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MONDAY, OCTOBER 25.

[1915.

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REGULATIONS

UNDER

THE FACTORIES AND SHOPS ACTS.

REGULATIONS UNDER THE FACTORIES AND SHOPS ACTS.

At the Executive Council Chamber, Melbourne, the nineteenth day of October, 1915.

PRESENT :

His Excellency the Governor of Victoria.

Sir A. J. Peacock
Mr. Murray

Mr. Mackinnon
Mr. Gray.

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 : Now therefore His Excellency the Governor of Victoria, with the advice of the Executive Council thereof, doth by this Order revoke the Regulations made on the 19th February, 1906, on the 10th March, 1913, and on 8th April, 1913, under the provisions of the Factories and Shops Acts, and doth make the following Regulations (that is to say):-

CHAPTER I.

Section 242.

REGISTRATION OF FACTORIES.

Definition.

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

Section 14.

Form of 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 2650, SEC. 14).

To the Chief Inspector of Factories, Spring-street, Melbourne.

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

Form for registration of a factory, including fields for name, address, trade, power, and employee details.



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.

4. 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.

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:—

Section 15 (2).

To the Chief Inspector of Factories, Melbourne.  
The Municipal Council of \_\_\_\_\_ has approved of the undermentioned premises as suitable for a factory:—

Date 19

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.

• Requirements in Factories.

5. 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, and no place shall be approved of as a factory unless the following requirements are complied with:—

*Air Space.*

Section 24.

(a) 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.*

(b) In the absence of an approved system of mechanical ventilation, each work-room shall be provided with means of ventilation by openings other than windows or doors for the inlet and outlet of air in the proportion of not less than 12 square inches of inlet openings and 12 square inches of outlet openings for each person employed in such work-room; 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.

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.*

(c) All means of egress, passage-ways, and stairways shall be lighted to a degree sufficient for escape purposes.

*Fire Escape.*

Section 25.

(d) 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 January, 1915, 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 fire-escape stairway shall be provided for every floor of a factory above the ground floor, and reaching from the topmost story to the ground level, and situate as far as practicable from lift elevators or stairs or windows. The said escape stairs shall be constructed, where practicable, exterior to the building.

Wherever it is found impracticable to place this escape outside the building the stairway shall be similarly constructed inside the building and be completely fire-isolated, and have direct communication with the outer air.

There shall also be provided for every floor of a factory above the ground floor a satisfactory alternative means of escape, which may be either a stairway or some other means of escape satisfactory to the administrators and approved by them. The constructive arrangements shall be such as to allow of each means of 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 of the means of escape become obstructed exit by the other means of escape shall be instantly available and safely accessible and usable.

Notwithstanding the provisions of this sub-section it shall not be compulsory to provide alternative means of escape for any building if the one stairway provided is of fire-resisting material throughout and fire-isolated, affording a readily available and safe means of egress from every part of the said building or place, and if in addition—

- (a) in the case of a wooden building, not more than twenty persons are employed on the first floor, or
- (b) in the case of a brick building comprising not more than two floors above the ground floor, the number of persons employed on the floors above the ground floor does not exceed 150.

*Stairs and Landings.*

Section 25.

(e) All stairs and landings shall be constructed of fire-resisting materials with—

- (1) Straight flights with half-space or quarter-space landings at intervals of not more than sixteen nor less than two rises.
- (2) 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. 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 stairway.
- (3) A clear headway throughout of not less than 6 ft. 6 in.
- (4) 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.
- (5) The underside of stairs lined except where rises are fitted.
- (6) A landing at each floor of the same width as the stairway 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.
- (7) A width of stairway, 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.
- (8) All walls and partitions enclosing any staircase shall be of fire-resisting material. Fire isolated stairways shall be enclosed by brick or stone walls, not less than 9 inches thick, or by re-inforced concrete walls, not less than 4 inches thick.

*Fire Extinction.*

Sections 25 and 26.

(f) The following or other appliances if approved of as equally effective by the administrators 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 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) 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, 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 3 gallons, shall be reckoned as equivalent to four buckets.

If by reason of any special circumstances of the cases 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.

