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Factories and Shops Acts.

DETERMINATION OF THE KNITTING TRADE BOARD.

Adjusted pursuant to Section 21 of the *Factories and Shops Act* 1934 (No. 4275).

NOTE.—(*a*) This Determination applies to the whole of the State of Victoria.

(*b*) Work on Sunday, except in certain prescribed circumstances, is prohibited by the *Factories and Shops (Sundays) Act* 1932, No. 4102.

I, FRANCIS ANTHONY MARZORINI, in pursuance of the powers contained in the Factories and Shops Acts and in consequence of the provisions contained in a determination made on the 14th December, 1937, by the Knitting Trade Board, and published in the *Government Gazette* on the 13th January, 1938, hereby issue an adjusted determination showing the adjusted wages rates to be paid as from the beginning of the first pay period to commence in June, 1938, to any person or persons or classes of persons employed in the process, trade, or business of—

(i) knitting or crocheting fabric, or any article of human wear;

(ii) mending or repairing any knitted or crocheted fabric, or any knitted or crocheted article of human wear:

(iii) spinning or preparing silk yarn.

(1) WAGES PER WEEK OF 44 HOURS. (DAY SHIFT.)

JUNIORS.

Hosiery Section.

MALES.													FEMALES.											
Experience.	Commencing Age.												Experience.	Commencing Age.										
	15 years or under.		16		17		18		19		20			15 years or under.		16		17		18		19		20	
	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.		s.	d.	s.	d.	s.	d.	s.	d.	s.	d.	s.	d.
1st six months	15	6	17	0	20	0	24	6	29	6	34	6	1st six months	14	0	14	6	15	6	17	0	19	0	20	6
2nd ,,	16	6	19	0	22	6	27	0	33	0	55	0	2nd ,,	14	6	16	0	17	0	18	6	21	6	31	6
3rd ,,	17	6	20	6	25	0	30	6	36	6	..		3rd ,,	16	6	18	0	19	6	22	0	24	6	..	
4th ,,	20	0	23	6	28	0	34	6	55	6	..		4th ,,	18	0	19	6	21	6	24	6	33	0	..	
5th ,,	22	0	26	0	31	0	39	0	..		..		5th ,,	19	6	21	6	23	6	26	6	..		..	
6th ,,	25	0	30	0	36	6	57	0	..		..		6th ,,	21	6	23	6	26	0	34	0	..		..	
7th ,,	28	0	34	6	43	6	..		..		..		7th ,,	23	6	26	0	29	0	..		..		..	
8th ,,	33	6	40	6	59	6	..		..		..		8th ,,	26	0	28	6	36	6	..		..		..	
9th ,,	38	6	47	6	..		..		..		..		9th ,,	27	6	32	0	..		..		..		..	
10th ,,	45	0	61	6	..		..		..		..		10th ,,	29	6	37	0	..		..		..		..	
11th ,,	51	0	..		..		..		..		..		11th ,,	33	0	..		..		..		..		..	
12th ,,	58	0	..		..		..		..		..		12th ,,	35	0	..		..		..		..		..	
7th year ..	64	6	..		..		..		..		..		7th year ..	37	0	..		..		..		..		..	

Any Other Section.

