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HIMACHAL PRADESH GOVERNMENT  
INDUSTRIES DEPARTMENT

NOTIFICATION

Simla-4, the 6th May, 1952

No. D.86-12/48-III.—In exercise of the powers conferred by the Factories Act, 1948, (Act LXIII of 1948) the Himachal Pradesh Government are hereby notified to make the following rules:

THE HIMACHAL PRADESH FACTORIES RULES, 1950

CHAPTER I

PRELIMINARY

1. *Short title, extent and commencement.*—(1) These Rules may be called the Himachal Pradesh Factories Rules, 1950.

(2) These Rules shall extend to the whole of Himachal Pradesh.

(3) These Rules, except rules 29 to 33, 53, 62, 64 to 76 and 95 shall come into force on the 14th April, 1950 and rules 29 to 33, 53, 62, 64 to 76 and 95 shall come into force on such dates as are specified therein.

2. *Definitions.*—In these Rules unless there is anything repugnant to the subject or context:—

(a) "Act" means the Factories Act, 1948.

(b) "Appendix" means an appendix appended to these Rules.

(c) "Artificial Humidification" means the introduction of moisture into the air of a room by any artificial means whatsoever, except the unavoidable escape of steam or water vapour into the atmosphere directly due to an manufacturing process:

Provided that the introduction of air directly from outside through moistened mats or screens placed in openings at times when the temperature of the room is 80 degrees or more, shall not be deemed to be artificial humidification.

(d) "Belt" includes any driving strap or rope.

(e) "Degrees" (of temperature) means degrees on the Fahrenheit scale.

(f) "District Magistrate" includes such other official as may be appointed by the Chief Commissioner in that behalf.

(g) "Fume" includes gas or vapour.

(h) "Health Officer" means the Municipal Health Officer or District Health Officer or such other official as may be appointed by the Chief Commissioner in that behalf.

(i) "Hygrometer" means an accurate wet and dry bulb hygrometer conforming to the prescribed conditions as regards constructions and maintenance.

(j) "Inspector" means an officer appointed under section 8 of the Act and includes "Chief Inspector".

(k) "Maintained" means maintained in an efficient state, in efficient working order and in good repair.

Intimation should also be sent to the Inspector as soon as the occupier for the working of the factory for the purposes of the Act.

*Rules 3 to 11 prescribed under sub-section (1) of section 6*

3. *Approval of plans.*—(1) No manufacturing process shall be carried on in any building constructed or extended or taken into use as a factory or a part of a factory after the date of the commencement of the Act, unless previous permission in writing is obtained from the Chief Commissioner or the Chief Inspector.

Application for such permission shall be made in the prescribed Form No. 1 which shall be accompanied by the following documents:—

- (a) A flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;
- (b) Plans in duplicate drawn to scale showing:—
  - (i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc.;
  - (ii) the plan elevation and necessary cross-sections of the various buildings, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage ways; and
- (c) Such other particulars as the Chief Inspector may require;
- \*(d) Replies to the questionnaire annexed to Form No. 1-A.

Provided that the occupier of the premises in use as a factory on the date of commencement of these Rules shall submit such application within thirty days of such commencement.

(2) If the Chief Inspector is satisfied that the plans are in consonance with the requirements of the Act he shall, subject to such conditions as he may specify approve them by signing and returning to the applicant one copy of each plan; or he may call for such other particulars as he may require to enable such approval to be given.

\*(3) The plans and specifications herein required shall be certified by a person possessing the qualifications prescribed for a Certificate of Stability i.e., at (a) (ii) below:

- (a) *Certificate of Stability.*—(i) No manufacturing process to be carried on with the aid of power shall be begun, or carried on in any building or part of a building until a certificate of stability of the building or part of the building in Form No. 2 signed by a person possessing the qualifications prescribed in sub-rule (3) (a) (ii) has been delivered to and accepted by the Chief Inspector. No extended portion of any factory wherein manufacturing process is being carried on with the aid of power shall be used as a part of the factory any time after the extension, nor plant or machinery shall be added in any factory nor brought into use any time after such addition until such a certificate in respect of such extension or plant has been delivered to and accepted by the Chief Inspector of Factories.

(ii) The person competent to sign Form No. 2 shall possess one or other of the following qualifications:—

The corporate membership of any of the following institutions:—

- (a) The Institute of Civil Engineers.
- (b) The Institute of Structural Engineers.
- (c) The Royal Institute of British Architects.
- (d) The Institute of Engineers (India) together with the Degree of a recognised Civil Engineering College in India; provided that he has also been for three years in *bona fide* practice of his own account as Chief Assistant of a recognised firm of Civil Engineers.

(b) No person except in case of building owned by any Government shall be authorised to sign a Certificate of Stability or to certify plans and specifications who is in the employment of the owner or builder of the building in which the certificate is given.

(4) (i) The internal height of a workroom shall be not less than 14 feet measure from the floor level to the lowest part of the roof; provided that in the case of buildings having a tiled or concrete roof, or a combination of the two, the minimum height may be 12 feet.

Provided further that in case of factories employing less than 50 persons, the Chief Inspector may, where he is satisfied that the conditions of work are reasonably good, exempt such factories from the provisions of this sub-rule.

(ii) There shall be provided at all time for each person employed in any workroom of a factory where mechanical or electrical power is used, at least 36 square feet of floor space exclusive of that occupied by machinery and a breathing space of at least 200 cubic feet.

(iii) Particulars of each workroom of the factory in which persons are regularly employed shall be entered in Form 1-A which shall be shown to the Inspector, when required.

The provisions of clause (i) of sub-rule 4 shall not apply to rooms intended for storage, godowns and like purposes and also rooms meant for office purposes.

\*4. Application for registration and grant of licence.—All occupiers of existing factories as well as those coming for the first time under the scope of the Factories Act, shall get the factory duly registered and licenced. An application for registration of the factory and grant of licence shall be submitted in the prescribed Form No. 3 in triplicate, provided that the occupier of the premises in use as a factory, on the date of the commencement of the Rules, shall submit such application within thirty days from the commencement of the Rules.

5. Grant of licence.—(1) A licence for a factory shall be granted by the Chief Inspector in Form No. 4 prescribed for the purpose and on payment of the fees specified in the Schedule hereto.

(2) Every licence granted or renewed under this Charter shall remain in force upto the 31st December of the year for which the licence is granted or renewed.

\*Rule 4 sub-rule 1 of the Factories Act, 1947, Government Notification No. 1&S 15 (Lab) 654/57, dated the 25-9-65.

## SCHEDULE

Quantity of H.P. installed (max. H.P.).	Maximum number of persons to be employed during the year						
	20	50	100	250	500	750	1,000 and above
Nil	Rs. 10	Rs. 25	Rs. 50	Rs. 125	Rs. 250	Rs. 375	Rs. 500
10	25	50	75	150	300	450	600
50	50	75	100	250	500	750	1,000
100	100	125	150	375	750	1,125	1,500
Above 100	150	200	250	500	1,000	1,500	2,000

6. *Amendment of licence.*—(1) A licence granted under rule 5 may be amended by the Chief Inspector.

(2) A licensee who desires to have his licence amended shall submit it to the Chief Inspector with an application stating the nature of the amendment and reasons therefor. It is necessary for the licensee to get the licence amended by a hygrometer for each 200,000 cubic feet or part thereof, in to horse power, the number of men employed.

(3) The fee for the amendment of a licence shall be five rupees plus the amount (if any) by which the fee that would have been payable if the licence had originally been issued in the amended form exceeds the fee originally payable for the licence.

7. *Renewal of licence.*—(1) A licence may be renewed by the Chief Inspector.

(2) Every application for the renewal of a licence shall be made in Form No. 3 in triplicate prescribed under rule 4 and shall be made not less than two months before the date on which the licence expires, and if the application is so made, the premises shall be held to be duly licensed until such date as the Chief Inspector renews the licence.

(3) The same fee shall be charged for the renewal of a licence as for the grant thereof:

Provided that if the application for renewal is not received within the time specified in sub-rule (2) the licence shall be renewed only on payment of a fee 25 per cent in excess of the fee ordinarily payable for the licence.

(4) All occupiers of existing factories shall get the factory registered and licences renewed.

8. *Transfer of licence.*—(1) The holder of a licence may at any time before the expiry of the licence, apply for permission to transfer his licence to another person.

(2) Such application shall be made to the Chief Inspector who shall, if he approves of the transfer, enter upon the licence, under his signature, an endorsement to the effect that the licence has been transferred to the person named.

(3) A fee of five rupees shall be charged on each such application.

8A. The occupier or manager of every factory shall report to the Inspector any intended closure of the factory or any section or department thereof immediately it is decided to do so, intimating the reason for the closure, the number of workers on the register on the date of the report, the number of workers likely to be affected by the closure and, the probable period of the closure. An intimation should also be sent to the Inspector as soon as the factory, or the section or department of the factory, as the case may be, starts working again.

9. *Procedure on death or disability of licensee.*—If a licensee dies or becomes insolvent, the person carrying on the business of such licensee shall not be liable to any penalty under the Act for exercising the powers granted to the licensee by the licence during such time as may reasonably be required to allow him to make an application for the amendment of the licence under rule 6 in his own name for the un-expired portion of the original licence.

10. *Loss of licence.*—Where a licence granted under these Rules is lost or accidentally destroyed, a duplicate may be granted on payment of a fee of rupees five.

11. *Payment of fees.*—(1) Every application under these Rules shall be accompanied by a treasury receipt showing that the appropriate fee has been paid into the local treasury under the head of account.

(2) If an application for the grant, renewal or amendment of a licence is rejected, the fee paid shall be refunded to the applicant.

*Form prescribed under sub-section (1) of section 7*

12. *Notice of occupation.*—The notice of occupation shall be included in Form No. 3, as prescribed under rule 4.

## CHAPTER II

### THE INSPECTING STAFF

*Rule prescribed under section 9.*

13. *Powers of Inspectors.*—An Inspector shall, for the purpose of the execution of the Act, have power to do all or any of the following things, that is to say:—

- (a) to photograph any worker to inspect, examine, measure, copy, photograph, sketch or test, as the case may be, any building or room, any plant, machinery, appliance or apparatus; any register or document or anything provided for the purpose of securing the health, safety or welfare of the workers employed in a factory;
- (b) in the case of an Inspector, who is duly qualified medical practitioner, to carry out such medical examinations as may be necessary for the purpose of his duties under the Act;
- (c) to prosecute, conduct and defend before a Court any complaint or other proceeding arising under the Act or in discharge of his duties as an Inspector;

Provided that the powers of the District Magistrates and such other public officers as are appointed to be additional Inspectors shall be limited to the inspection of factories in respect of the following matters, namely:—

Cleanliness (Section 11), Over-crowding (Section 16), Lighting (Section 17), Drinking water (Section 18), Latrines and Urinals (Section 19).

tion 20), Precautions in the case of fire (Section 38),  
Chapter V), Working hours of adults (Chapter VI—except  
exemption under the proviso to Section 62), Employ-  
ment of young persons (Chapter VII). Leave with wages (Chapter  
VIII) and Display of notices (Section 108).

\*13 A. *Qualifications of an Inspector.*—No person shall be appointed  
as an Inspector for the purposes of the Act unless he possesses the qualifi-  
cations hereunder:

- (a) he must not be less than 23 years or more than 35 years of age;
- (b) he must have—
  - (i) had a good general education upto the Intermediate standard  
of a recognised University;
  - (ii) secured a Degree or Diploma equivalent to a Degree of a re-  
cognised University, in any of Engineering, Technology or  
Medicine and ~~generally~~ with practical experience of at least  
two years in a workshop or a manufacturing concern of good  
standing and in the case of Medical Inspector an experience of  
at least two years in a public hospital or factory medical depart-  
ment or alternatively a diploma in industrial medicine;
- (c) where for a particular post special knowledge to deal with special  
problems is required, the Government may, in addition to the basic  
qualifications, prescribe appropriate qualifications for such a post:

Provided that in the case of the persons who have been working as  
Inspectors under the Act at the time of the commencement of  
these Rules, the Government may, subject to such conditions as  
it may specify, exempt such persons from the provisions of this  
rule.

*Rule prescribed under sub-section (4) of section 10.*

14. *Duties of Certifying Surgeon.*—(1) For purposes of the examination  
and certification of young persons who wish to obtain certificates of fitness,  
the certifying Surgeon shall arrange a suitable time and place for the attend-  
ance of such persons, and shall give previous notice in writing of such  
arrangements to the managers of factories situated within the local limits  
assigned to him.

(2) The Certifying Surgeon shall issue his certificates in Form No. 5.  
The foil and counterfoil shall be filled in and the left thumb mark of the  
person in whose name the certificate is granted shall be taken on them. On  
being satisfied as to the correctness of the entries made therein and of the  
fitness of the person examined, he shall sign the foil and initial the counterfoil  
and shall deliver the foil to the person in whose name the certificate is  
granted. The foil so delivered shall be the certificate of fitness granted  
under section 69. All counterfoils shall be kept by the certifying Surgeon  
for a period of at least two years after the issue of the certificate.

(3) The Certifying Surgeon shall, upon request by the Chief Inspector  
carry out such examination and furnish him with such report as he may  
indicate, for any factory or class or description of the factories where—

- (a) cases of illness have occurred which it is reasonable to believe are  
due to the nature of the manufacturing process carried on, or other  
conditions of work prevailing therein, or

Rule 13 A inserted by the Government Notification No. 1685, 13 (1) 66  
654/57, dated 23-9-66.

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- (b) by reason of any change in the manufacturing process carried on, or in the substances used therein, or by reason of the adoption of any new manufacturing process or of any new substance for use in a manufacturing process, there is a likelihood of injury to the health of workers employed in that manufacturing process, or
- (c) young persons are or are about to be employed in any work which is likely to cause injury to their health.

(4) For the purpose of the examination of persons employed in processes covered by the Rules relating to Dangerous Operations, the Certifying Surgeon shall visit the factories within the local limits assigned to him at such intervals as are prescribed by the Rules relating to such dangerous operations.

(5) At such visits the Certifying Surgeon shall examine the persons employed in such processes and shall record the results of his examination in a Register known as the Health Register (Form No. 17) which shall be kept by the factory manager, and produced to the Certifying Surgeon at each visit.

(6) If the Certifying Surgeon finds as a result of his examination that any person employed in such process is no longer fit for medical reasons to work in that process, he shall suspend such person from working in that process for such time as he may think fit and no person after suspension shall be employed in that process without the written sanction of the Certifying Surgeon in the Health Register.

(7) The manager of a factory shall afford to the Certifying Surgeon facilities to inspect any process in which any person is employed or is likely to be employed.

(8) The manager of a factory shall provide for the purpose of any medical examination which the Certifying Surgeon wishes to conduct at the factory (for his exclusive use on the occasion of an examination) a room which shall be properly cleaned and adequately ventilated and lighted and furnished with a screen, a table with writing materials and chairs.

### CHAPTER III

### HEALTH

#### *Exemptions under sub-section (2) of section 11*

15. Cleanliness of walls and ceilings.—(1) Clause (d) of sub-section (1) of section 11 of the Act shall not apply to the class or description of factories or parts of factories specified in the Schedule hereto:

Provided that they are kept in a clean state by washing, sweeping, brushing, dusting, vacuum-cleaning or other effective means:

Provided further that the said clause (d) shall continue to apply:—

- (i) as respects factories or parts of factories specified in Part A of the said Schedule, to work-rooms in which the amount of cubic space allowed for every person employed in the room is less than 500 cubic feet;
- (ii) as respects factories or parts of factories specified in Part B of the said Schedule, to work-rooms in which the amount of cubic space allowed for every person employed in the room is less than 2,500 cubic feet;
- (iii) to engine houses, fitting shops, lunch-rooms, canteens, shelters, creches, cloak rooms, rest rooms and wash-places; and

- (1) to such parts of walls, sides and tops of passages and staircases are less than 20 feet above the floor or stair.
- (2) If it appears to the Chief Inspector that any part of a factory, to which by virtue of sub-rule (1) any of the provisions of the said clause (d) do not apply, or apply as varied by sub-rule (1), is not being kept in a clean state, he may by written notice require the occupier to whitewash or colour-wash, wash, paint or varnish the same, and in the event of the occupier failing to comply with such requisition within two months from the date of the notice, sub-rule (1) shall cease to apply to such part of a factory, unless the Chief Inspector otherwise determines.