*Egress.*

Section 25.

(g) 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 persons or proportion thereof.

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.*

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

*Doors and Gateways.*

(i) 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.

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.

No door or gate shall during the whole time the factory is occupied by employes, 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.

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. Knobs and handles of all bolts and locks must be firmly secured.

Section 24.

*Heating Appliances.*

(j) Means and appliances for efficiently warming the factory shall be provided when such means and appliances are considered necessary by the administrators.

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.*

(k) The factory shall be provided with properly-appointed lavatories, affording the means of free ablution for the females employed therein, in the proportion of at least one lavatory or basin for every twenty females employed. When considered necessary by the administrators, properly-appointed lavatories, sufficient in number to provide the means of free ablution for the males employed, may also be ordered in any factory in the proportion of at least one lavatory or basin for every twenty males employed.

Section 25.

*Sanitary Accommodation.*

(l) 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 thereto 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.

<i>Closets for Males.</i>				
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 employes.

*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 employes.

*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.

*Dressing-room for Females.*

(m) 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 and adequate dressing-room for the use of the females employed therein.

## MATERIALS AND CONSTRUCTION OF CERTAIN FACTORIES.

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

## 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 laid so as to drain 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.

The ceiling or wall-plates to be not less than 12 feet in height. The roof of the bakehouse and of the small-goods house to be lined if no ceiling has been provided. Bakehouses to be provided with floors or to be imperviously paved. Small-goods houses to be imperviously paved and laid so as to drain into paved channels. All yards to be either gravelled or paved and well drained. No part of a manure receptacle, closet, or urinal to be within 12 feet of any building or room in which the making of bread or of small goods is carried on. No building or room in which the making of bread or of small goods is carried on shall have any communication with any stable.

## CLASS C.

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

The ground floors to be imperviously paved, and laid to drain into paved channels intercepted by deodorizing tanks. All yards to be gravelled or paved and well drained.

## CLASS D.

Buildings for soap and candle works, glue-making, bone and carcass boiling-down, bone-crushing, manufacture of artificial manures, and similar trades.

The roofs or ceilings to be not less than 15 feet in height. The floors to be imperviously paved and properly graded to drain to impervious drains discharging to adequate intercepting deodorant catchpits. Close boilers or covered vats only are to be used, from which pipes are to be fixed to convey the vapours and fumes through an effective condensing and deodorizing apparatus.

## CLASS E.

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

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

All ground floors imperviously paved and laid so as to drain to channels intercepted by deodorizing tanks. All yards to be gravelled or paved and well drained.

## CLASS F.

Marine stores.

The yards and floors of the buildings imperviously paved and laid so as to drain into paved channels.

*Rooms in which Females Work.*

No room to be used by females shall be approved 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.

CHAPTER II.

REGISTRATION OF SHOPS.

Section 125.  
Form and Fee.

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.

Names in full of Occupier or Occupiers  
Kind of Shop  
Trading Name (if any)  
Street Number and Locality (in full)  
Description of Shop Building (viz., Material of Building, Number of Rooms, &c.)  
Whether Shop has been Registered previously

The Number of Shop Employés, including Carters, &c., is

Males.	Females.	Total.

The Registration Fee of £  
Signature of Occupier or Partner

s.

d. is forwarded herewith.

Date

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

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.

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 occupiers unregistered fourteen days after 1st March in each year 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.

The fee should be paid in the form of cash, cheques (without exchange), money orders, or postal notes.

The fees for registration or renewal registration are—

Every shop in which more than sixty persons are employed Three pounds and three shillings per annum.

Every shop in which more than thirty and not more than sixty persons are employed Two pounds and two shillings per annum.

Every shop in which more than ten and not more than thirty persons are employed One pound and one shilling per annum.

Every shop in which more than six and not more than ten persons are employed Ten shillings per annum.

Every other shop Two shillings and sixpence per annum.

For shops first occupied after 31st August the registration fee is half.

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

Section 126.

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. Owners, occupiers, or partners, and their sons and daughters are employés if they do any of the work of the Shop.