MALES.							FEMALES.						
Experience.	Commencing Age.						Experience.	Commencing Age.					
	15 years or under.	16	17	18	19	20		15 years or under.	16	17	18	19	20
	s. d.	s. d.	s. d.	s. d.	s. d.	s. d.		s. d.	s. d.	s. d.	s. d.	s. d.	s. d.
1st six months	16 6	18 0	21 0	25 6	30 6	35 6	1st six months	15 0	15 6	16 6	18 0	20 0	21 6
2nd ,,	17 6	20 0	23 6	28 0	34 0	56 0	2nd ,,	15 6	17 0	18 0	19 6	22 6	32 6
3rd ,,	18 6	21 6	26 0	31 6	37 6	..	3rd ,,	17 6	19 0	20 6	23 0	25 6	..
4th ,,	21 0	24 6	29 0	35 6	56 6	..	4th ,,	19 0	20 6	22 6	25 6	34 0	..
5th ,,	23 0	27 0	32 0	40 0	..	..	5th ,,	20 6	22 6	24 6	27 6	..	..
6th ,,	26 0	31 0	37 6	58 6	..	..	6th ,,	22 6	24 6	27 0	35 0	..	..
7th ,,	29 0	35 6	44 6	..	..	..	7th ,,	24 6	27 0	30 0	..	..	..
8th ,,	34 6	41 6	60 6	..	..	..	8th ,,	27 0	29 6	37 6	..	..	..
9th ,,	39 6	48 6	..	..	..	..	9th ,,	28 6	33 0	..	..	..	..
10th ,,	46 0	62 6	..	..	..	..	10th ,,	30 6	38 0	..	..	..	..
11th ,,	52 0	..	..	..	..	..	11th ,,	34 0	..	..	..	..	..
12th ,,	59 0	..	..	..	..	..	12th ,,	36 0	..	..	..	..	..
7th year ..	65 6	..	..	..	..	..	7th year ..	38 0	..	..	..	..	..

Note.—Where the experience of a junior is gained over broken periods, the rate of wages payable shall be the rate fixed on experience, or that fixed for his new commencing age, whichever is the higher. The rates prescribed above for juniors shall apply only to such employees as are under 21 years of age.

PROPORTION (within any factory).

The proportion of juniors employed shall not exceed two to each employee receiving not less than the minimum adult rate. In determining the proportion of juniors to employees receiving the adult rate each shift shall be taken into account separately.

Provided that, in the full-fashioned department of the knitting section, from the date of operation of this Determination, the proportion of females shall become one junior female to each female receiving the adult wage, and from the 1st day of September, 1938, the proportion of males shall be two junior males to each three males receiving the adult wage:

Provided also that, in computing the proportion of juniors in the full-fashioned department of the knitting section, employees in the silk throwing division shall not be counted, and the count for the remainder of the full-fashioned department shall be taken over all the shifts.

The Board has prescribed a form of apprenticeship indenture.

OTHER EMPLOYEES.

Wages per Week of 44 Hours (Day Shift).

—	Hosiery Section.	Any Other Section.
	s. d.	s. d.
Adult Males.		
Mechanics on full-fashioned machines	97 0	..
Mechanics on all other machines	92 0	94 0
Operators of single unit full-fashioned machines	97 0	..
Operators of other full-fashioned machines (leggers and footers)—		
First year's experience	92 0	..
Thereafter	97 0	..
Plierers	92 0	..
Welt turners	83 0	..
Board and press hands	82 0	84 0
Electric machine cutters	87 0	89 0
Hand cutters	84 6	86 6
Warpers	82 0	84 0
Hand knitters on flat machines	84 6	86 6
Circular machine knitters	82 0	84 0
Millmen, scourers, bleachers, or shrinkers	81 0	83 0
Leading hand employed on dye machines or vats	85 0	87 0
All other dye-house employees operating or attending machines	80 0	82 0
All other machine operators or attendants	80 0	82 0
Warehousemen, oilers, or cleaners	80 0	82 0
Persons not otherwise provided for	77 0	79 0
Adult Females.		
Employees using Paramount or similar shapes	45 6	..
Operators of steam presses (except manual screw press)	44 6	46 6
Electric machine cutters	51 6	53 6
Hand cutters	45 6	47 6
Hand knitters on flat machines	46 6	48 6
Knitters on other machines	44 6	46 6
Linkers	46 6	48 6
Seamers, welters, overlockers, flat lockers, or interlockers	45 6	47 6
All other machine operators or attendants (including winders and operators of all finishing machines not otherwise mentioned)	44 6	46 6
Ironers	44 6	46 6
Clockers	46 6	..
Examiners, folders, graders, pairers, sorters, or parcellers	43 6	45 6
Menders on full-fashioned hose	46 6	..
Other menders	44 6	46 6
Persons not otherwise provided for	41 6	43 6

(2) DEFINITIONS.—(a) "Leading hand" means an employee in charge of any operation where no foreman or assistant foreman is employed, or an employee who is empowered by the management to discharge such duties as would devolve upon such foreman or assistant, if employed.