SCHEDULE  
PART A

- Blast furnaces.
- Brick and tile works in which unglazed bricks or tiles are made.
- Cement works.
- Chemical works.
- Copper mills.
- Gas works.
- Iron and steel mills.
- Stone, slate and marble works.
- The following parts of factories:
  - Rooms used only for the storage of articles.
  - Rooms in which the walls or ceilings consist of galvanised iron, glazed bricks, glass, slate, asbestos, bamboo, thatch.
  - Parts in which dense steam is continuously evolved in the process.
  - Parts in which pitch, tar or like material is manufactured or is used to a substantial extent except in brush works. The parts of a glass factory known as the glass house. Rooms in which graphite is manufactured or is used to a substantial extent in any process.
  - Parts in which coal, coke, oxide or iron ochre, lime or stone is crushed or ground.
  - Parts of walls, partitions, ceilings or tops of rooms which are at least 20 feet above the floor.
  - Ceiling or tops of rooms in cement works, bleach works or dye works, with the exception of finishing rooms or ware houses.
  - Inside walls of oil mills below a height of 5 feet from the ground floor level.
  - Inside walls in tanneries below a height of 5 feet from the ground floor level where a wet process is carried on.

PART B

- Coach and motor body works.
- Electric generating or transforming stations.
- Engineering works.
- Factories in which sugar is refined or manufactured.
- Foundries other than foundries in which brass casting is carried on.
- Gun factories.
- Ship building works.
- Those parts of factories where unpainted or unvarnished wood is manufactured.

*Register prescribed under sub-section (1) of section 11*

16. *Record of white washing etc.*—The record of dates on which white-washing, colour-washing, varnishing, etc. are carried out shall be entered in a register maintained in Form No. 7.



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17. *Disposal of trade wastes and effluents.*—(1) In the case of a factory where the drainage system is proposed to be connected to the public sewerage system, prior approval of the arrangements made shall be obtained from the local authority.

(2) In the case of factory situated in a place where no public sewerage system exists, prior approval of the arrangements made for the disposal of trade-wastes and effluents shall be obtained from the Public Health Authorities or such authority as the Chief Commissioner may appoint in this behalf.

*Rules 18 to 28 prescribed under sub-section (1) of section 15*

18. *When artificial humidification not allowed.*—There shall be no artificial humidification in any room of a cotton spinning or weaving factory:—

- (a) by the use of steam during any period when the dry bulb temperature of that room exceeds 85 degrees;
- (b) at any time when the wet-bulb reading of the hygrometer is higher than that specified in the following Schedule in relation to the dry bulb reading of the hygrometer at that time; or as regards a dry bulb reading intermediate between any two dry bulb readings indicated consecutively in the Schedule when the dry bulb reading does not exceed the wet bulb reading to the extent indicated in relation to the lower of these two dry bulb readings:—

SCHEDULE

Dry bulb	Wet bulb	Dry bulb	Wet bulb	Dry bulb	Wet bulb
60.0	58.0	77.0	75.0	94.0	86.0
61.0	59.0	78.0	76.0	95.0	87.0
62.0	60.0	79.0	77.0	96.0	87.5
63.0	61.0	80.0	78.0	97.0	88.0
64.0	62.0	81.0	79.0	98.0	88.5
65.0	63.0	82.0	80.0	99.0	89.0
66.0	64.0	83.0	80.5	100.0	89.5
67.0	65.0	84.0	81.0	101.0	90.0
68.0	66.0	85.0	82.0	102.0	90.0
69.0	67.0	86.0	82.5	103.0	90.5
70.0	68.0	87.0	83.0	104.0	90.5
71.0	69.0	88.0	83.5	105.0	91.0
72.0	70.0	89.0	84.0	106.0	91.0
73.0	71.0	90.0	84.5	107.0	91.5
74.0	72.0	91.0	85.0	108.0	91.5
75.0	73.0	92.0	85.5	109.0	92.0
76.0	74.0	93.0	86.0	110.0	92.0

Provided however, that clause (b) shall not apply when the difference between the wet bulb temperature as indicated by the hygrometer in the department concerned and the wet bulb temperature taken with a hygrometer outside in the shade is less than 3.5 degrees.

19. *Provision of Hygrometer.*—In all departments of cotton spinning and weaving mills where artificial humidification is adopted, hygrometers shall

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be provided and maintained in such positions as are approved by the Inspector. The number of hygrometers shall be regulated according to the following scale:—

(a) *Weaving department.*—One hygrometer for departments with less than 500 looms, and one additional hygrometer for every 500 or part of 500 looms in excess of 500.

(b) *Other departments.*—One hygrometer for each room of less than 3,00,000 cubic feet capacity and one extra hygrometer for each 200,000 cubic feet or part thereof, in excess of this.

(c) One additional hygrometer shall be provided and maintained outside each cotton spinning and weaving factory wherein artificial humidification is adopted, and in a position approved by the Inspector, for taking hygrometer shade readings.

20. *Exemption from maintenance of hygrometers.*—When the Inspector is satisfied that the limits of humidity allowed, by the Schedule to rule 18 are never exceeded, he may, for any department other than the weaving department, grant exemption from the maintenance of the hygrometer. The Inspector shall record such exemption in writing.

21. *Copy of Schedule to Rule 18 to be affixed near every Hygrometer.*—A legible copy of the Schedule to rule 18 shall be affixed near each hygrometer.

22. *Temperature to be recorded at each Hygrometer.*—At each hygrometer maintained in accordance with rule 19, correct wet and dry bulb temperatures shall be recorded thrice daily during each working day by competent persons nominated by the manager and approved by the Inspector. The temperature shall be taken between 7 A.M. and 9 A.M. between 11 A.M. and 2 P.M. (but not in the rest interval) and between 4 P.M. and 5.30 P.M. In exceptional circumstances such additional readings and between such hours, as the Inspector may specify, shall be taken. The temperatures shall be entered in a Humidity Register in the prescribed Form No. 6, maintained in the factory. At the end of each month, the persons who have taken the readings shall sign the register and certify the correctness of the entries. The Register shall always be available for inspection by the Inspector.

23. *Specifications of Hygrometer.*—(1) Each hygrometer shall comprise two mercurial thermometers of wet bulb and dry bulb of similar construction, and equal dimensions, scale and divisions of scale. They shall be mounted on a frame with a suitable reservoir containing water.

(2) The wet bulb shall be closely covered with a single layer of muslin, kept wet by means of a wick attached to it and dropping into the water in the reservoir. The muslin covering and the wick shall be suitable for the purpose, clean and free from size or grease.

(3) No part of the wet bulb shall be within 3 inches from the dry bulb or less than 1 inch from the surface of the water in the reservoir and the water reservoir shall be below it, on the side of it away from the dry bulb.

(4) The bulb shall be spherical and suitable dimensions and shall be freely exposed on all sides to the air of the room.

(5) The bores of the stems shall be such that the position of the top of the mercury column shall be readily distinguishable at a distance of 2 feet.

(6) Each thermometer shall be graduated so that accurate readings may be taken between 50 and 120 degrees.

(7) Every degree from 50 degrees upto 120 degrees shall be clearly marked by horizontal lines on the stem, each fifth and tenth degree shall be marked by longer marks than the intermediate degrees and the temperature mark opposite each tenth degree, *i.e.*, 50, 60, 70, 80, 90, 100, 110 and 120.

(8) The markings as above shall be accurate that is to say, at no temperature between 50 and 120 degrees shall be indicated readings be in error more than two-tenths of a degree:

(9) A distinctive number shall be indelibly marked upon the thermometer.

(10) The accuracy of each thermometer shall be certified by the National Physical Laboratory, London, or some competent authority appointed by the Chief Inspector and such certificate shall be attached to the Humidity Register.

24. *Thermometers to be maintained in efficient order.*—Each thermometer shall be maintained at all times during the period of employment in efficient working order, so as to give accurate indications and in particular:—

- (a) the wick and the muslin covering of the wet bulb shall be renewed once a week;
- (b) the reservoir shall be filled with water which shall be completely renewed once a day. The Chief Inspector may direct the use of distilled water or pure rain water in any particular mill or mills in certain localities;
- (c) no water shall be applied directly to the wick or covering during the period of employment.

25. *An inaccurate thermometer not to be used without fresh certificate.*—If an Inspector gives notice in writing that a thermometer is not accurate it shall not, after one month from the date of such notice, be deemed to be accurate unless and until it has been re-examined as prescribed and a fresh certificate obtained which certificate shall be kept attached to the Humidity Register.

26. *Hygrometer not to be affixed to wall, unless protected by wood.*—(1) No hygrometer shall be affixed to a wall, pillar, or other surface unless protected therefrom by wood or other non-conducting material at least half an inch in thickness and distant at least one inch from the bulb of each thermometer.

(2) No hygrometer shall be fixed at a height of more than 5 feet 6 inches from the floor to the top of thermometer stem or in the direct draughts from a fan, window, or ventilating opening.

27. *No reading to be taken within 15 minutes of renewal of water.*—No reading shall be taken for record on any hygrometer within 15 minutes of the renewal of water in the reservoir.

28. *How to introduce steam for humidification.*—In any room in which steam pipes are used for the introduction of steam for the purpose of artificial humidification of the air the following provisions shall apply—

- (a) The diameter of such pipes shall not exceed two inches and in the case of pipes installed after 1st day of January, 1949 the diameter shall not exceed one inch;
- (b) Such pipes shall be as short as is reasonably practicable;
- (c) All hangers supporting such pipes shall be separated from the bare pipes by an efficient insulator not less than half an inch in thickness;
- (d) No uncovered jet from such pipe shall project more than 4-1/2 inches beyond the outer surface of any cover;
- (e) The steam pressure shall be as low as practicable and shall not exceed 70 lbs. per square inch;

- (f) The pipe employed for the introduction of steam into the air in a department shall be effectively covered with such non-conducting material, as may be approved by the Inspector in order to minimise the amount of heat radiated by them into the department.

*Rules 29 to 33 prescribed under sub-section (4) of section (17)*

\*29. *Lighting—application and commencement.*—(1) Subject as in these Rules provided, rules 29 to 33 shall apply to factories in which persons are being regularly employed in a manufacturing process or processes for more than 48 hours a week, or in shifts, provided that nothing in these Rules shall be deemed to require the provision of lighting of a specified standard in any building or structure so constructed that, in the opinion of the Chief Inspector, it would not be reasonably practicable to comply with such requirement.

(2) Rules 29 to 33 shall come into force, in respect of any class or description of factories, on such dates as the Chief Commissioner may, by notification in the Official Gazette, appoint in this behalf.

30. *Lighting of interior parts.*—(1) The general illumination over those interior parts of a factory where persons are regularly employed shall be not less than 3 foot candles measured in the horizontal plane at a level of 3 feet above the floor:

Provided that in any such parts in which the mounting height of the light source for general illumination necessarily exceeds 25 feet measured from the floor or where the structure of the room or the position or construction of the fixed machinery plant prevents the uniform attainment of this standard, the general illumination at the said level shall be not less than 1 foot candle and where work is actually being done the illumination shall be not less than 3 foot candles.

(2) The illumination over all other interior parts of the factory over which persons employed pass shall, when and where a person is passing, be not less than 0.5 foot candles at floor level.

(3) The standard specified in this rule shall be without prejudice to the provision of any additional illumination required to render the lighting sufficient and suitable for the nature of the work.

31. *Prevention of glare.*—(1) Where any source of artificial light in the factory is less than 16 feet above floor level, no part of the light source or of the lighting fitted having a brightness greater than 10 candles per square inch shall be visible to persons whilst normally employed within 100 feet of the source, except where the angle or elevation from the eye to the source or part of the fitting as the case may be exceeds 20°.

(2) Any local light, that is to say an artificial light designed to illuminate particularly the area or part of the area of work of a single operative or small group of operatives working near each other, shall be provided with a suitable shade of opaque material to prevent glare or with other effective means by which the light source is completely screened from the eyes of every person employed at the normal working place, or shall be so placed that no such person is exposed to glare therefrom.

32. *Power of Chief Inspector to exempt.*—Where the Chief Inspector is satisfied in respect of any particular factory or part thereof or in respect of any description of work-room or process that any requirement of rules 29 to 31 is inappropriate or is not reasonably practicable, he may by order in writing exempt the factory or part thereof, or description of work-room or

process from such requirement to such extent and subject to such conditions as he may specify.

33. *Exemption from rule 30.*—(1) Nothing in rule 30 shall apply to the parts of factories specified in Part I of the Schedule annexed hereto.

(2) Nothing in sub-rule (1) of rule 30 shall apply to the factories of parts of factories respectively specified in Part II of the said Schedule.

## SCHEDULE

### PART I

Parts of factories in which light sensitive photographic materials are made or used in an exposed condition.

### PART II

Cement works.

Works for the crushing and grinding of limestone.

Gas works.

Coke oven works.

Electrical stations.

Flour mills.

Melting and breweries.

Parts of factories in which the following processes are carried on.

Concrete or artificial stone making.

Conversion of iron into steel.

Smelting of iron ore.

Iron or steel rolling.

Hot rolling or forging, tempering or annealing of metals.

Glass blowing and other working in molten glass, tar distilling.

Petroleum refining and blending.

*Rules 34 to 39 prescribed under sub-section (4) of section 18*

34. *Quantity of drinking water.*—The quantity of drinking water to be provided for the workers in every factory shall be at least as many gallons a day as there are workers employed in the factory and such drinking water shall be readily available at all times during working hours.

35. *Source of supply.*—The water provided for drinking shall be supplied—

(a) from the taps connected with a public water supply system, or

(b) from any other source approved in writing by the Health Officer.

36. *Storage of water.*—If drinking water is not supplied from taps connected with a public water supply system it shall be kept in suitable vessels and renewed at least daily. All practicable steps shall be taken to preserve the water and vessels from contamination and to keep the vessels scrupulously clean.

37. *Cleanliness of well or reservoir.*—(1) Drinking water shall not be supplied from any open well or reservoir unless it is so constructed, situated, protected and maintained as to be free from the possibility of pollution by chemical or bacterial and extraneous impurities.

(2) Where drinking water is supplied from such well or reservoir the water

Provided that this requirement shall not apply to any such well or reservoir if the water therein is filtered and treated to the satisfaction of the Health Officer before it is supplied for consumption.

38. *Report from Health Officer.*—The Inspector may by order in writing direct the manager to obtain, at such time or at such intervals as he may direct, a report from the Health Officer as to the fitness for human consumption of the water supplied to the workers, and in every case to submit to the Inspector a copy of such report as soon as it is received from the Health Officer.

39. *Water centres.*—In every factory wherein more than two hundred and fifty workers are ordinarily employed—

- (a) the drinking water shall be supplied in every canteen, lunch-room and rest-room and also at conveniently accessible points throughout the factory, which for the purpose of these Rules shall be called "water centres";
- (b) the water centres shall be sheltered from the weather and adequately drained;
- (c) the number of water centres to be provided shall be one "centre" for every 150 persons employed at any one time in the factory:

Provided that, in the case of a factory where the number of persons employed exceeds 500, it shall be sufficient if there is one such "centre" as aforesaid for every 150 persons up to the first 500 and one for every 500 persons thereafter;

- (d) every "water centre" shall be maintained in a clean and orderly condition and shall be in charge of a suitable person who shall distribute the water. Such person shall be provided with clean clothes while on duty.

*Rules 40 to 49 prescribed under sub-section 3 of section 19*

40. *Latrine accommodation* —Latrine accommodation shall be provided in every factory on the following scale:—

- (a) where females are employed, there shall be at least one latrine for every 25 females;
- (b) where males are employed, there shall be at least one latrine for every 25 males provided that, where the number of males employed exceeds 100, it shall be sufficient if there is one latrine for every 25 males up to the first 100, and one for every 50 thereafter.

In calculating the number of latrines required under this rule, any odd number of workers less than 25 or 50, as the case may be, shall be reckoned as 25 or 50.

41. *Latrines to conform to public health requirements.*—Latrines, other than those connected with an efficient water borne sewage system, shall comply with the requirements of the Public Health authorities.

42. *Privacy of latrines.*—Every latrine shall be under cover and so partitioned off as to secure privacy, and shall have a proper door and fastenings.

43. *Sign-boards to be displayed.*—Where workers of both sexes are employed, there shall be displayed outside each latrine block a notice in the language understood by the majority of the workers "For Men Only" or "For Women Only" as the case may be. The notice shall also bear the figure of a man or of a woman as the case may be.