Name of Employé.	Description of Work. (Draper, Grocer, &c., as the case may be.)	* Age	Sex.	Number of Hours of Work per Week.	Amount of Wages per Week.

\* If the employé is under 21 the exact age should be given; if over 21 the letter “A” will be sufficient.

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 \_\_\_\_\_ 191\_\_\_\_

Signature

Certificate of Registration.

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

*No Request for Registration to be Made.*

3. 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.

*Exits and Stairways.*

4. Every shop erected after the 1st January, 1915, and every shop which the Chief Inspector of Section 118 and Factories considers should be so provided, shall be provided with exits and stairways on the following scales:—

(a) *Exits and Stairways 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. } 1 5ft. 0in. } 1 3ft. 4in. } One stair to be fire isolated ...	6ft. 8in. 8ft. 4in.
More than 4,000 and not more than 6,000	2 5ft. 0in. ...	10ft. 0in.
More than 6,000 and not more than 8,000	2 5ft. 0in. } 1 3ft. 4in. }	13ft. 4in.
More than 8,000 and not more than 10,000	3 5ft. 0in. ...	15ft. 0in.
More than 10,000 and not more than 12,000	2 5ft. 0in. } 2 3ft. 4in. } One 5ft. 0in. stair to be fire isolated ...	16ft. 8in.
More than 12,000 and not more than 14,000	3 5ft. 0in. } 1 3ft. 4in. }	18ft. 4in.
More than 14,000 and not more than 16,000	4 5ft. 0in. ...	20ft. 0in.
More than 16,000 and not more than 18,000	4 5ft. 0in. } 1 3ft. 4in. } Two stairs to be fire isolated ...	23ft. 4in.
More than 18,000 and not more than 20,000	5 5ft. 0in. ...	25ft. 0in.
More than 20,000 and not more than 22,500	4 5ft. 0in. } 2 3ft. 4in. } Two 5ft. 0in. stairs to be fire isolated ...	26ft. 8in.
More than 22,500 and not more than 25,000	6 5ft. 0in. ...	30ft. 0in.

(b) *Exits and Stairways 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. ...	6ft. 0in.
More than 4,000 and not more than 6,000	1 3ft. 4in. ...	6ft. 8in.
More than 6,000 and not more than 8,000	2 3ft. 4in. ...	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. } 1 3ft. 4in. }	13ft. 4in.
More than 12,000 and not more than 14,000	3 5ft. 0in. ...	15ft. 0in.
More than 14,000 and not more than 16,000	2 5ft. 0in. } 2 3ft. 4in. } One 5ft. 0in. stair to be fire isolated ...	16ft. 8in.
More than 16,000 and not more than 18,000	3 5ft. 0in. } 1 3ft. 4in. }	18ft. 4in.
More than 18,000 and not more than 20,000	4 5ft. 0in. ...	20ft. 0in.
More than 20,000 and not more than 22,500	4 5ft. 0in. } 1 3ft. 4in. } Two stairs to be fire isolated ...	23ft. 4in.
More than 22,500 and not more than 25,000	5 5ft. 0in. } 2 3ft. 4in. } Two 5ft. 0in. stairs to be fire isolated ...	25ft. 0in. 26ft. 8in.

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 3ft. 4in. 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 Tables (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 stairway 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.*

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

- (1) Straight flights with half-space or quarter-space landings at intervals of not more than sixteen nor less than two rises.
- (2) 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 stairway is 3 ft. 4 in. 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 midrails shall be provided to every open side of every unenclosed stairway.
- (3) A clear headway throughout of not less than 6 ft. 6 in.
- (4) 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.
- (5) The underside of stairs lined except where rises are fitted.
- (6) A landing at each floor of the same width as the stairway 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.
- (7) All walls and partitions enclosing any staircase shall be of fire-resisting material. Fire isolated stairways shall be enclosed by brick or stone walls, not less than 9 inches thick, or by reinforced concrete walls, not less than 4 inches thick.

#### *Doors and Gates.*

5. 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.

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.

No door or gate shall during the whole time the shop is occupied by the public or by employes, 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.

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. Knobs and handles of all bolts and locks must be firmly secured.