(b) "Machine operator or attendant" means an employee who, in the course of his or her duty, is called upon to operate a machine, and does not include an employee whose sole duty is carrying material to and from a machine.

(c) "Continuous process" means the working of three shifts per day from Monday to Saturday inclusive.

(d) "Union" means the Victorian Branch of the Australian Textile Workers' Union.

(3) WEEKLY HOURS.—That the number of hours to constitute an ordinary week's work shall be 44.

(4) SHIFTS.—(a) A "day shift" shall be a shift worked between the hours of 7 a.m. and 7 p.m. on Monday to Friday inclusive, and between the hours of 7 a.m. and 12 noon on Saturday.

(b) A "night shift" shall be a shift worked between the hours of 7 p.m. and 7 a.m. Monday to Saturday inclusive.

(c) In addition to the rates payable to day shift employees, workers employed on night shift shall be paid at the rate of 6s. per week, unless engaged in a continuous process. If adult employees in such continuous process work three alternating shifts, they shall be paid 5 per cent. extra, if alternating afternoon and night shift 7½ per cent. extra. Male junior employees shall be paid 1s. per shift extra on afternoon or night shifts with a maximum payment of 5s. per week.

(d) Workers employed on a shift extending after 7 p.m. shall be paid at night shift rates for the time worked after 7 p.m., provided that workers employed on a shift commencing after 5 p.m. shall be paid at night shift rates throughout.

(e) By mutual arrangement between the employer and his employees, the hours of duty prescribed herein for workers on night shift may be worked in four shifts without payment for overtime. Under any such arrangement arrived at after 5th July, 1935, all hours of duty beyond ten hours, even if they come within the starting and finishing times of a shift, shall be paid for at overtime rates.

(f) The employment of females before 7 a.m. or of males under 18 years of age after 9 p.m. is prohibited.

(g) As far as practicable employees shall work shifts in rotation.

(5) OVERTIME.—(a) Overtime shall be paid for work performed before or after the usual starting and finishing time of each shift, or after any employee has completed the ordinary hours of duty at time and a half for the first three hours on any one day, Monday to Saturday inclusive, and double time thereafter:

Provided, however, that in mills or factories where the 44 hours are worked in five days, Monday to Friday inclusive, time worked on Saturday shall be paid for at time and a half for the first four hours and double time thereafter.

(b) The usual starting and/or finishing time in any factory or part thereof shall not be altered, except on seven days' notice to the union.

(c) Employees required to work overtime for more than one hour without being notified the day immediately before that they will be required to work shall either be supplied with a meal by the employer or paid 1s. 6d. each. If the notice is given and overtime is not worked (except as a result of a breakdown in machinery or plant) the tea money prescribed herein shall be paid.

(d) Juniors under eighteen years of age for each period of overtime worked shall be paid 6d. up to two hours and 3d. for each additional hour or part of an hour in addition to their overtime earnings and any tea money to which they might be entitled.

(e) Youths under eighteen years of age and females required to work overtime shall be paid overtime at the rate of time and a half to a maximum of three hours in any one day, Monday to Saturday inclusive, and ten hours in one week, and double time thereafter:

Provided that in mills or factories where the 44 hours are worked in five days, Monday to Friday inclusive, the maximum daily hours under this sub-clause for Saturday shall be four hours.