44. *Urinal accommodation.*—Urinal accommodation shall be provided for the use of male workers and shall not be less than 2 feet in length for

every 50 males: provided that where the number of males employed exceeds 500, it shall be sufficient if there is one urinal for every 50 males up to the first 500 employed, and one for every 100 thereafter.

In calculating the urinal accommodation required under this rule any odd number of workers less than 50 or 100 as the case may be, shall be reckoned as 50 or 100.

45. *Urinals to conform to public health requirements.*—Urinals, other than those connected with an efficient water-borne sewage system, and urinals in a factory wherein more than two hundred and fifty workers are ordinarily employed shall comply with the requirements of the Public Health authorities.

46. *Certain latrines and urinals to be connected to sewage system.*—When any general system of under-ground sewage with an assured water supply for any particular locality is provided in a municipality, all latrines and urinals of a factory situated in such locality shall, if the factory is situated within 100 feet of an existing sewer, be connected with that sewerage system.

47. *White-washing, colour-washing of latrines and urinals.*—The walls ceilings and partitions of every latrine and urinal shall be white-washed or colour-washed and the white-washing or colour-washing shall be repeated at least once in every period of four months. The dates on which the white washing or colour-washing is carried out shall be entered in the prescribed register (Form No. 7):

Provided that this rule shall not apply to latrines and urinals, the walls, ceilings or partitions of which are laid in glazed tiles or otherwise finished to provide a smooth, polished impervious surface and that they are washed with suitable detergents and disinfectants at least once in every period of four months.

48. *Construction and maintenance of drains.*—All drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed and the effluent disposed of by connecting such drains with a suitable drainage line:

Provided that, where there is no such drainage line, the effluent shall be deodorized and rendered innocuous and then disposed of in a suitable manner to the satisfaction of the Health Officer.

49. *Water taps in latrines.*—Where piped water supply is available a sufficient number of water taps, conveniently accessible shall be provided in or near such latrine accommodation.

*Rules 50 to 52 prescribed under sub-section (2) of Section 20*

50. *Number and location of Spittoons.*—The number and location of the spittoons to be provided shall be to the satisfaction of the Inspector.

51. *Type of spittoons.*—The spittoons shall be of either of the following types:—

- (a) a galvanized iron container with a conical funnelshaped cover. A layer of suitable disinfectant liquid shall always be maintained in the container: or
- (b) a container filled with dry, clean sand and covered with a layer of bleaching powder: or
- (c) any other type approved by the Chief Inspector.

52. *Cleaning of Spittoons.*—The spittoon mentioned in clause (a) of rule 51 shall be emptied, cleaned and disinfected at least once every day; and the spittoon mentioned in clause (b) of rule 51 shall be cleaned by scrapping out the top layer of sand as often as necessary or at least once everyday.

being opened while the machinery is in motion and shall render it impossible to restart the machine until the doors have been closed.

5. *Self-acting Mules.*—The drive shall be from counter-shafts which shall be provided with fast and loose pulleys and efficient belt shifting devices.

6. *Calendering Machines, etc.*—In respect of calendering machines, mangles and similar machines, all such machines shall be provided with an efficient "nip" guard along the whole length on the intake side of each pair of bowls and similar part, which shall be so fitted and maintained, whilst the rollers of bowls are in motion, as to prevent access to the point of contact of the rollers or bowls.

SCHEDULE II  
COTTON GINNING

*Line Shaft.*—The line shaft or second motion in cotton ginning factories, when below floor level, shall be completely enclosed by a continuous wall or unclimbable fencing with only so many openings as are necessary for access to the shaft for removing cotton seed, cleaning and oiling; and such openings shall be provided with gates or doors which shall be kept closed and locked.

SCHEDULE III  
WOOD WORKING MACHINERY

1. *Definitions.*—For the purposes of this Schedule:—

- (a) Wood-working machine means a circular saw, band saw, planing machine, chain mortising machine or vertical spindle moulding machine operating of wood or cork.
- (b) Circular saw means a circular saw working in a bench (including a rack bench) but does not include a pendulum or similar saw which is moved towards the wood for the purpose of cutting operation.
- (c) Band saw means a band saw, the cutting portion of which runs in a vertical direction but does not include a long saw or band re-sawing machine.
- (d) Planing machine means a machine for overhand planings or for thicknessing or for both operations.

2. *Stopping and starting device.*—An efficient stopping and starting device shall be provided on every wood-working machine. The control of this device shall be in such a position as to be readily and conveniently operated by the persons in charge of the machine.

3. *Space around machines.*—The space surrounding every wood-working machine in motion shall be kept free from obstruction.

4. *Floors.*—The floor surrounding every wood working machine shall be maintained in good and level condition, and shall not be allowed to become slippery, and as far as practicable shall be kept free from chips or other loose material.

5. *Training and Supervision.*—(1) No person shall be employed at a wood-working machine unless he has been sufficiently trained to work that class of machine, or unless he works under the adequate supervision of a person who has a thorough knowledge of the working of the machine.

(2) A person who is being trained to work a wood-working machine shall be fully and carefully instructed as to the dangers of the machine and the precautions to be observed to secure safe working of the machine.

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*Circular Saw.*—Every circular saw shall be fenced as follows:—

- (a) Behind and indirect line with the saw there shall be a riving knife, which shall have a smooth surface, shall be strong, rigid and easily adjustable, and shall also conform to the following conditions:—
  - (i) The edge of the knife nearer the saw shall form an arc of a circle having a radius not exceeding the radius of the largest saw used on the bench.
  - (ii) The knife shall be maintained as close as practicable to the saw, having regard to the nature of the work being done at the time, and at the level of the bench table the distance between the front edge of the knife and the teeth of the saw shall not exceed half an inch.
  - (iii) For a saw of a diameter of less than 24 inches, the knife shall extend upwards from the bench table to within one inch of the top of the saw and for a saw of a diameter of 24 inches or over shall extend upwards from the bench table to a height of at least nine inches.
- (b) The top of the saw shall be covered by a strong and easily adjustable guard, with a flange at the side of the saw farthest from the fence. The guard shall be kept so adjusted that the said flange shall extend below the roots of the teeth of the saw. The guard shall extend from the top of the riving knife to a point as low as practicable at the cutting edge of the saw.
- (c) The part of the saw below the bench table shall be protected by two plates of metal or other suitable material one on each side of the saw; such plates shall not be more than six inches apart, and shall extend from the axis of the saw outwards to a distance of not less than two inches beyond the teeth of the saw. Metal plates, if not beaded, shall be of thickness of at least  $\frac{1}{10}$  inch, or if beaded be of a thickness of at least  $\frac{1}{20}$  inch.

7. *Push Sticks.*—A push stick or other suitable appliance shall be provided for use at every circular saw and at every vertical spindle moulding machine to enable the work to be done without unnecessary risk.

8. *Band Saws.*—Every band saw shall be guarded as follows:—

- (a) Both sides of the bottom pulley shall be completely encased by sheet or expanded metal or other suitable material.
- (b) The front of the top pulley shall be covered with sheet or expanded metal or other suitable material.
- (c) All portions of the blade shall be enclosed or otherwise securely guarded except the portion of the blade between the bench table and the top guide.

9. *Planing Machines.*—(1) A planing machine (other than a planing machine which is mechanically fed) shall not be used for overhand planing unless it is fitted with a cylindrical cutter block.

(2) Every planing machine used for overhand planing shall be provided with a "bridge" guard capable of covering the full length and breadth of the cutting slot in the bench and so constructed as to be easily adjusted both in a vertical and horizontal direction.

(3) The feed roller of every planing machine used for thicknessing except the combined machine for overhand planing and thicknessing, shall be provided with an efficient guard.

10. *Vertical spindle moulding machines.*—(1) The cutter of vertical spindle moulding machine shall be guarded by the most efficient guard having regard to the nature of the work being performed.

(2) The wood being moulded at a vertical spindle moulding machine shall, if practicable, be held in a vice or holder of such construction as to reduce as far as possible the risk of accident to the worker.

11. *Chain mortising machines.*—The chain of every chain mortising machine shall be provided with a guard which shall enclose the cutters as far as practicable.

12. *Adjustment and maintenance of guards.*—The guards and other appliances required under this Schedule shall be:—

- (a) maintained in an efficient state,
- (b) constantly kept in position while the machinery is in motion, and
- (c) so adjusted as to enable the work to be done without unnecessary risk.

13. *Exemptions.*—Paragraphs 6, 8, 9 and 10 shall not apply to any working machine in respect of which it can be proved that other safeguards are provided, maintained and used which render the machine as safe as would be if guarded in the manner prescribed in this Schedule.

#### SCHEDULE IV

#### RUBBER MILLS

1. *Installation of machines.*—Mills for breaking down cracking, grating, mixing, refining and warming rubber or rubber compounds shall be so installed that the top of the front roll is not less than forty-six inches above the floor or working level, provided that in existing installations where the top of the front roll is below this height a strong rigid distance bar guards shall be fitted across the front of the machine in such position that the operator cannot reach the nip of the rolls.

2. *Safety Devices.*—(1) Rubber mills shall be equipped with:—

- (a) hoppers so constructed or guarded that it is impossible for the operators to come into contact in any manner with the nip of the rolls;
- (b) horizontal safety-trip rods or tight wire cables across both front and rear, which will when pushed or pulled, operate instantly to disconnect the power and apply the brakes, or to reverse the rolls.

(2) Safety-trip rods or tight wire cables on rubber mills shall extend across the entire length of the face of the rolls and shall be located not more than sixty-nine inches above the floor or working level.

(3) Safety-trip rods and tight wire cables on all rubber mills shall be examined and tested daily in the presence of the manager or other responsible person and if any defect is disclosed by such examination and test the mill shall not be used until such defect has been remedied.

#### *Rule prescribed under sub-section (2) of section 23*

54. *Employment of young persons on dangerous machines.*—The following machines shall be deemed to be of such dangerous character that young persons shall not work at them unless the provisions of section 23(1) are complied with:—

Power presses other than hydraulic presses; Milling machines used in the metal trades; Guillotine machines;

Circular saws.  
Platen printing machines.

*Exemption under sub-section (4) of section 28*

55. *Exemption of certain hoists and lifts.*—In pursuance of the provisions of sub-section (4) of section 28, in respect of any class or description of hoist or lift specified in the first column of the following Schedule, the requirements of the section 28 specified in the second column of the said schedule and set opposite to that class or description of hoist or lift shall not apply.

SCHEDULE

I Class or description of hoist or lift	II Requirements which shall not apply
Hoists or lifts mainly used for raising materials for charging blast furnaces or lime kilns.	Sub-section 1(b) in so far as it requires gate at the bottom landing; sub-section 1(d); sub-section 1(e).
Hoists not connected with mechanical power and which are not used for carrying persons.	Sub-section 1(b) in so far as it requires the hoistway or liftway enclosure to be so constructed as to prevent any person or thing from being trapped between any part of the hoist or lift and any fixed structure or moving part; sub-section 1(e).

*Rules prescribed under sub-section (2) of section 29*

\*55A. No lifting machine and no chain, rope, lifting tackle except a fibre rope or a fibre rope sling, shall be taken into use in any factory for the first time in that factory unless it has been tested and all parts have been thoroughly examined by a competent person and a certificate of such a test and examination specifying the safe working load or loads and signed by the persons making the test and the examination, has been obtained and is kept available for inspection.

55B (a) Every jib-crane is so constructed that the safe working load may be varied by the raising or lowering of the jib, omission shall have attached thereto either an automatic indicator of safe working loads or an automatic jib angle indicator and a table indicating the safe working loads at corresponding inclinations of the jib or corresponding radii of load.

(b) A table showing the safe working loads of every kind and size of chain, rope or lifting tackle in use, and, in the case of a multiple sling, the safe working load at different angles of the legs, shall be posted in the stores in which the chains, ropes of lifting tackles are kept, and in prominent positions on the premises, and no chain, rope or lifting tackle not shown in the table shall be used. The foregoing provisions of this paragraph shall not apply in respect of any lifting tackle if the safe working load thereof, or in the case of a multiple sling, the safe working load at different angles of the legs is plainly marked upon it.

55C. Particulars of register to be maintained under clause (a) (ii) of sub-section (1) of section 29 of the Act shall be:—

- (i) Name of occupier of factory.
- (ii) Address of the factory.

\*Rule 55 A to H inserted by Himachal Pradesh Government Notification No. I&S 15 (Lab.) 654/57, dated 23-9-55.

- (iii) Distinguishing number or mark, if any, and description sufficient to identify the lifting machine, chain, rope or lifting tackle.
- (iv) Date when the lifting machine, chain, rope or lifting tackle was first taken into use in the factory.
- (v) Date and number of the certificate relating to any test and examination made under rules 55-A and 55-G together with the name and address of the person who issued the certificate.
- (vi) Date of each periodical thorough examination made under clause (a) (iii) of sub-section (1) of section 29 of the Act and rule 55-F and by whom it was carried out.
- (vii) Dates of annealing or other heat treatment of the chain and other lifting tackle made under rule 55-E, and by whom it was carried out.
- (viii) Particulars of any defects affecting the safe working load found at any such thorough examination or after annealing and of the steps taken to remedy such defects.

The register shall be kept readily available for inspection.

55D. All rails on which a travelling crane moves and every track on which the carriage of a transporter or runway moves, shall be of proper size and adequate strength and have an even running surface and every rail or track shall be properly laid, adequately supported and properly maintained.

55E. All chains and lifting tackle except a rope sling shall unless they have been subjected to such other heat treatment as may be approved by the Chief Inspector of Factories, ineffectively annealed under the supervision of a competent person at the following intervals—

- (i) All chains, slings, rings, hooks, shackles and swivels used in connection with molten metal or molten slag or when they are made of half inch bar or smaller, once at least in every six months.
- (ii) All other chains, rings, hooks, shackles and swivels in general use, once at least in every twelve months.

Provided that chains and lifting tackle not in frequent use shall, subject to the Chief Inspector's approval be annealed only when necessary. Particulars of such annealing shall be entered in a register prescribed under rule 55-C.

55F. Nothing in the foregoing rule 55-E shall apply to the following classes of chains and lifting tackles:—

- (i) Chains made of malleable cast iron.
- (ii) Plate link chains.
- (iii) Chains, rings, hooks, shackles and swivels made of steel or any non-ferrous metal.
- (iv) Pitched chains working on sprocket or pooketed wheels.
- (v) Rings, hooks, shackles and swivels permanently attached to pitched chains, pulley blocks or weighing machines.
- (vi) Hooks and swivels having screw threader parts of ball bearing or other case hardened parts.
- (vii) Socket shackles secured to wire ropes by white metal capping.
- (viii) Bordeaux connections.

Such chains and lifting tackle shall be thoroughly examined by a competent person, once at least in every twelve months and particulars entered in the register kept in accordance with rule 55-C.

55G. All lifting machines, chains, ropes and lifting tackle, except a fibre rope or fibre rope sling, which have been lengthened, altered or repaired by welding or otherwise, shall, before being again taken into use be adequately

re-tested and re-examined by a competent person and a certificate of such test and examination be obtained and particulars entered in the register kept in accordance with rule 55-C.

55H. No person under 18 years of age and no person who is not sufficiently competent and reliable shall be employed as driver of a lifting machine whether driven by mechanical power or otherwise, or to give signals to a driver.

\*56. *Pressure Plant.*—(1) Every plant or machinery other than the working cylinders of prime movers used in a factory, and operated at a pressure greater than atmospheric pressure, shall be:—

- (a) of good construction, sound material, adequate strength, and free from any patent defect;
- (b) properly maintained in a safe condition;
- (c) fitted with:—

- (i) a suitable safety valve or other effective device to ensure that the maximum permissible working pressure of the vessel shall not be exceeded;
- (ii) a suitable pressure gauge easily visible and designed to show at all times, the correct internal pressure in lbs. per square inch, and marked with a prominent red mark at the safe working pressure of the vessel;
- (iii) a suitable stop valve or valves by which the vessel may be isolated from other vessels or source of supply of pressure;
- (iv) a suitable drain cock or valve at the lowest part of the vessel for the discharge of connected liquid.