#### *Internal Approaches to Doorways.*

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

#### *Fire Extinction.*

7. 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, 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 3 gallons, shall be reckoned as equivalent to four buckets.

If by reason of any special circumstances of the cases 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.*

8. 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.

Sanitary Accommodation.

Section 112.

9. Every building used as a shop shall be provided with proper closet accommodation 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 a sewerage system the following scale may be adopted in lieu of that given above:—

SCALE.

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.

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.

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.

CHAPTER III.

SPECIAL BOARDS.

Section 127 (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 EMPLOYÉS 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 special board.

*Notice.*

6. The Chief Inspector shall notify every employer and employé enrolled for the purposes of a special 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 special 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 special 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 special board shall be nominated, in writing, by 10 electors, and every candidate as a representative of employés on any special 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 special board as representatives of employers or as representatives of employes not exceed the number to be so elected, the returning officer shall report to the Minister that such persons so nominated to the special board have been duly elected as representatives of employers or as representatives of employes (as the case may be).

*Publication of Nominations.*

14. Should the number of persons nominated either as representatives of employers or as representatives of employes exceed the number to be elected on any special 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 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.

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 SPECIAL BOARDS AND PAYMENT OF MEMBERS.

Sections 140  
and 242.

*Nomination of Chairman.*

21. Every special board shall meet at the office of the Chief Inspector of Factories for the purpose of nominating a chairman, and thereafter at such other times and places as may be arranged by such special board.

*Secretary.*

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

*Minutes.*

23. Entries of all proceedings of any special 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 special board is appointed may be fixed by any such special 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 special board.

26. After the determination of any special 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 special board.

*Fees.*

27. The Chairman and members of the Special Boards shall be paid for attendance at Board Meetings as follows:—

Three hours attendance or less—Chairman, 10s. ; Member, 5s.  
Over three hours attendance—Chairman, 20s. ; Member, 10s.

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

*Expenses.*

29. Any representative of employers or employes residing not less than 10 miles from Melbourne may be paid train fare only from such place of residence and a sum of 10s. per day for travelling expenses.

CHAPTER IV.

MEDICAL CERTIFICATES.

Section 342

Factories in which Medical Certificates are required.

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

(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.

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

The fee for any investigation and report required under the Factories and Shops Acts shall be £1 1s. 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.

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

Examination by Certifying Medical Practitioner.

Section 11.

3. The examination for a certificate must be conducted by the certifying 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.

Section 46.

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

Form for Certificate Under the Factories and Shops Acts. Fields include Date, Place, Name of Applicant, Residence, Age, In what class or classes of Factory to be employed, Remarks, and Certifying Medical Practitioner. Includes a note about inserting 'all classes' or specific factory names.

Record of Examination.

5. 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.*

6. 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 by the Board of Examiners at such times and places as may from time to time be notified by the secretary 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.

Should the applicant pass the prescribed examination the deposit shall, in each instance, go towards payment for the fee for certificate; in the event, however, of the failure of the candidate to pass the examination, such amount shall be forfeited and be paid to the consolidated revenue.

3. Candidates must, if possible, produce testimonials or certificates, signed by their employers, and such documents must specify clearly and distinctly the class of engines they have driven, or assisted to drive, or classes of boilers they have attended or assisted to attend. The diameter of the cylinders of the engines driven must be stated on the testimonials. In cases where candidates are unable, from any sufficient cause, to produce testimonials from their employers, the Board may accept a statutory declaration or other sufficient proof that such candidates drove or assisted to drive a certain engine or engines at certain places for a period of twelve months, or attended or assisted to attend a certain steam boiler or boilers, at certain places for a period of six months, as evidence of their having had the necessary experience to entitle them to be examined.

4. Every candidate for a certificate of competency or service shall:—

(a) make a statutory declaration that the testimonials he produces are genuine and true and correct in every particular, such declaration to be presented to and retained by the Board.

(b) produce written evidence of his respectability 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.