(6) TERMS OF ENGAGEMENT.—(a) Engagement in the industry shall be on an hourly basis, except that notice equivalent to 44 working hours shall be given on either side to terminate employment. Such notice may be given at any time. This shall not affect the right of the employer to stand down employees at any time when no work is offering or to dismiss any employee without notice for malingering, inefficiency, neglect of duty, or misconduct (in which case wages shall be paid up to the time of dismissal only), or to deduct payment for any day the employee cannot usefully be employed because of any strike, or through any breakdown of machinery, or any stoppage of work, or any cause for which the employer cannot reasonably be held responsible.

(b) In lieu of such 44 working hours' notice, except in circumstances referred to above, the employer may pay 44 hours' wages and vice versa the employee leaving his or her employment without notice shall forfeit 44 hours' wages which may be deducted from any wages due.

(c) Where the employer terminates the employment of an employee within two weeks prior to a day on which a holiday occurs, and such employee is re-engaged within a period of two weeks after such holiday or holidays, the employee shall be paid for such holiday or holidays prescribed by this Determination, provided that such employee has been employed by the employer for a period of at least two weeks prior to the termination of employment.

(d) Any day worker starting work shall be entitled to at least half a day's pay, and any pieceworker to half a day's work.

(7) MEAL HOURS.—(a) A meal interval of not less than 45 minutes and not more than one hour shall be allowed each day, provided that, by mutual arrangement between the employees and the employer, a shorter meal time may be fixed, in which case it shall not be less than 30 minutes.

(b) Time and a half rates shall be paid to any employee required to work during his or her meal hour. No employee shall be compelled to work for more than five hours without a break for a meal. Provided, however, that where three shifts are worked in a continuous process and it is mutually arranged, there shall be no break for meals, but employees may take their meals in the employer's time as opportunity offers.

(c) An employee engaged in the maintenance of plant, when breakdowns occur, shall work meal hours at the ordinary rates herein prescribed whenever instructed so to do.

(d) Meal intervals having been fixed shall not be altered except on seven days' notice to the Union.

(8) POSTING OF DETERMINATION.—A copy of this Determination shall be posted by each employer in a prominent and accessible place in his establishment.

(9) NOTICE BOARD.—The employer shall permit to be erected in a prominent position in his establishment a notice board upon which representatives of the Union shall be allowed to post notices in connexion with union meetings or other legitimate business of the Union, provided such notices are not objected to by the management.

(10) PAYMENT OF WAGES.—Wages shall be paid weekly not later than Friday: Provided that where a shift finishes on a Saturday morning payment may be made on the Saturday.

Wages shall be paid during working hours, and any employee kept waiting for his or her wages, beyond the ordinary working hours, shall be paid at overtime rates for such waiting time: Provided that the present practice as to payment to employees on night shifts in each factory or mill shall continue.

Where the services of an employee are dispensed with, wages shall be paid to him on the day of dismissal or forwarded to him by post on the day following.

Not more than two days' pay of each employee shall be kept in hand by an employer.

(11) CERTIFICATE OF SERVICE.—An employee, if he or she asks for it, shall be entitled on termination of service to a certificate of length of service with an employer and the nature of the work upon which he or she was employed.

(12) **Bonus Payments.—In all establishments in which tasks are set and employees are paid for extra production the tasks shall be so set as to permit adults of average capacity and juniors of average capacity in receipt of wages in excess of 25s. per week to earn at least 15 per cent. above the rates prescribed for their occupations and so as to permit juniors of average capacity in receipt of wages between 17s. and 25s. per week to earn at least 20 per cent., and juniors of average capacity in receipt of wages less than 17s. per week at least 25 per cent. in addition to the rates prescribed for their occupations.**

(13) Time and Wages Book.—(*a*) The employer shall keep a time and wages book or record, in English, showing the name of each employee, the age and/or experience of each employee paid as a junior under clause 1 hereof, the occupation of each employee, the hours worked each day or each week, and the wages and/or allowances paid each week.