- (d) thoroughly examined by a competent person:—

- (i) externally, once in every period of six months to ensure general condition of the vessel and the working of its fittings, and
- (ii) internally, once in every period of twelve months to ensure condition of the walls, seams and ties, both inside and outside the vessel, soundness of the parts of the vessel, and the effects of corrosion. If by reason of construction of the vessel, a thorough internal examination is not possible, this examination may be replaced by a hydraulic test which shall be carried out once in every two years; provided that the vessels in continuous processes which cannot be frequently opened, the period of internal examination may be extended to four years;
- (iii) hydraulically tested at intervals of not more than four years; provided that in respect of pressure vessels with thin walls such as sizing cylinders made of copper or any other non-ferrous metal, periodic hydraulic test may be dispensed with on the condition that the requirements laid down in sub-rule (2) are fulfilled:

Provided that it shall be sufficient for the purposes of sub-rule (1) (c) if the safety valve, pressure gauge and stop valve are mounted on a pipe line immediately adjacent to the vessel and where there is a range of two or more similar vessels in a plant-served by the same pressure lead, only one set of such mountings need be fitted provided they cannot be isolated.

\*Rule 56 substituted vide Himachal Pradesh Government Notification No. I & S 15 (Lab) 654/57, dated 23-9-65.

the part cannot be continued to be used with safety unless certain repairs are carried out immediately or within a specified time.

(11) The requirements of this rule shall be in addition to and not in derogation of the requirements of any other Act, rules or regulations:

(12) Nothing in this rule shall apply to:—

- (a) any vessel which comes within the scope of the Indian Boilers Acts;
- (b) metal bottles of cylinders used for the storage or transport of compressed gases or liquidified or dissolved gases under pressure.

*Rules prescribed under sub-section (2) of section 34*

57. *Excessive weights.*—(1) No woman or young person shall, unaided by another person, lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the maximum limit in weight set out in the following Schedule:—

SCHEDULE

Persons	Maximum weight of material, article, tool or appliance
	Lb.
(a) Adult female .. .. .	65
(b) Adolescent male .. .. .	65
(c) Adolescent female .. .. .	45
(d) Male child .. .. .	35
(e) Female child .. .. .	30

(2) No woman or young person shall engage, in conjunction with others, in lifting, carrying or moving by hand or on head, any material, article, tool or appliance, if the weight thereof exceeds the lowest weight fixed by the Schedule to sub-rule (1) for any of the persons engaged, multiplied by the number of the persons engaged.

*Rule prescribed under section 35*

58. *Protection of eyes.*—Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the immediate vicinity of the following processes:—

- (a) The processes specified in Schedule I annexed hereto, being processes which involve risk of injury to the eyes from particles or fragments thrown off in the course of the process.
- (b) The processes specified in Schedule II annexed hereto, being processes which involve risk of injury to the eyes by reason of exposure to excessive light.

SCHEDULE I

Dry grinding of metals or articles of metal applied by hand to a revolving wheel or disc driven by mechanical power. Turning (external or internal) of nonferrous metals or of cast iron, or articles of such metals or such iron, where the work is done dry, other than precision turning where the use of goggles or a screen would seriously interfere with the work, or turning by means of hand tools.

Welding or cutting of metals by means of an electric oxy-acetylene or similar process.

The following processes when carried on by means of hand tools or other portable tools:—

- Fettling of metal involving the removal of metal.
- Cutting out or cutting off cold rivets or bolts from boilers or other plant, or from ships.
- Chipping or scaling of boilers or ships plates.
- Breaking or dressing of stone, concrete or slag.

#### SCHEDULE II

Welding or cutting of metals by means of an electrical, oxy-acetylene or similar process.

All processes in connection with glass melting furnaces.

#### *Rules prescribed under sub-section 6 of Section 36*

59. *Minimum dimensions of manholes.*—Every chamber, tank, vat, pipe, flue or other confined space, which persons may have to enter and which may contain dangerous fumes to such an extent as to involve risk of the persons being overcome thereby, shall unless there is other effective means of egress be provided with a manhole which may be rectangular, oval or circular in shape and which shall:—

- (a) in the case of a rectangular or oval shape, be not less than 16 inches long and 12 inches wide;
- (b) in the case of a circular shape, be not less than 16 inches in diameter.

#### *Exemptions under sub-section (5) of Section 37*

60. *Exemptions.*:—The requirements of sub-section 4 of Section 37 shall not apply to the following processes carried on in any factory :

- (a) The operation of repairing a water-sealed gasholder by the electric welding process, subject to the following conditions:—
  - (i) The gasholder shall contain only the following gases, separately or mixed at a pressure greater than atmospheric pressure, namely, town gas, coke-oven gas, producer gas, blast furnace gas, or gases, other than air, used in their manufacture:

Provided that this exemption shall not apply to any gasholder containing acetylene or mixture of gases to which acetylene has been added intentionally;

- (ii) Welding shall only be done by the electric welding process and shall be carried out by experienced operatives under the constant supervision of a competent person.
- (b) The operations of cutting or welding steel on wrought iron gas mains and services by the application of heat, subject to the following conditions:—
  - (i) The main or service shall be situated in the open air, and it shall contain only the following gases separately or mixed at a pressure greater than atmospheric pressure, namely, gas, coke-oven gas, producer gas, blast furnace gas, or gases other than air, used in their manufacture;
  - (ii) The main or service shall not contain acetylene or any gas or mixture of gases to which acetylene has been added intentionally;
  - (iii) The operation shall be carried out by an experienced person or persons and at least 2 persons (including those carrying out the

- of age shall be present during the operation,
- (iv) The site of the operation shall be free from any inflammable or explosive gas or vapour;
  - (v) Where acetylene gas is used as a source of heat in connection with an operation, it shall be compressed and contained in a porous substance in a cylinder; and
  - (vi) Prior to the application of any flame to the gas main or service, this shall be pierced or drilled and the escaping gas ignited.
- (c) The operation of repairing an oil tank on any ship by the electric welding process, subject to the following conditions:—
- (i) The only oil contained in the tank shall have a flash point of not less than 150° F (close test) and a certificate to this effect shall be obtained from a competent analyst;
  - (ii) The analyst's certificate shall be kept available for inspection by an Inspector, or by any person employed or working on the ship;
  - (iii) The welding operation shall be carried out only on the exterior surface of the tank at a place (a) which is free from oil or oil leakage in inflammable quantities and (b) which is not less than one foot below the nearest part of the surface of the oil within the tank; and
  - (iv) Welding shall be done only by the electric welding and shall be carried out by experienced operatives under the constant supervision of a competent person.

*Rules prescribed under sub-section (1) of section 38*

61. Means of escape in cases of fire.—(1) Every factory shall be provided with adequate means of escape in case of fire for the persons employed therein, and without prejudice to the generality of the foregoing:—

- (a) Each room of a factory building shall in relation to its size and the number of persons employed in it be provided with an adequate number of exits for use in case of fire though not necessarily confined to such use, so positioned that each person will have a reasonably free and unobstructed passage from his work place to an exit.
- (b) No exit intended for use in case of fire shall be less than 3 feet in width nor less than 6 feet 6 inches in height.
- (c) In the case of a factory building or part of a factory building of more than one storey and in which not less than twenty persons work at any one time, there shall be provided at least one substantial stairway permanently constructed either inside or outside the building and which affords direct and unimpeded access to ground level.
- (d) In the case of a factory building or part of a factory building in which twenty or more persons work at any one time above the level of the ground floor, or wherein explosive or highly inflammable materials are used or stored, or which is situated below ground level, the means of escape shall include at least two separate and substantial stairways permanently constructed either inside or outside the building and which afford direct and unimpeded access to ground level.
- (e) Every stairway in a factory which affords a means of escape in case of fire shall be provided with a substantial handrail which if the stairway has an open side shall be on that side, and if the stairway has two open sides, such handrail shall be provided on both sides.



(2) In the case of a building constructed or converted for use as a factory after the date of the passing of the Act, the following additional requirements shall apply:—

- (a) At least one of the stairways provided shall be of fire-resisting materials.
- (b) Every hoist-way or lift-way inside a factory building shall be completely enclosed with fire-resisting materials and all means of access to the hoist or lift shall be fitted with doors of fire resisting materials:

Provided that any such hoist-way or lift-way shall be enclosed only at the top by some material easily broken by fire or be provided with a vent at the top.

- (c) No fire escape stair shall be constructed at any angle greater than 45° from the horizontal.
- (d) No part of a factory building shall be farther (along the line of travel) than 150 feet from any fire escape stair.
- (e) No stairway shall be less than 45 inches in width.

\* (3) Every factory shall be provided either with—

- (a) an ample supply of water maintained at a sufficient pressure to reach all parts of the factory building together with necessary main pipes and hydraulics for making effective use of the water in case of fire in any part of the factory; or
- (b) both buckets and chemical fire extinguishers in suitable number and at suitable sites according to the size and nature of the factory.

\* (4) All such apparatus for extinguishers in fires shall be kept in good order and shall be periodically examined.

*Rule prescribed under section 41*

\*61A. *Ladders.*—All ladders used in replacing belts shall be specially made and reserved for that work and provided with hooks or an effective non skid device. Ladders provided with hooks fitted in such suitable position that they rest on the shaft, when the bottom end of the ladder is resting on the floor.

CHAPTER V 

*Rules prescribed under sub-section (2) of section 42*

62. *Washing facilities.*—(1) This rule shall come into force, in respect of any class or description of factories, on such dates as the Chief Commissioner may, by notification in the Official Gazette, appoint in this behalf.

(2) There shall be provided and maintained in every factory for the use of employed persons adequate and suitable facilities for washing which shall include soap and nail brushes or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

(3) Without prejudice to the generality of the foregoing provisions the washing facilities shall include:—

- (a) a trough with taps or jets at intervals of not less than two feet, or
- (b) wash-basins with taps attached thereto, or
- (c) taps on stand-pipes, or
- (d) showers controlled by taps, or

(e) circular-troughs of the fountain type:—

Provided that the Inspector may, having regard to the needs and habits of the workers, fix the proportion in which the aforementioned types of facilities shall be installed.

(4) (a) Every trough and basin shall have a smooth, impervious surface and shall be fitted with a waste-pipe and plug.

(b) The floor or ground under and in the immediate vicinity of every trough, tap, jet, wash-basin, stand-pipe and shower shall be so laid or finished as to provide a smooth impervious surface and shall be adequately drained.

(5) For persons whose work involves contact with any injurious or noxious substance there shall be at least one tap, for every fifteen persons; and for persons whose work does not involve such contact the number of taps shall be as follows:—

No. of workers	No. of taps
Upto 20	1
21 to 35	2
36 to 50	3
51 to 150	4
151 to 200	5
Exceeding 200 but not exceeding 500	5 plus one tap for every 50 or fraction of 50.
Exceeding 500	11 plus one tap for every 100 or fraction of 100.

(6) If female workers are employed, separate washing facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass. The entrance to such facilities shall bear conspicuous notice in the language understood by the majority of the workers "For Women Only" and shall also be indicated pictorially.

(7) The water supply to the washing facilities shall be capable of yielding at least six gallons a day for each person employed in the factory and shall be from a source approved in writing by the Health Officer. Provided that where the Chief Inspector is satisfied that such a yield is not practicable he may by certificate in writing permit the supply of a smaller quantity not being less than one gallon per day for every person employed in the factory.

*Rules prescribed under sub-section (1) of section 45*

63. *First Aid Appliance.*—The first-aid boxes or cup-boards shall be distinctively marked with a red cross on a white ground and shall contain the following equipment:—

A. For factories in which the number of persons employed does not exceed ten, or (in the case of factories in which mechanical power is not used) does not exceed fifty persons—each first-aid box or cupboard shall contain the following equipment:—

- (i) 6 small sterilized dressings.
- (ii) 3 medium size sterilized dressings.
- (iii) 3 large size sterilized dressings.
- (iv) 3 large size sterilized burn dressings.
- (v) 1 (1 oz.) bottle containing a two per cent alcoholic solution of iodine.

- (vi) (1 oz.) bottle containing sal-volatile having the dose and mode of administration indicated on the label.
- (vii) A snake-bite lancet.
- (viii) 1 (1 oz.) bottle of potassium permanganate crystals.
- (ix) 1 pair scissors.
- (x) 1 copy of the first-aid leaflet issued by the Chief Adviser, Factories, Government of India.
- (xi) Aspirin (5 gr. tablets).
- (xii) Ointment for burns, and a suitable surgical antiseptic solution.

B. For factories in which mechanical power is used and in which the number of persons employed exceeds ten but does not exceed fifty—each first-aid box or cupboard shall contain the following equipment:—

- (i) 12 small sterilized dressings.
- (ii) 6 medium size sterilized dressings.
- (iii) 6 large size sterilized dressings.
- (iv) 6 large size sterilized burn dressings.
- (v) 6 (1/2 oz.) packets sterilized cotton wool.
- (vi) 1 (2 oz.) bottle containing two per cent alcoholic solution of iodine.
- (vii) 1 (2 oz.) bottle containing sal-volatile having the dose and mode of administration indicated on the label.
- (viii) 1 roll of adhesive plaster.
- (ix) A snake bite lancet.
- (x) 1 (1 oz.) bottle of potassium permanganate crystals.
- (xi) 1 pair scissors.
- (xii) 1 copy of first-aid leaflet issued by the Chief Adviser, Factories, Government of India.

C. For factories employing more than fifty persons—each first-aid box or cupboard shall contain the following equipment:—

- (i) 24 small sterilized dressings.
- (ii) 12 medium size sterilized dressings.
- (iii) 12 large size sterilized dressings.
- (iv) 12 large size sterilized burn dressings.
- (v) 12 (1/2 oz.) packets sterilized cotton wool.
- (vi) Snake bite lancet.
- (vii) 1 pair scissors.
- (viii) 2 (1 oz.) bottles of potassium permanganate crystals.
- (ix) 1 (4 oz.) bottle containing a two per cent alcoholic solution of iodine.
- (x) 1 (4 oz.) bottle of sal-volatile having the dose and mode of administration indicated on the label.
- (xi) 1 copy of the first-aid leaflet issued by the Chief Adviser, Factories, Government of India.
- (xii) 12 roller bandages 4 inches wide.
- (xiii) 12 roller bandages 2 inches wide.
- (xiv) 2 rolls of adhesive plaster.
- (xv) 6 triangular bandages.
- (xvi) 2 packets of safety pins.
- (xvii) A supply of suitable splints.
- (xviii) 1 tourniquet.

Provided that items (xii) to (xviii) inclusive need not be included in the standard first-aid box or cupboard (a) where there is a properly equipped ambulance, room, or (b) if at least one box containing such items and placed

and maintained in accordance with the requirements of section 45 is separately provided.

D. In lieu of the dressings required under items (i) and (ii), there may be substituted adhesive and dressings approved by the Chief Inspector of Factories.

*Rules prescribed under sub-section (3) of section 45*

64. *Ambulance Room.*—(1) This rule shall come into force, in respect of any class or description of factories, on such dates as the Chief Commissioner may, by notification in the Official Gazette, appoint in this behalf.

(2) The ambulance room or dispensary shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such subordinate staff as the Chief Inspector may direct.

\**Explanation.*—In this rule qualified medical practitioner means a person holding a qualification granted by an authority specified in the schedule to the Indian Medical Degrees Act 1916 (7 of 1916) or in the schedules to the Indian Council Medical Act, 1956 (102 of 1956):”

(3) The ambulance room or dispensary shall be separated from the rest of the factory and shall be used only for the purpose of first aid treatment and rest. It shall have a floor area of at least 250 square feet and smooth, hard and impervious walls and floor and shall be adequately ventilated and lighted by both natural and artificial means. An adequate supply of wholesome drinking water shall be laid on and the room shall contain at least:—

- (i) A glazed sink with hot and cold water always available.
- (ii) A table with a smooth top at least 6' x 3'6".
- (iii) Means for sterilizing instruments.
- (iv) A couch.
- (v) Two stretchers.
- (vi) Two buckets or containers with close fitting lids.
- (vii) Two rubber hot water bags.
- (viii) A kettle and spirit stove or other suitable means of boiling water.
- (ix) Twelve plain wooden splints 36" x 4" x 1".
- (x) Twelve plain wooden splints 14" x 3" x 1".
- (xi) Six plain wooden splints 10" x 2" x 1/2".
- (xii) Six woollen blankets.
- (xiii) One pair artery forceps.
- (xiv) One bottle of brandy.
- (xv) The medium-size sponges.
- (xvi) Six hand towels.
- (xvii) Four "Kidney" trays.
- (xviii) Four cakes carbolic soap.
- (xix) Two glass tumblers and two wine glasses.
- (xx) Two clinical thermometers.
- (xxi) Graduated measuring glass with teaspoon.
- (xxii) One eye bath.
- (xxiii) One bottle (2 lbs.) carbolic lotion 1 in 20.
- (xxiv) Three chairs.
- (xxv) One screen.
- (xxvi) One electric hand torch.
- (xxvii) Four first-aid boxes or cupboards stocked to the standards prescribed under item C of rule 63.