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 issued by the Board of Examiners shall be—

For a 1st or 2nd class certificate of competency as an engine-driver ...	£1	0	0
For a 3rd class certificate of competency as an engine-driver ...	0	10	0
For a certificate of competency as a boiler attendant ...	0	10	0
For any certificate of service ...	0	10	0
For a copy of any certificate (if lost) ...	0	2	6
For a registration slip of a certificate issued in any of the other States or in New Zealand ...	0	2	6

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

## CLASSES OF ENGINE-DRIVERS' CERTIFICATES AND ENGINES THAT MAY BE TAKEN CHARGE OF BY THE HOLDERS THEREOF.

7. The certificates of competency or of service as engine-drivers to be issued by the Board of Examiners shall be of three classes, namely, 1st, 2nd, and 3rd.

A 1st class certificate shall entitle the holder thereof to drive any engine used in or in connexion with a factory.

A 2nd class certificate shall entitle the holder thereof to drive any engine used in or in connexion with a factory, the cylinder of which does not exceed 12 inches in diameter, or, if a double-cylinder engine be used, the combined area of the cylinders of which does not exceed that of a cylinder 12 inches in diameter.

A 3rd class certificate shall entitle the holder to take charge of any engine used in or in connexion with a factory, the cylinder of which does not exceed 6 inches in diameter, or, if a double-cylinder engine be used, the combined area of the cylinders of which does not exceed that of a cylinder 6 inches in diameter.

## CERTIFICATES OF COMPETENCY TO TAKE CHARGE OF ENGINES.

## FIRST CLASS CERTIFICATE.

8. An applicant for a 1st class certificate of competency 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 a "2nd class" steam-engine for a period of not less than six months; 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 12 months; 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 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.
- (b) That he is at the date of examination not under the age of nineteen (19) years or over the age of fifty (50) years. The latter age not to apply to persons who had experience in driving engines previous to their attaining the age of fifty (50) years.

The applicant must be able to pass a creditable examination as to the construction of the various steam-engines and boilers 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 engines and boilers.

9. A 1st class certificate of competency shall be issued by the board 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 recognised by the Governor in Council for that purpose in accordance with the Factories and Shops Acts.\*

10. Any person holding a factory engine-driver's or boiler attendant's certificate issued in any other State of the Commonwealth or in New Zealand, and who takes up his residence in Victoria, may be granted a registration slip of equal grade to his certificate, upon payment of the fee prescribed, and without undergoing any examination. This registration slip shall entitle the holder to drive the same class of engine or attend any boiler that he had been qualified to take charge of under his certificate in the issuing State, and these particulars will be shown on the face of the registration slip.

#### SECOND CLASS CERTIFICATE.

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

- (a) (1) That he has had not less than twelve months' experience in assisting to drive a steam-engine the cylinder of which exceeds 6 inches in diameter, or, if a double-cylinder engine, the combined area of the cylinders of which exceed 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.
- (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 engines previous to their attaining the age of fifty (50) years.

The applicant must be able to pass a creditable examination as to the use of the principal parts of steam-engines and boilers 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 engines and boilers.

12. A 2nd class certificate of competency shall be issued by the board 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 2nd class certificate of competency under these regulations before some authority recognised by the Governor in Council for that purpose, in accordance with the Factories and Shops Acts.\*

#### THIRD CLASS CERTIFICATE.

13. An applicant for a 3rd class certificate of competency must produce to the board satisfactory evidence—

- (a) That he has had not less than twelve months' experience in assisting to drive a steam-engine.
- (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 engines previous to their attaining the age of fifty (50) years.

The applicant must be able to pass a creditable examination as to the use of the principal parts of steam-engines and boilers 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 engines and boilers.

\* The authorities recognised by the Governor in Council are:—“Board of Trade of Great Britain, Marine Board of Victoria, The Minister of Marine and Fisheries in Canada, Marine Department of New Zealand, Marine Board of New South Wales, The Head of the Government of Malta, Marine Board of South Australia, Board of Examiners under the authority of the Governor of Tasmania, Lieutenant-Governor of Bengal, Governor of Bombay, Marine Board of Queensland, Governor of Hong Kong, Governor of the Straits Settlements.”—(See *Government Gazette*, 5th March, 1897, page 934.)