(*b*) When any junior employee is engaged, he or she shall furnish a certificate or statutory declaration as to his or her age, and the employer may rely on such certificate or declaration until or unless he has notice of its inaccuracy. Any junior employee giving misleading or false information as to his or her experience and/or age shall be deemed to be guilty of a breach of this Determination.

(*c*) The time occupied by an employee in filling in time books or in the making of records shall be treated as time of duty, but this does not apply to checking in or out at the beginning or end of duty.

(*d*) The time and wages book or record shall be open for inspection to a duly accredited official of the Union during the usual office hours at the employer's office or other convenient place, provided that no inspection shall be demanded unless the secretary of the Union or the branch secretary or organizer of any division suspects that a breach of the Determination has been committed: Provided also that only one demand for such inspection shall be made in any one fortnight at the same establishment.

(14) Holidays and Sunday Work.—(*a*) Subject to the limitations mentioned hereinafter, the following days shall be regarded as public holidays under this Determination:—New Year's Day, Good Friday, Easter Saturday (in establishments working a six-day week), Easter Monday, Labour Day, Anzac Day, Christmas Day, and Boxing Day, or any other day observed in lieu thereof.

(*b*) Employees shall be paid for any of such holidays as fall on an ordinary working day of their employer's establishment, such payment to be to the full extent of the ordinary daily wage.

(*c*) Pieceworkers shall be paid for such holidays even though not worked at the ordinary rates payable to employees on time work doing the same class of work.

(*d*) Where an employee is absent from his or her employment on the working day or part of the working day before or after a holiday without reasonable excuse, or without the employer's consent, the employee shall not be entitled to payment for such holiday.

(*e*) When an employee is absent through illness or other reasonable excuse from his or her employment for a period exceeding fourteen days, the employee shall not be entitled to payment for any holidays occurring during such period of absence:

Provided that where an employer consents to an employee having leave beyond the fourteen days abovementioned, payment shall be made for such holiday or holidays occurring in the period of absence.

(*f*) Production work in any factory is prohibited on Sundays unless in extraordinary circumstances, and then only with the consent of the Secretary for Labour.

(*g*) All work done by time workers on the before prescribed holidays, and all work done by time workers on Sundays shall be paid for at the rate of ordinary time in addition to the ordinary rate. All such work done by pieceworkers shall be paid for at the ordinary rate payable to employees on time work doing the same class of work in addition to such piecework earnings.

(*h*) All employees engaged on repairs or renewals of the employer's plant or machinery necessary for the resumption of work the next following working day, or for maintaining the continuity of electric light and power (not including the installation of new machinery), if worked on holidays and Sundays, shall be paid at the rate of time and a half.

(15) Annual Holidays.—(*a*) Except as hereinafter provided employers, in each year, shall give their employees continuously employed as defined a holiday from and after the day observed as Boxing Day to the 31st day of December inclusive, and shall pay full wages for ordinary working days included in that period. Piece and bonus workers receiving such holiday shall be paid time rates.

(*b*) Employees entitled to such holiday and required to work during that period shall be given a week's holiday on full pay at some other time during the year, or if dismissed from employment before receiving such holiday, shall be paid an extra week's wages on dismissal.

(*c*) "Continuously employed" for the purpose of this clause means employed (except as to breaks arising from slackening of work) for the three months immediately preceding the 25th day of each December. Any employee dismissed during the two weeks immediately preceding the 25th day of December shall be entitled to payment of one week's wages for such annual holiday.

(16) Right of Entry.—The secretary or branch secretary of the Union, or any person authorized by the Union, shall have the right to enter any factory or workshop for the purpose of interviewing and conversing with employees during the lunch hour or non-working time.

If any official so authorized makes himself objectionable during any such visit his right to visit may be determined by the employer affected.