\*Explanation to sub-rule 2 of rule 64 inserted vide Himachal Government Notification No I&S. 15 (Fac.)/68-II, dated 6th August, 1964.

(4) The occupier of every factory to which these Rules apply shall, for the purpose of removing serious cases of accident or sickness, provide in the premises and maintain in good condition a suitable conveyance unless he has made arrangements for obtaining such a conveyance from a hospital.

(5) A record of all cases of a accident and sickness treated at the room shall be kept and produced to the Inspector or certifying Surgeon when required.

*Rules 65 to 71 prescribed under section 46*

65. *Canteen.*—(1) Rules 65 to 71 shall come into force in respect of any class or description of factories on such dates as the Chief Commissioner may, by notification in the Official gazette, appoint in this behalf.

(2) The occupier of every factory notified by the Chief Commissioner, and wherein more than two hundred and fifty workers are ordinarily employed shall provide in or near the factory an adequate canteen according to the standards prescribed in these Rules.

(3) The manager of a factory shall submit for the approval of the Chief Inspector plans and site plans, in duplicate, of the building to be constructed or adapted for use as a canteen.

(4) The canteen building shall be situated not less than fifty feet from any latrine, urinal, boiler house, coal stacks, ash dumps and any other source of dust, smoke or abnoxious fumes:

Provided that the Chief Inspector may in any particular factory relax the provisions of this sub-rule to such extent as may be reasonable in the circumstances and may require measures to be adopted to secure the essential purpose of this sub-rule.

(5) The canteen building shall be constructed in accordance with the plans approved by the Chief Inspector and shall accommodate at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils.

(6) In a canteen the floor and inside walls upto a height of 4 feet from the door shall be made of smooth and impervious material; the remaining portion of the inside walls shall be made smooth by cement plaster or in any other manner approved by the Chief Inspector.

(7) The doors and windows of a canteen building shall be flyproof construction and shall allow adequate ventilation.

(8) The canteen shall be sufficiently lighted at all times when any persons have access to it.

(9) (a) In every canteen—

- (i) all inside walls of rooms and all ceilings and passages and staircases shall be limewashed or colour-washed at least once in each year or painted, once in three years dating from the period when last time washed, or painted as the case may be;
- (ii) all wood work shall be varnished or painted once in three years dating from the period when last varnished or painted;
- (iii) all internal structural iron or steel work be varnished or painted once in three years dating from the period when last varnished or painted:

Provided that inside walls of the kitchen shall be lime-washed once every four months.

(b) Records of dates on which lime-washing, colour-washing, varnishing or painting is carried out, shall be maintained in the prescribed Register (Form No. 7).

(10) The precincts of the canteen shall be maintained in a clean and sanitary condition. Waste water shall be carried away in suitable covered drains and shall not be allowed to accumulate as to cause a nuisance. Suitable arrangement shall be made for the collection and disposal of garbage.

66. *Dining Hall.*—(1) The dining hall shall accommodate at a time at least 30 per cent of the workers working at a time:

Provided that, in any particular factory or in any particular class of factories, the Chief Commissioner may, by a notification in this behalf, alter the percentage of workers to be accommodated.

(2) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs, shall be not less than 10 square feet per diner to be accommodated as prescribed in sub-rule (1).

(3) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number. Washing places for women shall be separate and screened to secure privacy.

(4) Sufficient tables, chairs or benches shall be available for the number of diners to be accommodated as prescribed in sub-rule (1).

67. *Equipment.*—(1) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen, suitable clean clothes for the employees servicing in the canteen shall also be provided and maintained.

(2) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition. A service counter, if provided, shall have a top of smooth and impervious material. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

68. *Prices to be charged.*—(1) Food, drink and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of the Canteen Managing Committee.

(2) The charge per portion of food stuff, beverage and any other item served in the canteen shall be conspicuously displayed in the canteen.

\*(3) Where the canteens are managed by a co-operative society of the workers, a nominal profit not exceeding 5% may be charged by such society.

69. *Accounts.*—(1) All books of accounts, registers and any other documents used in connection with the running of the canteen shall be produced on demand to an Inspector of Factories.

(2) The account pertaining to the canteen shall be audited, once every twelve months, by registered accountants and auditors. The balance sheet prepared by the said auditors shall be submitted to the Canteen Managing Committee not later than two months after the closing of the audited accounts.

70. *Managing Committee.*—(1) The manager shall appoint a Canteen Managing Committee which shall be consulted from time to time as to:

\*Sub-rule 3 of Rule 68 and proviso to rule 70 inserted vide Himachal Pradesh Government Notification No. 1&S. 15 (Lab) 654/57, dated 23-9-65.

- (a) the quality and quantity of food stuffs to be served in the canteen;
- (b) the arrangement of the menus;
- (c) times of meals in the canteen; and
- (d) any other matter as may be directed by the Committee.

(2) The Canteen Managing Committee shall consist of an equal number of persons nominated by the occupier and elected by the workers. The number of elected workers shall be in the proportion of 1 for every 1,000 workers employed in the factory, provided that in no case shall there be more than 5 or less than 2 workers on the Committee.

(3) The manager shall determine and supervise the procedure for elections to the Canteen Managing Committee.

(4) A Canteen Managing Committee shall be dissolved by the manager two years after the last election, no account being taken of a bye-election:

\*Provided that where the canteens are managed through the co-operative societies registered under the Himachal Pradesh Co-operative Societies Act, 1956, it shall not be necessary to appoint such a managing committee.

71. *Portion of running cost to be borne by occupier.*—The Chief Commissioner may by special or general directions issued in this behalf and notified in the Official Gazette, prescribe the proportion of the cost of running a canteen which shall be borne by the occupier.

*Rules prescribed under section 47*

72. *Shelters, Rest Rooms and Lunch Rooms.*—(1) This Rule shall come into force in respect of any class or description of factories, on such dates as the Chief Commissioner may, by notification in the Official Gazette, appoint in this behalf.

(2) The shelters or rest-rooms and lunch-rooms shall conform to the following standards and the manager of a factory shall submit for the approval of the Chief Inspector site plan in duplicate of the building to be constructed or adapted:—

- (a) The building shall be soundly constructed and all the walls and roof shall be of suitable heat resisting materials and shall be water proof. The floor and walls to a height of 3 feet shall be so laid or finished as to provide a smooth hard and impervious surface.
- (b) The height of every room in the building shall be not less than 12 feet from floor level to the lowest part of the roof and there shall be at least 12 square feet of floor area for every person employed:

Provided that (i) workers who habitually go home for their meals during the rest periods may be excluded in calculating the number of workers to be accommodated, and (ii) in the case of factories in existence at the date of commencement of the Act, where it is impracticable, owing to lack of space to provide 12 square feet of floor area for each person, such reduced floor area per person shall be provided as may be approved in writing by the Chief Inspector.

- (c) Effective and suitable provision shall be made in every room for securing and maintaining adequate ventilation by the circulation of fresh air and there shall also be provided and maintained sufficient and suitable natural or artificial lighting.
- (d) Every room shall be adequately furnished with chairs or benches with back-rests.

\*Proviso to Rule 70 inserted vide Himachal Pradesh Government Notification No. 1&S. 15(Lab) 654/57, dated 23-9-65.

- (e) Sweepers shall be employed whose primary duty is to keep the rooms, building and precincts thereof in a clean and tidy condition.

*Rules prescribed under sub-section (3) of section 48*

73. *Creches.*—(1) Rules 73 to 76 shall come into force, in respect of any class or description of factories, on such dates as the Chief Commissioner may, by notification in the Official Gazette, appoint in this behalf.

(2) The creche shall be conveniently accessible to the mothers of the children accommodated therein and so far as is reasonably practicable it shall not be situated in close proximity to any part of the factory where obnoxious fumes, dust or odours are given off or in which excessively noisy processes are carried on.

(3) The building in which the creche is situated shall be soundly constructed and all the walls and roofs shall be of suitable heat resisting materials and shall be waterproof. The floor and internal walls of the creches shall be so laid or finished as to provide a smooth impervious surface.

(4) The height of the rooms in the building shall be not less than 12 feet from the floor to the lowest part of the roof and there shall be not less than 20 square feet of floor area for each child to be accommodated.

(5) Effective and suitable provision shall be made in every part of the creche for securing and maintaining adequate ventilation by the circulation of fresh air.

(6) The creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or cradle with the necessary bedding for each child; provided that for children over two years of age it will be sufficient if suitable bedding is made available at least one chair or equivalent or seating accommodation for the use of each mother while she is feeding or attending to her child, and a sufficient supply of suitable toys for the older children.

(7) A suitably fenced and shady open air play-ground shall be provided for the older children. Provided that the Chief Inspector may by order in writing exempt any factory from compliance with this sub-rule if he is satisfied that there is not sufficient space available for the provision of such a play-ground.

74. *Wash Room.*—There shall be in or adjoining the creche a suitable wash room for the washing of the children and their clothing. The wash room shall conform to the following standards:—

- (a) The floor and internal walls of the room to a height of 3 feet shall be so laid or finished as to provide a smooth impervious surface. The room shall be adequately lighted and ventilated and the floor shall be effectively drained and maintained in a clean tidy condition.
- (b) There shall be at least one basin or similar vessel for every four children accommodated in the creche at any one time together with a supply of water provided, if practicable, through taps from a source approved by the Health Officer. Such source shall be capable of yielding for each child a supply of at least five gallons of water a day.
- (c) An adequate supply of clean clothes, soap and clean towels shall be made available for each child while it is in the creche.

75. *Supply of milk and refreshment.*—At least half a pint of clean pure milk shall be available for each child on every day it is accommodated in the creche and the mother of such a child shall be allowed in the course of her



daily work, 2 intervals of at least 20 minutes to feed the child. For children above two years of age there shall be provided in addition an adequate supply of wholesome refreshment.

76. *Clothes for Creche Staff.*—The creche staff shall be provided with suitable clean clothes for use while on duty in the creche.

## CHAPTER VI

### WORKING HOURS OF ADULTS

#### *Rules prescribed under sub-section (2) of section 53*

77. *Compensatory Holidays.*—(1) Except in case of workers engaged in any work which for technical reasons must be carried on continuously throughout the day, the compensatory holidays to be allowed under sub-section (1) of section 52 of the Act shall be so spread that not more than two holidays are given in one week.

(2) The manager of the factory shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowed compensatory holidays during the following month and of the dates thereof, at the place at which the Notice of Periods of Work, prescribed under section 61 is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than three days in advance of the date of that holiday.

(3) Any compensatory holiday or holidays to which a worker is entitled shall be given to him before he is discharged or dismissed and shall not be reckoned as part of any period of notice required to be given before discharge or dismissal.

(4) (a) The manager shall maintain a Register in Form No. 9:

Provided that, if the Chief Inspector of Factories is of the opinion that any muster-roll or register maintained as part of the routine of the factory or return made by the manager, gives in respect of any or all of the workers in the factory the particulars required for the enforcement of section 52, he may, by order in writing direct that such muster-roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule for that factory.

(b) The register maintained under clause (a) shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

#### *Muster-roll prescribed under sub-section 4 of section 59*

78. *Muster-roll for exempted factories.*—The manager of every factory in which workers are exempted under section 64 or 65 from the provisions of section 51 or 54 shall keep a muster-roll in Form No. 10 showing the normal piece work rate of pay, or the rate of pay per hour, of all exempted employees. In this muster-roll shall be correctly entered the overtime hours of work and payment therefor of all exempted workers. The muster-roll in Form No. 10 shall always be available for inspection.

\*78A. Period of overtime worked shall be entered in overtime slips in duplicate, a copy of which duly signed by the manager or by a person duly authorised by him shall be given to the worker immediately after completion of the overtime work.

\*78B. The cash equivalent of the advantage accruing through the concessional sale to a worker of foodgrains and other articles shall be computed at the end of every wage period fixed under the provisions of the Payment of Wages Act, 1936.

\*78C. For the purpose of computing cash equivalent of the advantage accruing through the concessional sale to a worker of foodgrains and other articles, the difference between the value of foodgrains and other articles value at the average rates in the nearest market prevailing during the wage period in which the overtime was worked and value of foodgrains and other articles supplied at concessional rates shall be calculated and allowed for the number of overtime hours worked.

This rule shall not apply to any Federal Railway Factory whose alternative method of computation has been approved by the State Government.

*Notice prescribed under sub-section (8) of section 61*

79. *Notice of periods of work for adults.*—The notice of periods of work for adult workers shall be in Form No. 11.

*Register prescribed under sub-section 2 of Section 62*

80. *Register of adult workers.*—The register of adult workers shall be in Form No. 12.

*Rules 81 to 84 prescribed under section 64*

81. *Not applicable.*

82. *Not applicable.*

83. *Not applicable.*

84. *Not applicable.*

*Schedule not applicable.*

## CHAPTER VII

### EMPLOYMENT OF YOUNG PERSONS

*Notice prescribed under sub-section (3) of section 72*

85. *Notice of periods of work for children.*—The notice of periods of work for child workers shall be in Form No. 13.

*Register prescribed under sub-section (2) of section 73*

86. *Register of child workers.*—The register of child workers shall be in Form No. 14.

\*86 (A). The cash equivalent of the advantage accruing through the concessional sale of foodgrains and other articles payable to workers proceeding on leave shall be the difference between the value at the average rates in the nearest market prevailing during the month immediately preceding his leave and the value at the concessional rates allowed for foodgrains and other articles he is entitled to.

For the purpose of the cash equivalent monthly average market rate of foodgrains and other articles shall be computed at the end of every month.

\*Rule 75A to 78C inserted vide Himachal Government Notification No. I&S. 15 (Lab) 654/57, dated 23-9-65.

\*Rule 86A substituted vide Himachal Pradesh Government Notification No. I&S. 15 (Lab) 654/57, dated 23-9-65.

## LEAVE WITH WAGES

### *Rule prescribed under section 80*

#### *Rules 87—94 prescribed under sections 83 and 112*

87. *Leave with wages register.*—(1) The manager shall keep a register in Form No. 15 hereinafter called the Leave with Wages Register:

Provided that if the Chief Inspector is of the opinion that any muster-roll or register maintained as part of the routine of the factory, or return made by the manager, gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of Chapter VIII of the Act, he may, by order in writing, direct that such muster-roll or register or return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule in respect of that factory.

(2) The Leave with Wages Register shall be preserved for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

\*88. *Leave Book.*—(1) The manager shall provide each worker with a book in Form No. 16 (hereinafter called the leave book). The leave book shall be the property of the worker and the manager or his agent shall not demand it except to make the relevant entries therein whenever necessary and shall not keep it for more than a week at a time.

(2) If a worker loses his Leave Book, the manager shall provide him with another copy on the payment of anna one and shall complete it from his record.

\*89. *Medical certificate.*—If any worker is absent from work due to his illness and he wants to avail himself of the leave with wages due to him to cover the whole or part of the period of his illness under the provisions of clause (7) of section 79 of Chapter VIII as revised by the Factories (Amendment) Act, 1954, he shall if required by the manager, produce a medical certificate signed by a registered or recognised Vaid or Hakim stating the cause of the absence and the period for which the worker, is, in the opinion of such medical practitioner, Vaid or Hakim, unable to attend to his work, or other reliable evidence to prove that he was actually sick during the period for which the leave is to be availed of.

90. *Notice to Inspector of involuntary unemployment.*—The manager shall give, as soon as possible, a notice to the Inspector of every case of involuntary unemployment of workers, giving numbers of unemployed and the reason for their unemployment. Entries to this effect shall be made in the Leave with Wages Register and the Leave Book in respect of each worker concerned.

\*91. *Notice by worker.*—Before or at the end of every calendar year, a worker, who may be required to avail of leave in accordance with sub-section (8) of section 79 of the Factories Act, 1948, may give notice to the manager of his intention not to avail himself of leave with wages falling due during the following calendar year. The manager shall make an entry to that effect in the Leave with Wages Register and in the Leave Book of the worker concerned.