## CERTIFICATES OF SERVICE TO TAKE CHARGE OF ENGINES.

## 14. First class certificates of service will be granted—

To candidates who satisfy the board that during at least twelve months within three years prior to the 1st October, 1896, they have been in sole charge of and have efficiently managed and driven an engine in Victoria 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 a single cylinder of more than 12 inches in diameter.

## 15. Second class certificates of service will be granted—

To candidates who satisfy the board that during at least twelve months within three years prior to the 1st October, 1896, they have been in sole charge of and have efficiently managed and driven an engine in Victoria the cylinder of which is not less than 6 inches in diameter, or a double-cylinder engine the cylinders of which have a combined area equal to that of a single cylinder of not less than 6 inches in diameter.

## 16. Third class certificates of service will be granted—

To candidates who satisfy the board that during at least twelve months within three years prior to the 1st October, 1896, they have been in sole charge of and have efficiently managed and driven an engine in Victoria.

## CERTIFICATES OF COMPETENCY TO BOILER ATTENDANTS.

17. A certificate of competency as a boiler attendant shall entitle the holder thereof to take charge of any boiler used in or in connexion with a factory. An applicant for a certificate of competency as boiler attendant must produce to the board satisfactory evidence—

- (a) That he has had not less than six months' experience in assisting to work a steam boiler.
- (b) That he is, at the date of examination, not under the age of eighteen (18) nor over the age of fifty (50) years. The latter age is not to apply to persons who have previously worked steam boilers.

The applicant must be able to pass a creditable examination as to the different fittings of the various boilers in general use, and the use of such fittings, and as to what action is necessary in the ordinary emergencies which may arise in connexion with boilers.

## CERTIFICATES OF SERVICE TO BOILER ATTENDANTS.

18. (a) A certificate of service as a boiler attendant shall entitle the holder thereof to take charge of any boiler used in or in connexion with a factory.

(b) When specially authorized by the Governor in Council a certificate of service as a boiler attendant will be granted to such candidates as satisfy the board that they have been in charge of and have efficiently managed a steam boiler during at least twelve months within three years prior to the 1st October, 1896.

## DISQUALIFICATION OF HOLDER OF CERTIFICATE.

19. Any person holding a certificate of competency or of service as an engine-driver or boiler attendant, 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.

20. 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 boiler.

21. 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 their opinion thereon.

## MISCELLANEOUS.

22. 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. The fee herein referred to shall be paid to the Secretary for Mines in cash, or by postal note or post-office order, and shall by him be paid into the consolidated revenue.

23. Every certificate of competency or service issued under the Factories and Shops Acts shall specify the name, place and date of birth of the person to whom such certificate is issued.

24. Every holder of a certificate under these regulations must produce such certificate to the board previous to his being examined for a higher one, and in the event of the latter certificate being granted his former certificate shall be surrendered and delivered up to the board.

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

CHAPTER VI.

CARTERS.

Section 129.

*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 waterworks, 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.

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 10.

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.	Employé'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.	Time of Finishing Work.	Time of Starting Work.	Time of Finishing Work.	Total Hours Worked.	Employé's Initials.
	A.M.	A.M.	P.M.	P.M.		
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—

CHAPTER VII.

FORMS TO BE KEPT IN A FACTORY OR PLACE OR FORWARDED TO THE CHIEF INSPECTOR.

Record of Factory Employés.

1. 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, shall be in the following form, and such record shall be forwarded to the Chief Inspector within seven days after the 1st January in each year:—

RECORD OF EMPLOYÉS.—FACTORY.  
 (Act 265<sup>o</sup>. Sections 14 and 22)  
 For use by Factory Occupiers only.

Name of Employer (in full)—  
 Trade Name (if any)—  
 Street, Number, and Locality (in full)—  
 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.  
 The total number of such persons working inside the factory is males females.  
 The fee £ is enclosed herewith.

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

Signature— Date—

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

Name of Employé.	Description of Work.	Age. (For all under 21, exact age. For adults A.)	Sex. M. or F.	No. of Hours worked during the Week.	Amount of Week's Earnings.	
					Wages.	Piecework.