(17) Piecework.—(*a*) The lowest piecework price payable to any outside worker for performing any of the undermentioned work shall be as specified in the following schedule, viz.:—

Description of Work.	Price per Garment.		
	Knitting or Crocheting.	Finishing.	Wholly Making up.
	s. d.	s. d.	s. d.
Pullovers, or Sweaters, or Jumpers, power fabric	0 9	2 3	3 0
Cardigans or Jackets, power fabric	0 9	2 6	3 3
Pullovers, or Sweaters, or Jumpers, hand flat fabric	1 3	2 3	3 6
Cardigans or Jackets, hand flat fabric	1 3	2 6	3 9

In the case of garments with a chest measurement not exceeding 32", the above prices may be *reduced* as follow:—

Knitting or Crocheting .. 4d. per garment reduction
Finishing .. .. .. 8d. " " "
Wholly making up .. .. 1s. 0d. " " "

(*b*) Except as provided in the preceding sub-clause, any employer may fix piecework prices for any process, provided such prices enable adult employees of average capacity to earn at least the minimum weekly rate prescribed for their respective classes with the addition of 15 per cent. A schedule of such piecework prices shall be posted in the mill or factory and a copy thereof forwarded to the secretary of the local branch of the Union.

(*c*) Piecework prices now paid may be re-adjusted by employers to meet new circumstances created by this Determination, before the expiry of six months from the date on which this Determination comes into force, but thereafter such prices shall not be altered except by mutual agreement between the employer and pieceworkers concerned.

(*d*) Where an employee has worked part of the week on piecework, he or she shall be entitled to his or her earnings in full for the actual time worked on piecework if the earnings are higher than the minimum rate for such time.

(*e*) Adults and juniors doing the same operations shall be paid the same piecework prices.

(*f*) As far as practicable, different grades of work shall be equitably divided between pieceworkers.

(*g*) A pieceworker who also instructs learners shall receive 10s. per week in addition to piecework earnings for the first week, 7s. 6d. for the second week, and 5s. for the third week, but at the end of the third week shall not be called upon to continue instructing a learner unless paid 5s. per week in addition to the piecework earnings.

(*h*) Male pieceworkers called upon to perform work before the usual starting time or after the usual finishing time, shall be paid for the first three hours 1s. per hour extra on the normal piecework price, and female pieceworkers 7d. per hour extra on the normal piecework price, and for any overtime extending beyond three hours at twice the rates prescribed in this sub-clause.

(*i*) Pieceworkers on the employer's premises at the employer's request, ready and willing to work, for each pay period shall receive at least the time rate prescribed for their occupations.

(18) Additional Payments.—(*a*) An employee who is required to change from one shift to another without two days' notice of such change of shifts, shall be paid 3s. extra as compensation for change.

(*b*) An employee who is employed as first aid man or woman, and who holds a first aid certificate, shall be paid 5s. per week extra.

(19) Mixed Functions.—An employee engaged for more than half of one day, or shift on duties carrying a higher rate than his or her classification shall be paid the higher rate for such day or shift; if for less than half of one day or shift he or she shall be paid the higher rate for the time so worked.

(20) Limitations.—(*a*) Where practicable, each machine shall be stopped when being cleaned, the cleaning to be done in his or her working hours by the employee whose duty it is to do so.

(*b*) No female shall be required to lift or carry any article or goods weighing more than 30 lb. without one assistant for every 30 lb. weight.

(*c*) No female shall be required to use an iron weighing more than 8½ lb.

(*d*) No female shall be employed operating a manual screw press other than those now employed, and the rates now paid to females for such work shall be continued.

(*e*) One operator receiving not less than an adult operator's wage shall be employed on full-fashioned machines totalling eighteen heads or more.

(21) Outside Workers.—(*a*) No work of any description or class covered by this Determination shall be done or performed outside the employer's factory or workshop, except by a person who holds an outside worker's licence issued by the Secretary for Labour: Provided that no such outside worker shall employ any other person or persons whatsoever, save and except members of such worker's own family.