\*Rules 88 (1) 89 and 91 substituted vide Himachal Pradesh Government Notification No. J&S. 15 (Lab) 654/57, dated 23-9-65.

\*92. *Notice of leave with wages.*—(1) As far as circumstances permit, members of the same family, comprising husband, wife and children shall be allowed leave on the same date.

(2) A worker may exchange the period of his leave with another worker, subject to the approval of the manager.

†93. *Payment of wages if the worker dies.*—If a worker dies before he resumes work, the balance of his pay due for the period of leave with wages not availed of shall be paid to his nominee within one week of the intimation of the death of the worker. For this purpose each worker shall submit a nomination in Form No. 28 duly signed by himself and attested by two witnesses. The nomination shall remain in force until it is cancelled or revised by another nomination.

94. *Register to be maintained in case of exemption under section 84.*— (1) Where an exemption is granted under section 84, the manager shall maintain a register showing the position of each worker as regards leave due, leave taken and wages granted.

(2) He shall display at the main entrance of the factory, a notice giving full details of the system established in the factory for leave with wages and shall send a copy of it to the Inspector.

(3) No alteration shall be made in the scheme approved by the Chief Commissioner at the time of granting exemption under section 84 without its previous sanction.

## CHAPTER IX

### SPECIAL PROVISIONS

#### *Rule prescribed under section 87*

95. *Dangerous Operations.*—(1) The following operations when carried on in any factory are declared to be dangerous operations under section 87:

1. Manufacture of aerated water and processes incidental thereto.
2. Electrolytic plating or oxidation of metal articles by use of an electrolyte containing chromic acid or other chromium compounds.
3. Manufacture and repair of electric accumulators.
4. Glass manufacture.
5. Grinding or glazing of metals.
6. Manufacture and treatment of lead and certain compounds of lead.
7. Generating petrol gas from petrol.
8. Cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam.
9. Liming and tanning of raw hides and skins and processes incidental thereto.
10. All types of band-saws.
11. Manufacture of pottery.

(2) The provisions specified in the Schedules annexed hereto shall apply to any class or description of factories wherein dangerous operations specified in each Schedule are carried out.

\*Sub-Rule 1 and 3 of Rule 92 deleted and sub-rule (2) and (4) re-numbered vide Himachal Pradesh Government Notification No. I&S. 15 (Lab) 654/57, dated 22-9-65 as sub-rule (1) and (?).

†Rule 93 substituted by Himachal Pradesh Government Notification No. I&S. 15 (Lab) 654/57, dated 23-9-65.

‡Item 10 and 11 of sub-rule 1 of Rule 95 inserted vide Himachal Pradesh Government Notification No. I&S. 15 (Lab) 654/57, dated 23-9-65.

(3) This rule shall come into force in respect of any class or description of factories, wherein the said operations are carried on, on such dates as the Chief Commissioner may, by notification in the Official Gazette, appoint in this behalf.

#### SCHEDULE I

### MANUFACTURE OF AERATED WATERS AND PROCESSES. INCIDENTAL THERETO

1. *Fencing of machines.*—All machines for filling bottles or syphons shall be so constructed, placed or fenced as to prevent, as far as may be practicable, a fragment of a bursting bottle or syphon from striking any person employed in the factory.

2. *Face-guards and gauntlets.*—(1) The occupier shall provide and maintain in good condition for the use of all persons engaged in filling bottles or syphons:

- (a) suitable face-guards to protect the face, neck and throat, and
- (b) suitable gauntlets for both arms to protect the whole hand and arms:

Provided that:

- (i) paragraph 2 (1) shall not apply where bottles are filled by means of an automatic machine so constructed that no fragment of a bursting bottle can escape, and
- (ii) where a machine is so constructed that only one arm of the bottler at work upon it is exposed to danger, a gauntlet need not be provided for the arm which is not exposed to danger.

(2) The occupier shall provide and maintain in good condition for the use of all persons engaged in corking, crowning screwing, wiring, foiling, capsuling, sighting or labelling bottles or syphons:—

- (a) suitable face-guards to protect the face, neck and throat, and
- (b) suitable gauntlets for both arms to protect the arm and at least half of the palm and the space between the thumb and forefinger.

3. *Wearing of face-guards and gauntlets.*—All persons engaged in any of the processes specified in paragraph 2 shall, while at work in such processes, wear the face guards and gauntlets provided under the provisions of the said paragraph.

#### SCHEDULE II

### ELECTROLYTIC PLATING OR OXIDATION OF METAL ARTICLES BY USE OF AN ELECTROLYTE CONTAINING CHROMIC ACID OR OTHER CHROMIUM COMPOUNDS

1. *Definitions.*—For the purposes of this Schedule,—

- (a) "Electrolytic chromium process" means the electrolytic plating or oxidation of metal articles by the use of an electrolyte containing chromic acid or other chromium compounds.
- (b) "Bath" means any vessel used for an electrolytic chromium process or for any subsequent process.
- (c) "Employed" means in paragraphs 5, 7, 8 and 9 of this Schedule, employed in any process involving contact with liquid from a bath.

(d) "Suspension" means suspension from employment in any process involving contact with liquid from any bath by written certificate in the Health Register, signed by the Certifying Surgeon, who shall have power of suspension as regards all persons employed in any such process.

2. *Exhaust draught.*—An efficient exhaust draught shall be applied to every vessel in which an electrolytic chromium process is carried on. Such draught shall be provided by mechanical means and shall operate on the vapour or spray given off in the process as near as may be at the point of origin. The exhaust draught appliance shall be so constructed, arranged and maintained as to prevent the vapour or spray entering into any room or place in which work is carried on.

3. *Prohibition relating to woman and young persons.*—No women, adolescent or child shall be employed or permitted to work at a bath.

4. *Floor of workrooms.*—The floor of every room containing a bath shall be impervious to water. The floor shall be maintained in good and level condition and shall be washed down at least once a day.

5. *Protective clothing.*—(1) The occupier of the factory shall provide and maintain in good and clean condition the following articles of protective clothing for the use of all persons employed on any process at which they are liable to come in contact with liquid from a bath and such clothing shall be worn by the persons concerned:

(a) water-proof aprons and bibs, and

(b) for persons actually working at a bath, loose-fitting rubber gloves and rubber boots or other water-proof footwear.

(2) The occupier shall provide and maintain for the use of all persons employed suitable accommodation for the storage and adequate arrangements for the drying of the protective clothing.

6. *Medical requisites.*—The occupier shall provide and maintain a sufficient supply of suitable ointment and impermeable water-proof plaster in a separate box readily accessible to the workers and used solely for the purpose of keeping the ointment and plaster.

7. *Medical examination.*—(a) Every person employed shall be examined by the Certifying Surgeon once in every 14 days and such examination shall take place at the factory.

(b) A Health Register in the prescribed Form No. 17 shall be kept by the occupier of the factory and in it shall be entered the names of all persons employed together with such entries as the Certifying Surgeon may make from time to time.

(c) No person after suspension shall be employed without written sanction from the Certifying Surgeon entered in or attached to the Health Register.

8. *Cautionary placard.*—A cautionary placard in the form specified by the Chief Inspector and printed in the language of the majority of the workers employed shall be affixed in a prominent place in the factory where it can be easily and conveniently read by the workers.

9. *Weekly examination.*—A responsible person appointed in writing by occupier of the factory shall twice in every week inspect the hands and forearms of all persons employed and shall keep a record of such inspections in the Health Register.

SCHEDULE III  
MANUFACTURE AND REPAIR OF ELECTRIC  
ACCUMULATORS

1. *Savings.*—This schedule shall not apply to the manufacture or repair of electric accumulators or parts thereof not containing lead or any compound of lead, or to the repair on the premises of any accumulator forming part of a stationery battery.

2. *Definitions.*—For the purposes of this Schedule:—

- (a) "Lead Process" means the melting of lead or any material containing lead, casting, pasting, lead burning, or any other work, including trimming, or any other abrading or cutting of pasted plates, involving the use, movement or manipulation of or contact with any oxide of lead.
- (b) "Manipulation of raw oxide of lead" means any lead process involving any manipulation or movement of raw oxides of lead other than its conveyance in a receptacle or by means of an implement from one operation to another.
- (c) "Suspension" means suspension from employment in any lead process by written certificates in the Health Register (Form No. 17) signed by the Certifying Surgeon, who shall have power of suspension as regards all persons employed in any such process.

3. *Prohibition relating to women and young persons.*—No woman or young person shall be employed or permitted to work in any lead process or in any room in which the manipulation of raw oxide of lead or pasting is carried on.

4. *Separation of certain processes.*—Each of the following processes shall be carried on in such a manner and under such conditions as to secure effectual separation from one another, and from any other process:

- (a) Manipulation of raw oxide of lead;
- (b) Pasting;
- (c) Drying of pasted plates;
- (d) Formation with lead burning ("tacking") necessarily carried on in connection therewith;
- (e) Melting down of pasted plates.

5. *Air space.*—In every room in which a lead process is carried on, there shall be at least 500 cubic feet of air space for each person employed therein, and in computing this air space no height over 12 feet shall be taken into account.

6. *Ventilation.*—Every workroom shall be provided with inlets and outlets of adequate size as to secure and maintain efficient ventilation in all parts of the room.

7. *Distance between workers in pasting room.*—In every pasting room the distance between the centre of the working position of any paster and that of the paster working nearest to him shall not be less than five feet.

8. *Floor of workrooms.*—(1) The floor of every room in which a lead process is carried on shall be—

- (a) of cement or similar material so as to be smooth and impervious to water;
- (b) maintained in sound condition;
- (c) kept free from materials, plant, or other obstruction not required for, or produced in the process carried on in the room.

7 (2) In all such rooms other than grid casting shops the floor shall be—  
(d) cleansed daily after being thoroughly sprayed with water at time when no other work is being carried on in the room.

(3) In grid casting shops the floor shall be cleansed daily.

(4) Without prejudice to the requirements of sub-paragraphs (1), (2) and (3), where manipulation of raw oxide of lead or pasting is carried on, the floor shall also be—

- (a) kept constantly moist while work is being done;
- (b) provided with suitable and adequate arrangements for drainage;
- (c) thoroughly washed daily by means of a hose pipe.

9. *Work-benches.*—The work-benches at which any lead process is carried on shall—

- (a) have a smooth surface and be maintained in sound condition;
- (b) be kept free from all materials or plan not required for, or produced in, the process carried on thereat;

and all such work-benches other than those in grid casting shops shall—

- (c) be cleansed daily either after being thoroughly damped or by means of a suction cleaning apparatus at time when no other work is being carried on thereat;

and all such work-benches in grid casting shops, shall—

- (d) be cleansed daily;

and every work-bench used for pasting shall—

- (e) be covered throughout with sheet lead or other impervious material;
- (f) be provided with raised edges;
- (g) be kept constantly moist while pasting is being carried on.

10. *Exhaust draught.*—The following processes shall not be carried on without the use of an efficient exhaust draught:—

- (a) Melting of lead or materials containing lead;
- (b) Manipulation of raw oxide of lead unless done in an enclosed apparatus so as to prevent the escape of dust into the workroom;
- (c) Pasting;
- (d) Trimming, brushing, filling or any other abrading or cutting of pasted plates giving rise to dust;
- (e) Lead burning, other than:—
  - (i) "tacking" in the formation rooms;
  - (ii) Chemical burning for the making of lead linings for cell cases necessarily carried on in such a manner that the application of efficient exhaust is impracticable.

Such exhaust draught shall be effected by mechanical means and shall operate on the dust or fume given off as nearly as may be at its point of origin, so as to prevent it entering the air of any room in which persons work.

11. *Fumes and gases from melting pots.*—The products of combustion produced in the heating of any melting pot shall not be allowed to escape into a room in which persons work.

12. *Container for dross.*—A suitable receptacle with tightly fitting cover shall be provided and used for dross as it is removed from every melting pot. Such receptacle shall be kept covered while in the workroom, except when dross is being deposited therein.

13. *Container for lead waste.*—A suitable receptacle shall be provided in every workroom in which old plates and waste material which may give rise to dust shall be deposited.



14. *Racks and Shelves in drying room.*—The racks or shelves provided in any drying room shall not be more than 8 feet from the floor nor more than 2 feet in width: provided that as regards racks or shelves set or drawn from both sides the total width shall not exceed 4 feet.

Such racks or shelves shall be cleansed only after being thoroughly damped unless an efficient suction cleaning apparatus is used for this purpose.

15. *Medical Examination.*—(a) Every person employed in a lead process shall be examined by the Certifying Surgeon within the 7 days preceding or following the date of his first employment in such process and thereafter shall be examined by the Certifying Surgeon once in every calendar month, or at such other intervals as may be specified in writing by the Chief Inspector, on a day of which due notice shall be given to all concerned.

“First Employment” means first employment in a lead process in the factory or workshop and also re-employment therein a lead process following any cessation of employment in such process for a period exceeding three calendar months.

(b) A Health Register in Form No. 17 containing the names of all persons employed in a lead process shall be kept.

(c) No person after suspension shall be employed in a lead process without written sanction from the Certifying Surgeon entered in or attached to the Health Register.

16. *Protective clothing.*—Protective clothing shall be provided and maintained in good repair for all persons employed in—

- (a) manipulation of raw oxide of lead;
- (b) Pasting;
- (c) the formation room;

and such clothing shall be worn by the persons concerned. The protective clothing shall consist of a waterproof apron and water-proof footwear: and also, as regards persons employed in the manipulation of raw oxide of lead or in pasting, head coverings. The head coverings shall be washed daily.

17. *Mess-Room.*—There shall be placed and maintained for the use of all persons employed in a lead process and remaining on the premises during the meal intervals, a suitable mess-room which shall be furnished with (a) sufficient tables and benches, and (b) adequate means for warming food.

The mess-room shall be placed under the charge of a responsible person, and shall be kept clean.

18. *Cloak-room.*—There shall be provided and maintained for the use of all persons employed in a lead process—

- (a) a cloak-room for clothing put off during working hours with adequate arrangements for drying the clothing if wet. Such accommodation shall be separate from any mess-room,
- (b) separate and suitable arrangements for the storage of protective clothing provided under paragraph 16.

19. *Washing facilities.*—There shall be provided and maintained in a cleanly state and in good repair for the use of all persons employed in a lead process—

- (a) A wash place under cover, with either:—
  - (i) a trough with a smooth impervious surface fitted with a waste pipe, without plug, and of sufficient length to allow of at least two feet for every five such persons employed at any one time, and having a constant supply of water from

taps or jets above the trough at intervals of not more than two feet; or

- (ii) at least one wash basin for every five such person employed at any one time fitted with a waste pipe and plug and having a constant supply of water laid on;
  - (iii) a sufficient supply of clean towels made of suitable materials renewed daily, which supply, in the case of pasters and persons employed in the manipulation of raw oxide of lead, shall include a separate marked towel for each such worker; and
  - (iv) a sufficient supply of soap or other suitable cleansing material and of nail brushes.
- (b) There shall in addition be provided means of washing in close proximity to the rooms in which manipulation of raw oxide of lead or pasting is carried on if required by notice in writing from the Chief Inspector.

20. *Time to be allowed for washing.*—Before each meal and before the end of the day's work, at least ten minutes, in addition to the regular meal times, shall be allowed for washing to each person who has been employed in the manipulation of raw oxide of lead or in pasting:

Provided that if there be one basin or two feet of trough for each such person this Rule shall not apply.

21. *Facilities for bathing.*—Sufficient bath accommodation to the satisfaction of the Chief Inspector shall be provided for all persons engaged in the manipulation of raw oxide of lead or in pasting, and a sufficient supply of soap and clean towels.

22. *Foods, drinks, etc., prohibited in work-rooms.*—No food, drink, pan and supari or tobacco shall be consumed or brought by any worker into any work-room in which any lead process is carried on.

#### SCHEDULE IV

#### GLASS MANUFACTURE

1. *Exemption.*—If the Chief Inspector is satisfied in respect of any factory or any class of process that, owing to the special methods of work or the special conditions in a factory or otherwise, any of the requirements of this Schedule can be suspended or relaxed without danger to the persons employed therein, or that the application of this Schedule or any part thereof is for any reason impracticable, he may by certificate in writing authorise such suspension or relaxation as may be indicated in the certificate for such period and on such conditions as he may think fit.