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—

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

*Record of Employés in places other than Factories and Shops.*

2. The true record of the names, work, and wages of the persons employed in places other than factories and 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.)

For Hotels, Boarding Houses with 20 or more beds, Master Carters, Employers of Clerks, Packers, Sorters, Miners, and all other persons (except Factory or Shop occupiers) who employ any workers whose wages are fixed by any Wages Board.

This form should show correct particulars of every person employed during the first week in December (including working employers and partners and members of their families) and should reach the Chief Inspector of Factories on or before the 1st January following.

*No notice nor demand, written or verbal, will be given or made for this record, but 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, 191 , was—

Name of Employé.	Description of Work.	Age. (For all under 21, exact age. For adults, A.)	Sex. M. or F.	No. of hours of Work per Week.	Amount of Week's Earnings.	
					Wages.	Piecework.

**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, and carters, clerks, packers, and others working in connexion with the business) employed during first week of December, 19 , and that it is true and correct in every particular.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 19 .  
 Signature—

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

*Record of Outwork.*

3. 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 FACTORY FOR EACH WEEK DURING THE YEAR 19 IN THE TRADE OF**

Name of Employer—  
 Address—

This record to be forwarded to the Chief Inspector of Factories on the 1st of January in each year, or whenever demanded by him.

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 by the persons named herein for me, and the prices paid for same during the year ending

Signature of Employer—

Date—

## Record of Fines imposed.

Section 22.

4. The record of all fines levied upon his employé's 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 employé's in the factory of

at

Signature of Occupier or Manager—

Date—

19

## CHAPTER VIII.

Sections 19 and 212.

## 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.
Commodore	...	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.
Footstools	...	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.

SCHEDULE—continued.

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.
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 IX.

MODE OF APPEALING TO THE COURT OF INDUSTRIAL APPEALS.

Sections 176 and 242.

1. Every appeal under the provisions of the Factories and Shops Act against the Determination of a special 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 employé 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 employé 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 special 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 X.

MISCELLANEOUS.

Oath of Secrecy.

Section 195.

1. The oath of secrecy to be taken by the Under-Secretary, the Chief Inspector, and the officers under the Chief Inspector 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 Under-Secretary of Victoria, the Chief Inspector of Factories, or an officer under the Chief Inspector (as the case may be).

*Choice of Half-Holiday by Hairdresser.*

Section 87.

2. The written notice to be served on the Chief Inspector by the occupier of a Hairdresser's shop 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.

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

within the Municipal District of

that <sup>I</sup> <sub>We</sub> have chosen that the same shall be closed from\* p.m. on Wednesdays for three months from the 19 (and until further notice).

Full Name of Occupier, Firm, or Company—

Signature—

Date—

19

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

\* 1 or 8, as the case may be.

WASHING AND CLEANING OF THE FLOORS, WINDOWS, PRIVIES, AND URINALS OF FACTORIES. Sections 80 and 242.

3. 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.

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

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

## VENTILATION IN WAREHOUSES.

Section 118.

6. Every warehouse erected after the first day of January, 1915, and every warehouse which the Chief Inspector of Factories considers should be so provided shall be provided with means for ventilation in accordance with the requirements of Clause 8 of Chapter II.

SANITARY ACCOMMODATION IN OFFICES, WAREHOUSES OR BUILDINGS (OTHER THAN FACTORIES OR SHOPS). Section 112.

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 Clause 9 of Chapter II.

And the Honorable John Murray, 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,

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. This ensures transparency and allows for easy auditing of the accounts.

In the second section, the author details the various methods used to collect and analyze data. This includes both primary and secondary research techniques. The primary research involved direct observation and interviews with key stakeholders, while secondary research was conducted through a review of existing literature and industry reports.

The third section presents the findings of the study. It highlights several key trends and patterns observed in the data. For example, there was a significant increase in the use of digital marketing channels, and a corresponding decrease in traditional advertising methods. These findings have important implications for business strategy and marketing planning.

Finally, the document concludes with a series of recommendations based on the research findings. These recommendations are designed to help organizations optimize their marketing efforts and improve their overall performance. The author suggests that businesses should focus on creating high-quality content and building strong relationships with their target audience.