(*b*) An employer shall not have more than one outside worker for every twenty inside workers or fraction thereof.

(*c*) An outside worker shall be deemed to be a person who works by himself or herself, except as provided in sub-clause (*a*), and is not employed in a workshop or factory.

(*d*) The outside worker shall not work during any part of the day inside a workshop or factory.

(*e*) Every outside worker shall be paid the prescribed piecework prices or wages rates as the case may be.

(*f*) Every outside worker shall be provided, free of charge, with cotton, silk, thread, and all other sewings and trimmings used in the manufacture of garments.

(*g*) In the case of an employer delivering or collecting the work of such outside worker, the same shall be done without charge to such outside worker.

(*h*) Every employer who has work done elsewhere than in his factory or workshop shall keep a record book, which shall contain a correct account written in ink as follows:—

(i) The name and full address of the outside worker.
(ii) The number of articles and description of work given out.
(iii) The price paid for such work.

(*i*) The record book mentioned in the preceding sub-clause shall be signed each week by each outside worker, verifying the accuracy of the amount of remuneration received, and shall be open for inspection at any time by any authorized officer of the Department of Labour.

(*j*) Except as provided in this clause no employer shall require or order or cause to be performed or contract for the performance of work of any class covered by or referred to in this Determination (including the work of preparing any material for manufacture or materials so prepared)—

(1) In any place other than his usual workshop or factory; and/or

(2) By any person or persons other than his employees usually employed at such workshop or factory.

(*k*) Nothing herein contained shall affect the right of the employer to contract, sub-contract, let, or sub-let to any person employing not fewer than four persons (exclusive of members of his own family) who conducts a workshop or factory, and is affected by this Determination.

(22) Limitation of Employer's Liability.—Where an employer has made a payment to an employee, which payment purports to be a payment of the wages payable under this Determination to the employee for any period such employee shall not recover from his employer any further sums prescribed by this Determination in respect of any services rendered to such employer during such period, unless within a period of nine calendar months after the last day of such period a demand in writing of such further sum claimed has been given to the employer by the employee, or some person on his behalf.

(23) General.—(*a*) *Hot Water.*—Employees shall be provided with hot water free of charge.

(*b*) *Seats for Female Employees.*—When requested by employees, and where practicable, suitable seats shall be provided for female employees in positions handy to their work.

(*c*) *Rest Room.*—In factories where ten or more female employees are employed, a properly ventilated rest room shall be provided for the use of such female employees. It shall contain a suitable couch, two easy chairs, and a rubber hot water bag.

(*d*) *Dining Room.*—Proper dining room accommodation shall be provided by the employer when requested to do so by a majority of his employees.

(*e*) *First Aid Chest.*—The employer shall provide a properly equipped first aid chest. Such chest shall comply, as to its contents, with the requirements of the Factories and Shops Acts.

(*f*) *Clothing.*—When requested by the employees concerned, the employer shall provide employees working in the wool scouring, dye house, milling and scouring, yarn dyeing and piece carbonizing (except piece drying) departments with suitable protective clothing, such as gloves and top boots or clogs, and (when working with acids) aprons. Employees shall take reasonable care of clothing so provided.

(*g*) *Tools of Trade.*—All materials and appliances required for the cleaning of machinery shall be supplied by the employer free of charge.

(*h*) *Changing Accommodation.*—Separate dressing accommodation shall be provided by the employer for male and female employees.

(*i*) *Morning Tea.*—Opportunities for morning tea shall be afforded by the employer to female employees between the hours of 10 a.m. and 11 a.m.

(*j*) *Floor Coverings, &c.*—Where practicable, wooden platforms shall be placed before machines, and no employee shall be called upon to stand on a bare concrete, or brick, or stone floor when operating or attending to a machine.

F. A. MARZORINI,
Secretary for Labour.

Melbourne, 30th May, 1938.

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