2. *Definitions.*—For the purpose of this Schedule—

- (a) "Efficient exhaust draught means localised ventilation effected by mechanical means, for the removal of gas, vapour, dust or fumes so as to prevent them (as far as practicable under the atmospheric conditions usually prevailing) from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove smoke generated at the point where such gas, vapour, fume, or dust originate.
- (b) "Lead compound" means any compound of lead other than galena which, when treated in the manner described below, yields to an aqueous solution of hydrochloric acid a quantity of soluble lead compound exceeding, when calculated as lead monoxide, five per cent, of the dry weight of the portion taken for analysis.

The method of treatment shall be as follows:—

A weighed quantity of the material which has been dried at 100°C. and thoroughly mixed shall be continuously shaken for one hour, at the common temperature with 1,000 times its weight of an aqueous solution of hydrochloric acid containing 0.25 per cent, by weight of hydrogen chloride. This solution shall thereafter be allowed to stand for one hour and then filtered. The lead salt contained in the clear filtrate shall then be precipitated as lead sulphide and weighed as lead sulphate.

(c) "Suspension" means suspension from employment in any process specified in paragraph 3 by written certificate in the Health Register Form No. 17 signed by the Certifying Surgeon who shall have power of suspension as regards all persons employed in any such process.

3. *Exhaust draught.*—The following processes shall not be carried on except under an efficient exhaust draught or under such other conditions as may be approved by the Chief Inspector:—

- (a) The mixing of raw materials to form a "batch".
- (b) The dry grinding, glazing and poisoning of glass or any article of glass.
- (c) All processes in which hydrofluoric acid fumes or ammoniacal vapours are given off.
- (d) All processes in the making of furnace moulds or "pots" including the grinding or crushing of used "pots".
- (e) All processes involving the use of a dry lead compound.

4. *Prohibition relating to women and young persons.*—No women or young person shall be employed or permitted to work in any of the operations specified in paragraph 3 or at any place where such operations are carried on.

5. *Floors and work-benches.*—The floor and work benches of every room in which a dry compound of lead is manipulated or in which any process is carried on giving off silica dust shall be kept moist and shall comply with the following requirements:—

The floors shall be—

- (a) of cement or similar material so as to be smooth and impervious to water;
- (b) maintained in sound condition; and
- (c) cleansed daily after being thoroughly sprayed with water at a time when no other work is being carried on in the room.

The work benches shall—

- (a) have a smooth surface and be maintained in sound condition, and
- (b) be cleansed daily either after being thoroughly damped or by means of a suction cleaning apparatus at a time, when no other work is being carried on thereat.

6. *Use of hydrofluoric acid.*—The following provisions shall apply to rooms in which glass is treated with hydrofluoric acid:—

- (a) There shall be inlets and outlets of adequate size so as to secure and maintain efficient ventilation in all parts of the room;
- (b) The floor shall be covered with guttaparcha and be tight and shall slope gently down to a covered drain;

- (c) The workplaces shall be so enclosed in projecting hoods that openings required for bringing in the objects to be treated shall be as small as practicable; and
- (d) The efficient exhaust draught shall be so contrived that the gases are exhausted downwards.

7. *Storage and transport of Hydrofluoric Acid.*—Hydrofluoric acid shall not be stored or transported except in cylinders or receptacles made of lead or rubber.

8. *Blow-pipes.*—Every glass blower shall be provided with a separate blow pipe bearing the distinguishing mark of the person to whom it is issued and suitable facilities shall be readily available to every glass blower for sterilising his blow pipe.

9. *Food-drinks, etc., prohibited in work-rooms.*—No food, drink, pan and supari or tobacco shall be brought into or consumed by any worker in any room or workplace wherein any process specified in paragraph 3 is carried on.

10. *Protective clothing.*—The occupier shall provide, maintain in good repair and keep in a clean condition for the use of all persons employed in the processes specified in paragraph 3 suitable protective clothing, foot-wear, and goggles according to the nature of the work and such clothing foot-wear etc., shall be worn by the persons concerned.

11. *Washing facilities.*—There shall be provided and maintained in a cleanly state and in good repair for the use of all persons employed in the processes specified in paragraph 3:

(a) a wash place with either—

(i) a trough with a smooth impervious surface fitted with a waste pipe without plug and of sufficient length to allow of at least two feet for every five such persons employed at any one time and having a constant supply of water from taps or jets above the trough at intervals of not more than 2 feet; or

(ii) at least one wash basin for every five such persons employed at any one time, fitted with a waste pipe and plug and having an adequate supply of water laid on or always readily available; and

(iii) a sufficient supply of clean towels made of suitable material renewed daily with a sufficient supply of soap or other suitable cleansing material and of nail brushes; and

(b) a sufficient number of stand pipes with taps—the number and location of such stand pipes shall be to the satisfaction of the Chief Inspector.

12. *Medical examination.*—(a) Every person employed in any process specified in paragraph 3 shall be examined by the Certifying Surgeon within seven days preceding or following the date of his first employment in such process and thereafter shall be examined by the Certifying Surgeon once in every calendar month or at such other intervals as may be specified in writing by the Chief Inspector on a day of which due notice shall be given to all concerned.

(b) A Health Register in Form No. 17 containing the names of all persons employed in any process specified in paragraph 3 shall be kept.

(c) No person after suspension shall be employed in any process specified in paragraph 3 without written sanction from the Certifying Surgeon entered in or attached to the Health Register.

## GRINDING OR GLAZING OF METALS AND PROCESSES INCIDENTAL THERETO

1. *Definitions.*—For the purposes of this Schedule—

- (a) "Grindstone" means a grindstone composed of natural or manufactured sandstone but does not include a metal wheel or cylinder into which blocks of natural or manufactured sandstone are fitted.
- (b) "Abrasive wheel" means a wheel manufactured of bonded emery or similar abrasive.
- (c) "Grinding" means the abrasion, by aid of mechanical power, of metal, by means of a grindstone or abrasive wheel.
- (d) "Glazing" means the abrading, polishing or finishing, by aid of mechanical power, of metal, by means of any wheel, buff, mop or similar appliance to which any abrading or polishing substance is attached or applied.
- (e) "Racing" means the turning up, cutting or dressing of a revolving grindstone before it is brought into use for the first time.
- (f) "Hacking" means the chipping of the surface of a grindstone by a Hack or similar tool.
- (g) "Rodding" means the dressing of the surface of a revolving grindstone by the application of a rod, bar or strip of metal to such surface.

2. *Exceptions.*—(1) Nothing in this Schedule shall apply to any factory in which only repairs are carried on except any part thereof in which one or more persons are wholly or mainly employed in the grinding or glazing of metals.

(2) Nothing in this Schedule except paragraph 4 shall apply to any grinding or glazing of metals carried on intermittently and at which no person is employed for more than 12 hours in any week.

(3) The Chief Inspector may by certificate in writing subject to such conditions as he may specify therein, relax or suspend any of the provisions of this Schedule in respect of any factory if owing to the special methods of work or otherwise such relaxation or suspension is practicable without danger to the health or safety of the persons employed.

3. *Equipment for removal of dust.*—No racing, dry grinding or glazing shall be performed without:—

- (a) a hood or other appliance so constructed, arranged, placed and maintained as substantially to intercept the dust thrown off; and
- (b) a duct of adequate size, air tight and so arranged as to be capable of carrying away the dust, which duct shall be kept free from obstruction and shall be provided with proper means of access for inspection and cleaning, and where practicable, with a connection at the end remote from the fan to enable the Inspector to attach thereto any instrument necessary for ascertaining the pressure of air in the said duct; and
- (c) a fan or other efficient means of producing a draught sufficient to extract the dust:

Provided that the Chief Inspector may accept any other appliance that is, in his opinion, as effectual for the interception, removal and disposal of dust thrown off as a hood, duct and fan would be.

4. *Restriction on employment on grinding operations.*—Not more than one person shall at any time perform the actual process of grinding or glazing upon a grindstone, abrasive wheel or glazing appliance:

Provided that this paragraph shall not prohibit the employment of persons to assist in the manipulation of heavy or bulky articles at any such grindstone, abrasive wheel or glazing appliance.

5. *Glazing*.—Glazing or other processes, except process incidental to wet grinding upon a grindstone shall not be carried on in any room in which wet grinding upon a grindstone is done.

6. *Hacking and rodding*.—Hacking or rodding shall not be done unless during the process either (a) an adequate supply of water is laid on at the upper surface of the grindstone or (b) adequate appliances for the interception of dust are provided in accordance with the requirements of paragraph 3.

7. *Examination of dust equipment*.—(a) All equipment for the extraction or suppression of dust shall at least once in every six months be examined and tested by a competent person and any defect disclosed by such examination and test shall be rectified as soon as practicable.

(b) A register containing particulars of such examination and test shall be kept in a form approved by the Chief Inspector.

#### SCHEDULE VI

#### MANUFACTURE AND TREATMENT OF LEAD AND CERTAIN COMPOUNDS OF LEAD

1. *Exemptions*.—Where the Chief Inspector is satisfied that all or any of the provisions of this Schedule are not necessary for the protection of the persons employed, he may by certificate in writing exempt any factory from all or any of such provisions, subject to such conditions as he may specify therein.

2. *Definitions*.—For the purposes of this Schedule—(a) “Lead Compound” means any compound of lead other than galena, which, when treated in the manner described below, yields to an aqueous solution of hydrochloric acid, a quantity of soluble lead compound exceeding when calculated as lead monoxide, five per cent of the dry weight of the portion taken for analysis. In the case of paints and similar products and other mixtures containing oil or fat the “dry weight” means the dry weight of the material remaining after the substance has been thoroughly mixed and treated with suitable solvents to remove oil, fats varnish or other media.

The method of treatment shall be as follows:—

A weighted quantity of the material which has been dried at 100°C and thoroughly mixed shall be continuously shaken for one hour, at the common temperature with 1,000 times its weight of an aqueous solution of hydrochloric acid containing 0.25 per cent by weight of hydrogen chloride. This solution shall thereafter be allowed to stand for one hour and then filtered. The lead salt contained in the clear filtrate shall then be precipitated as lead sulphide and weighed as lead sulphate.

(b) “*Efficient Exhaust draught*”.—means localised ventilation effected by heat or mechanical means, for the removal of gas, vapour, dust or fumes so as to prevent them (as far as practicable under the atmospheric conditions usually prevailing) from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove smoke generated at the point where such gas, vapour, fumes or dust originate.

3. *Application*.—This Schedule shall apply to all factories or parts of factories in which any of the following operations are carried on:—

(a) Work at a furnace where the reduction or treatment of zinc or lead ores is carried on.

- (b) The manipulation, treatment or reduction of ashes containing lead, the desilverising of lead or the melting of scrap lead or zinc.
- (c) The manufacture of solder or alloys containing more than ten per cent of lead.
- (d) The manufacture of any oxide, carbonate, sulphate, chromate, acetate, nitrate or silicate of lead.
- (e) Handling or mixing of lead tetra-ethyl.
- (f) Any other operation involving the use of a lead compound.
- (g) The cleaning of workrooms where any of the operations aforesaid are carried on.

4. *Prohibition relating to women and young persons.*—No women or young person shall be employed or permitted to work in any of the operation specified in paragraph 3.

5. *Requirements to be observed.*—No person shall be employed or permitted to work in any process involving the use of lead compounds if the process is such that dust or fume from a lead compound is produced therein, or the persons employed therein are liable to be splashed with any lead compound in the course of their employment unless the provisions of paragraphs 6 to 14 are complied with.

6. *Exhaust draught.*—Where dust, fume, gas or vapour is produced in the process, provision shall be made for removing them by means of an efficient exhaust draught so contrived as to operate on the dust, fume, gas or vapour as closely as possible to the point of origin.

7. *Certificate of fitness.*—A person medically examined under paragraph 8 and found fit for employment shall be granted by a Certifying Surgeon a certificate of fitness in form No. 27 and such certificate shall be in the custody of the manager of the factory. The certificate shall be kept readily available for inspection by any Inspector and the person granted such a certificate shall carry with him, while at work, a token giving reference to such certificate.

8. *Medical Examination.*—(1) The person so employed shall be medically examined by a Certifying Surgeon within 14 days of his first employment in such process and thereafter shall be examined by the Certifying Surgeon at intervals of not more than three months, and a record of such examinations shall be entered by the Certifying Surgeon in the special certificate of fitness granted under paragraph 7.

(2) If at any time Certifying Surgeon is of opinion that any person is no longer fit for employment on the grounds that continuance therein would involve special danger to health, he shall cancel the special certificate of fitness of that person.

(3) No person whose special certificate of fitness has been cancelled shall be employed unless the Certifying Surgeon, after re-examination, again certifies him to be fit for employment.

9. *Food, drinks, etc., prohibited in work-rooms.*—No food, drink, pan and supari or tobacco shall be brought into or consumed by any worker in any work-room in which the process is carried on and no person shall remain in any such room during intervals for meals or rest.

10. *Protective clothing.*—Suitable protective overalls and head coverings shall be provided, maintained and kept clean by the factory occupier and such overalls and head-coverings shall be worn by the persons employed.

11. *Cleanliness of work-rooms tools, etc.*—The rooms in which the persons are employed and all tools and apparatus used by them shall be kept in a clean state.

12. *Washing Facilities.*—(1) The occupier shall provide and maintain for the use of all persons employed suitable washing facilities consisting of:—

(a) a trough with a smooth impervious surface fitted with a waste pipe without plugs and of sufficient length to allow at least two feet for every ten persons employed at any one time, and having a constant supply of clean water from taps or jets above the trough at intervals of not more than two feet; or

(b) at least one wash-basin for every ten persons employed at any one time, fitted with a waste pipe and plug and having a constant supply of clean water;

together with, in either case, a sufficient supply of nail brushes, soap or other suitable cleansing material and clean towels.

(2) The facilities so provided shall be placed under the charge of a responsible person and shall be kept clean.

13. *Mess-room or Canteen.*—The occupier shall provide and maintain for the use of the persons employed suitable and adequate arrangements for taking their meals. The arrangements shall consist of the use of a room separate from any workroom which shall be furnished with sufficient tables and benches, and unless a canteen serving hot meals is provided, adequate means of warming food. The room shall be adequately ventilated by the circulation of fresh air, shall be placed under the charge of a responsible person and shall be kept clean.

14. *Cloak-room.*—The occupier shall provide and maintain for the use of persons employed, suitable accommodation for clothing not worn during working hours, and for the drying of wet clothing.

## SCHEDULE VII

### GENERATING PETROL GAS FROM PETROL

1. *Prohibition relating to women and young persons.*—No women or young person shall be employed or permitted to work in or shall be allowed to enter any building in which the generating of petrol gas from petrol is carried on.

2. *Flame traps.*—The plant for generating petrol gas from petrol and associated piping and fittings shall be fitted with at least two efficient flame traps so designed and maintained as to prevent a flash back from any burner to the plant. One of these traps shall be fitted as close to the plant as possible. The plant and all pipes and valves shall be installed and maintained free from leaks.

3. *Generating building or room.*—All plants for generating petrol gas from petrol erected after the coming into force of the provisions specified in this Schedule, shall be erected outside the factory building proper in a separate well ventilated building (hereinafter referred to as the "generating building"). In the case of such plant erected before the coming into force of the provisions specified in this Schedule there shall be no direct communication between the room where such plants are erected (hereinafter referred to as "the generating room") and the remainder of the factory building. So far as practicable, all such generating rooms shall be constructed of fire resisting materials.

4. *Fire extinguishers.*—An efficient means of extinguishing petrol fires shall be maintained in an easily accessible position near the plant for generating petrol gas from petrol.



5. *Plant to be approved by Chief Inspector.*—Petrol gas shall not be manufactured except in a plant for generating petrol gas the design and construction of which has been approved by the Chief Inspector.

6. *Escape of petrol.*—Effective steps shall be taken to prevent petrol from escaping into any drain or sewer.

7. *Prohibition relating to smoking etc.*—No person shall smoke or carry matches, fire or naked light or other means of producing a naked light or spark in the generating room or building or in the vicinity thereof and a warning notice in the language understood by the majority of the workers shall be posted in the factory prohibiting smoking and the carrying of matches, fire or naked light or other means of producing a naked light or spark into such room or building.

