buffing or Polishing Wheels.			
Size of Wheel.		Maximum Area of Polishing Surface of Wheel.	Minimum Diameter of Branch Pipe.
Diameter.	Thickness.		
6 inches or under	Not over—1 inch	Square inches. 19	Inches. 3½
7 to 12 inches inclusive	2 inches	76	4
13 to 16 inches inclusive	3 inches	151	4½
17 to 20 inches inclusive	4 inches	252	5
21 to 24 inches inclusive	5 inches	377	5½

Size of Main Pipes, Fan, Inlets, and Outlets.

27. The area of the main suction pipe at any point throughout its entire length shall be not less than the combined areas of all the branch pipes which have entered such main pipe up to that particular point. The inlet and outlet of the fan casing and the discharge pipe throughout its entire length shall be at least equal in area to the main pipe at the fan inlet, provided that smaller discharge pipes may be used if the permission of the Secretary for Labour has been obtained.

The main suction pipe should preferably receive only one (1) branch pipe in a section of uniform area, and in no case shall it receive more than two (2) branches in such section.

Arrangement and Construction of Pipes.

28. (a) Every branch pipe shall enter the main pipe from the top or side, and at an angle not exceeding thirty-five (35) degrees; it shall incline in the direction of the air flow at the junction with the main. Branch pipes shall not project into the main.

(b) Every branch pipe shall lead out of the hood as nearly as possible at the point where the dust will be thrown into it by the wheel.

(c) The main suction and discharge pipes shall be made as short and with as few bends as possible. They shall not be within six (6) inches of the floor or ceiling at any point, unless such ceiling or floor is constructed of fireproof material, or insulated with fireproof material from the piping system at points of contact.

(d) Every joint in the piping shall have the spigot end leading in the direction of the air flow, and every increase in the size of a pipe shall be made on a taper and not by an abrupt change.

(e) Every bend, turn, or elbow shall be made with a radius in the throat at least equal to one and one-half (1½) times the diameter of the pipe.

(f) All pipes shall be constructed of not less than the following gauge metal:—

Size of pipe.	Gauge of metal.
6 inches or less in diameter	No. 24
9 inches to 20 inches in diameter	No. 22
21 inches to 30 inches in diameter	No. 20
30 inches and over in diameter	No. 18

(g) Every pipe shall be kept open throughout its length and no fixed screen shall be placed in it.

(h) A trap may be placed at the junction of the branch pipe and the hood.

(i) No air outlet from a dust collector shall discharge into any workroom.

Suction.

29. (a) Sufficient static suction shall be maintained in every branch pipe within one (1) foot of the hood to create a difference in level of at least two (2) inches of water between the two (2) sides of a U-shaped water gauge.

(b) The occupier of the factory, by a test made with all branches open and unobstructed, shall demonstrate, in the presence of an inspector of factories, that such static suction exists.

(c) No system shall be deemed to be satisfactory until such test has been made.

Clean-out Doors.

30. Every main pipe, whether suction or discharge, shall be provided with suitable clean-out doors so spaced as to allow the pipe to be thoroughly cleaned; the tail end of the suction main shall be blanked off with a removable cap.

POLISHING BELTS.

31. Every belt used for grinding, polishing, or buffing shall be equipped, as far as practicable, with an exhaust system so designed and attached that it will catch the dust at its point of origin.

32. The provisions of regulations 26, 27, 28, and 29 of Chapter IX. shall also apply to polishing belts.

PLANS.

33. Duplicate plans or drawings to scale, or showing full dimensions, and specifications showing location and size of all hoods, main and branch pipes, belts, wheels, fans, and dust separators, and the kind of work which is to be done, may be lodged with the Secretary for Labour for examination and approval *as to design*, whenever an exhaust system is to be installed, extended, or altered.

NOTIFICATION.

34. The occupier of the factory, upon completion of any installation, extension, or alteration, shall notify the Secretary for Labour.

*CHAPTER X.**SUPPLEMENTARY.**Onus of Compliance.*

1. Where by these Regulations anything is required to be done or is forbidden to be done in any factory, shop, or place, it shall be deemed that the onus of compliance therewith is on the occupier thereof or employer of any person working therein, unless such duty is expressly placed on an employé or some other person.

Penalty.

Act 2850
section 242.

2. Any person who contravenes any of the provisions of these Regulations, or of any other Regulation made under the Factories and Shops Acts, and the occupier of the factory, shop, or place wherein such contravention takes place shall be severally guilty of an offence and shall be liable to a penalty not exceeding £5.

And the Honorable John Lemmon, His Majesty's Minister of Labour for the State of Victoria, shall give the necessary directions herein accordingly.

F. W. MABBOTT,
Clerk of the Executive Council.