



VICTORIA
GOVERNMENT GAZETTE

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[1917.

REGULATIONS

UNDER THE

FACTORIES AND SHOPS ACTS.

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

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

Applicant's Signature.

Date / /

Note.—Section 233 of the *Factories and Shops Act 1915* imposes penalty upon any person making false entry of any particulars in this notice.

I have examined the above factory and find the particulars given correct.
 The factory is in fair condition.....
 good
 bad

This factory will accommodate.....employés. Register.....
 Inspector of Factories.

Chief Inspector of Factories.

BACK.

19

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

Approval of Municipal Council.

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

To the Municipal Clerk,

Date,

19

SIR,

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

The full name of the person or body of persons who will occupy the factory are

The trade name of the firm is

The premises are situate at

The factory will manufacture

The mechanical power is

(Electricity, steam, &c., full description required).

The number of persons who will probably be working (including working Employers) is

The premises are built of

The roof is { lined with

{ ceiled with

The means of escape in case of fire are (a)

(b) Stairs built of

Width of stairs at narrowest part is

The number of staircases is

The position of staircases is

The number of closets for females is

The number of closets for males is

Lavatory is provided for

Urinal is provided for

viz.:— males and females.

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 :—

Date 19

Section 16 (2). To the Chief Inspector of Factories, Melbourne.

The Municipal Council of

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

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

(Signed)

Municipal Clerk.

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.

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

The Primary Escape.

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

The Alternative Escape.

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

(2) Notwithstanding the provisions of this sub-section, it shall not be compulsory to provide the alternative escape for any building if—

(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.

(3) Provided further that for any building situate within the Metropolitan District as defined in the Factories and Shops Act other means of escape which do not comply with all the requirements of the above regulation may be accepted if the Engineer of the Municipality and the Chief Officer of the Metropolitan Fire Brigades certify in writing that, in their opinion, full compliance is impracticable, unsuitable, or unnecessary, and that the other means of escape (specified in the certificate) are at least as safe and effective.

Stairs and Landings.

Section 25.

(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 $1\frac{1}{2}$ inches in diameter, conducting water from a street water main to within the building, with taps with $2\frac{1}{2}$ 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 thereof properly separated for the sexes shall be provided. Adequate urinal accommodation shall be provided for every factory in which four or more males are to be employed, and separate and distinct urinal accommodation for the use of the females may be ordered for every factory in which more than twenty females are to be employed: Provided that in factories in which the majority of those employed are to be of one sex, and not more than two are to be of the other sex, separate and distinct closet accommodation for the persons of different sexes shall not be required if, in the opinion of the administrators, the same is suitably provided in adjoining or adjacent premises: Provided that if the closets and urinals are connected with a sewerage system the following scale may be adopted in lieu of that given above:—

SCALE.

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 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.

And the Honorable Sir Alexander Peacock, 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.