8. *Access to petrol or container.*—No unauthorised person shall have access to any petrol or to a vessel containing or having actually contained petrol.

9. *Electric fittings.*—All electric fittings shall be of flame proof construction and all electric conductors shall either be enclosed in metal conduits or be lead sheathed.

10. *Construction of doors.*—All doors in the generating room or building shall be constructed to open outwards or to slide and no door shall be locked or obstructed or fastened in such a manner that it cannot be easily and immediately opened from the inside while gas is being generated and any person is working in the generating room or building.

11. *Repair of containers.*—No vessel that has contained petrol shall be repaired in a generating room or building and no repairs to any such vessel shall be undertaken unless live steam has been blown into the vessel and until the interior is thoroughly steamed out or other equally effective steps have been taken to ensure that it has been rendered free from petrol or inflammable vapour.

#### SCHEDULE VIII

#### CLEANING OR SMOOTHING OF ARTICLES BY A JET OF SAND, METAL SHOT OR GRIT OR OTHER ABRASIVE PROPELLED BY A BLAST OF COMPRESSED AIR OR STEAM

1. *Definition.*—For the purpose of this Schedule—“Sand blasting” means the blasting of any articles by a jet of sand, metal shot, grit or other abrasive.

2. *Sand blasting to be done in enclosed chamber.*—Sand blasting shall not be done in any room except in an enclosed chamber or cabinet in which no other work is performed and at which efficient means are provided, arranged and maintained to prevent the escape of dust to the outside of such chamber or cabinet.

3. *Prohibition relating to employment of women and young persons.*—No woman or young person shall be employed or permitted to work at any operation of sand blasting.

4. *Protective equipment.*—(1) Unless he is wearing a suitable protective helmet and gauntlets:

(a) no person shall be employed or permitted to work at blasting in an air jet or work within thirty feet of sand blasting apparatus in operation in the open air; and

(b) no person shall be employed or permitted to work or allowed in a sand blasting chamber whilst the sand blasting apparatus is in operation.

(2) The occupier of the factory shall provide and maintain in good condition all helmets, overalls and gauntlets that are necessary to comply with the requirements of this Schedule.

(3) Every protective helmet shall carry the distinguishing mark of the person by whom it is to be used and shall be provided with a sufficient supply of pure air for breathing and ventilation, together with suitable arrangements to permit the escape of the expired air.

(4) No person shall wear a protective helmet that has been worn by another person unless such protective helmet shall have been thoroughly disinfected.

(5) All persons engaged in sand blasting while at work shall wear the protective equipment provided under the provisions of this paragraph.

#### SCHEDULE IX

#### LIMING AND TANNING OF RAW HIDES AND SKINS AND PROCESSES INCIDENTAL THERETO

1. *Cautionary notices.*—(1) Cautionary notices as to anthrax in the form specified by the Chief Inspector shall be affixed in prominent positions in the factory where they may be easily and conveniently read by the persons employed.

(2) A copy of a warning notice as to anthrax in the form specified by the Chief Inspector shall be given to each person employed when he is engaged, and subsequently if still employed, on the first day of each calendar year.

(3) Cautionary notices as to the effects of chrome on the skin shall be affixed in prominent positions in every factory in which chrome solutions are used and such notices shall be so placed as to be easily and conveniently read by the persons employed.

(4) Notices shall be affixed in prominent places in the factory stating the position of the "First Aid" box or cupboard and the name of the person in charge of such box or cupboard.

(5) If any person employed in the factory is illiterate effective steps shall be taken to explain carefully to such illiterate person the contents of the notices specified in paragraphs 1, 2 and 4 if chrome solutions are used in the factory, the contents of the notice specified in paragraph 3.

2. *Protective clothing.*—The occupier shall provide and maintain in good condition the following articles of protective clothing:—

(a) waterproof footwear, leg coverings, aprons and rubber gloves for persons employed in processes involving contact with chrome solutions including the preparation of such solutions;

(b) protective footwear, aprons and gloves for persons employed in the handling of hides or skins other than in processes specified in clause (a):

Provided that gloves shall not be required for persons fleshing by hand or where there is no risk of contact with lime, sodium sulphide or other caustic liquor.

3. *Washing facilities, mess-room and cloakroom.*—There shall be

provided and maintained in a cleanly state and in good repair for the use of all persons employed—

- (a) a trough with a smooth impervious surface fitted with a waste pipe without plug, and of sufficient length to allow at least two feet for every ten persons employed at any one time, and having a constant supply of water from taps or jets above the trough at intervals of not more than two feet; or
- (b) at least one wash basin for every ten such persons employed at any one time, fitted with a waste pipe and plug and having a constant supply of water together with, in either case, a sufficient supply of nail brushes, soap or other suitable cleansing material, and clean towels;
- (c) a suitable mess-room, adequate for the number remaining on the premises during the meal intervals, which shall be furnished with (1) sufficient tables and benches and (2) adequate means for warming food and for boiling water;

The mess-room shall (1) be separate from any room or shed in which hides or skins are stored, treated or manipulated, (2) be separate from the cloak-room and (3) be placed under the charge of a responsible person;

- (d) suitable accommodation for clothing not worn during working hours with adequate arrangements for drying the clothing if wet. The accommodation so provided shall be placed under the charge of a responsible person.

4. *Food, drinks, etc. prohibited in work-rooms.*—No food, drink, pan and supari or tobacco shall be brought into or consumed by any worker in any work-room or shed in which hides or skins are stored, treated or manipulated.

5. *First aid arrangements.*—The occupier shall (a) arrange for an inspection of the hands of all persons coming into contact with chrome solutions to be made twice a week by a responsible person;

(b) provide and maintain a sufficient supply of suitable ointment and impermeable waterproof plaster in a box readily accessible to the worker and used solely for the purpose of keeping the ointment and plaster.

#### SCHEDULE X

##### ALL TYPES OF BAND-SAWS

The provision specified in Schedule III annexed to rule 53 shall apply.

#### SCHEDULE XI

##### MANUFACTURE OF POTTERY

1. *Definitions.*—For the purposes of this Schedule—

- (a) "Pottery" includes earthenware, stoneware, porcelain, china, tile and any other articles made from clay or from a mixture containing clay and other materials such as quartz, flint, feldspar and gypsum.
- (b) "Efficient exhaust draught" means localised ventilation effected by mechanical or other means for the removal of dust or fume so as to prevent it from escaping into the air of any place in which work is carried on. No draught shall be deemed efficient which fails to remove effectively dust or fume generated at the point where dust or fume originates.

- (c) "Fettling" includes scalloping, towing, sand papering, sand sticking, brushing or any other process of cleaning of pottery-ware in which dust is given off.
- (d) "Leadless glaze" means a glaze which does not contain more than one per cent of its dry weight of a lead compound calculate as lead monoxide.
- (e) "Low solubility glaze" means a glaze which does not yield to dilute hydrochloric acid more than five per cent of its dry weight of a soluble lead compound calculated as lead monoxide when determined in the manner described below:—

A weighted quantity of the material which has been dried at 100°C and thoroughly mixed shall be continuously shaken for one hour, at the common temperature with 1,000 times its weight of an aqueous solution of hydrochloric acid containing 0.25 per cent by weight of hydrogen chloride. This solution shall thereafter be allowed to stand for one hour and then filtered. The lead salt contained in the clear filtrate shall then be precipitated as lead sulphide and weighed as lead sulphate.

- (f) "Ground or powdered flint or quartz" does not include natural sands.
- (g) "Potter's shop" includes all places where pottery is formed by pressing or by any other process and all places where shaping, fettling, or other treatment of pottery articles prior to placing for the biscuit fire is carried on.

2. *Efficient exhaust draught.*—The following processes shall not be carried on without the use of an efficient exhaust draught:

- (i) All processes involving the manipulation or use of a dry and unfritted lead compound.
- (ii) The fettling operations of any kind, whether on green-ware or biscuit, provided that this shall not apply to the wet fettling and to the occasional finishing of pottery articles without the aid of mechanical power.
- (iii) The sifting of clay dust or any other material for making tiles or other articles by pressure, except where—
  - (a) this is done in a machine so enclosed as to effectively prevent the escape of dust; or
  - (b) the material to be sifted is so damp that no dust can be given off.
- (iv) The processing of tiles from clay dust, an exhaust opening being connected with each press; this clause shall also apply to the pressing from clay dust of articles other than tiles, unless the material is so damp that no dust is given off.
- (v) The fettling of tiles made from clay dust by pressure, except where the fettling is done wholly on, or with, damp material; this clause shall also apply to the fettling of other articles made from clay dust, unless the material is so damp that no dust is given off.
- (vi) The process of loading and unloading of saggars where handling and manipulation of ground and powdered flint, quartz, alumina or other materials are involved.
- (vii) The brushing of earthenware biscuit, unless the process is carried on in a room provided with efficient general mechanical ventilation or other ventilation which is certified by the Inspector of Factories as adequate, having regard to all the circumstances of the case.

- (viii) Fettleing of bisquit ware which has been fired in powdered flint or quartz except where this is done in machines so enclosed as to effectually prevent the escape of dust.
- (ix) Ware cleaning after the application of glaze by dipping or other process.
- (x) Crushing and dry grinding of materials for pottery bodies, and saggars, unless carried on in machines so enclosed as to effectively prevent the escape of dust or is so damp that no dust can be given off.
- (xi) Sieving or manipulation of powdered flint, quartz, clay grog or mixture of these materials unless it is so damp that no dust can be given off.
- (xii) Grinding of tiles on a power driven wheel unless an efficient water spray is used on the wheel.
- (xiii) Lifting and conveying of materials by elevators or conveyors unless they are effectively enclosed and so arranged as to prevent escape of dust into the air in or near to any place which persons are employed.
- (xiv) The preparation or weighing out of flow material, lawning of dry colours, colouring, dusting or colour blowing.
- (xv) In mould making unless the bins or similar receptacles used for holding plaster of Paris are provided with suitable covers.
- (xvi) The manipulation of calcined material unless the material has been made and remains so wet that no dust is given off.

Clause 11(1) Protective equipment.

Clause 11(4) Protective equipment.

3. Each of the following processes shall be carried on in such a manner and in such conditions so as to secure effectual separation from one another and from other wet processes:—

- (a) Crushing and dry grinding or sieving of materials, fettleing, pressing of tiles, drying of clay and greenware, loading and unloading of saggars.
- (b) All processes involving the use of a dry lead compound.

4. No glaze which is not a leadless glaze or a low solubility glaze shall be used in a factory in which pottery is manufactured.

5. No woman or young person shall be employed or permitted to work in any of the operations specified in clause 2, or at any place where such operations are carried on.

6. The potter's wheel (Jolly and Jigger) shall be provided with screens or so constructed as to prevent clay scrappings being thrown off beyond the wheel.

7. (1) All practical measures shall be taken by damping or otherwise to dust arising during cleaning of floors.

(2) Damp saw dust or other suitable material shall be used to render the moist method effective in preventing dust rising into the air during the cleaning process which shall be carried out after work has ceased.

8. The floors of potter's shops, slip houses, dipping houses and ware cleaning rooms, shall be hard smooth and impervious and shall be thoroughly cleaned daily by a moist method by an adult male.

9. *Medical examination.*—(1) All persons employed in any process included under clause 2 shall be examined by the Certifying Surgeon within seven days preceding or following the date of their first employment in such process, thereafter all persons employed in any process included under clause

2(1) and (xiv) shall be examined by the Certifying Surgeon once in every three calendar months, and those employed in any process included in clause 2(11) to x(xviii) and (xv) and (xvi) once in every twelve months by the Certifying Surgeon. Records of such examinations shall be entered by the Certifying Surgeon in the Health Register and Certificate of Fitness granted to him under clause 10.

(2) If at any time the Certifying Surgeon is of the opinion that any person employed in any process included in clause 2 is no longer fit for employment on the ground that continuance therein would involve damage to his health, he shall cancel the Certificate of Fitness granted to that person.

(3) No person whose Certificate of Fitness has been cancelled shall be re-employed unless the Certifying Surgeon after examination, again certifies him to be fit for employment.

10. *Certificate of Fitness.*—A person medically examined under clause 9 and found fit for employment shall be granted by the Certifying Surgeon a Certificate of Fitness in Form No. 5 and such certificate shall be in the custody of the manager of the factory. The certificate shall be kept readily available for inspection by any inspector and the person granted such a certificate shall carry with him while at work, a token giving reference to such certificate.

11. *Protective equipment.*—(1) The occupier shall provide or maintain suitable overalls and head coverings for all persons employed in processes included in clause 2.

(2) The occupier shall provide and maintain suitable aprons of a water proof and similar material, which can be sponged daily, for the use of the dippers, dippers assistants, throwers jolly workers, casters, mould makers and filter press and pug mill workers.

(3) Aprons provided in pursuance of clause 11(2) shall be thoroughly cleaned daily by the workers by sponging or other wet process. All overalls and head coverings shall be washed, cleaned and mended at least once a week, and this washing, cleaning or mending shall be provided for by the occupier.

(4) No person shall be allowed to work in emptying of dusty materials, weighing out and mixing of dusty materials and charging of ball mills or plungers without wearing a suitable and efficient dust respirator.

12. *Washing facilities.*—The occupier shall provide and maintain in a cleanly state and in good repair for the use of all persons employed in any of the processes specified in clause 2, a wash place under cover, with either—

(a) (i) a trough with smooth impervious surface fitted with a waste pipe, without plug, and of sufficient length to allow at least two feet for every five such persons employed at any one time, and having a constant supply of clean water from taps or jets above the troughs at intervals of not more than two feet; or

(ii) at least one tap or stand pipe for every five such persons employed at any one time, and having a constant supply of clean water, the tap or stand pipe being spaced not less than 4 feet apart; and

(b) A sufficient supply of clean towels made of suitable material changed daily with sufficient supply of nail brushes and soap.

13. *Time allowed for washing.*—Before each meal and before the end of the day's work at least ten minutes, in addition to the regular meal times, shall be allowed for washing to each person employed in any of the processes mentioned in clause 2.

14. *Mess-room.*—(1) There shall be provided and maintained for use of all persons remaining within the premises during the rest intervals, a suitable mess-room providing accommodation of the square feet per head and furnished with—

- (i) a sufficient number of tables and chairs or benches with back rest;
- (ii) arrangements for washing utensils;
- (iii) adequate means for warming food;
- (iv) adequate quantity of drinking water.

(2) The room shall be adequately ventilated by the circulation of fresh air and placed under the charge of a responsible person and shall be kept clean.

15. *Food, drinks, etc. prohibited in work rooms.*—No food, drink, *pan* and *supari* or tobacco shall be brought into, or consumed by any worker in, any work-room in which any of the processes mentioned in clause 2 are carried on and no such person shall remain in any such room during intervals for meals or rest.

16. *Cloak-room etc.*—There shall be provided and maintained for the use of all persons employed in any of the processes mentioned in clause 2—

- (a) A cloak-room for clothing put off during working hours and such accommodation shall be separated from any mess-room;
- (b) separate and suitable arrangements for storage of protective equipment provided under clause 11.

17. These regulations shall not apply to a factory in which any of the following articles, but no other pottery are made:—

- (a) un-glazed or salt glazed bricks and tiles, and
- (b) architectural terra-cotta made from plastic clay and either un-glazed or glazed with a leadless glaze only.

18. *Exemption.*—If in respect of any factory the Chief Inspector of Factories is satisfied that all or any of the provisions of this Schedule are not necessary for the protection of the persons employed in such factory, he may by a certificate in writing exempt such factory from all or any of such provisions, subject to such conditions as he may specify therein. Such certificate may at any time be revoked by the Chief Inspector without assigning any reasons.

#### *Rule prescribed under section 88*

¶96. *Notification of accidents.*—When any accident or occurrence specified in the Schedule takes place in a factory, the manager of the factory shall forthwith send notice thereof by telephone, special messenger or telegram to the Inspector, and if the accident is fatal, or of such a serious nature that it is likely to prove fatal, notice as aforesaid shall also be sent to:—

- (a) the District Magistrate or Sub-Divisional Officer; and
- (b) the officer in charge of the nearest police station.

¶ (2) The notice so given shall be confirmed by the manager of the factory to the above mentioned authorities within 12 hours of the occurrence by sending to them a written report in the prescribed Form No. 18.

#### SCHEDULE IX

1. Accidents which cause—
  - (a) death to any person;

(b) such bodily injury as prevents or will probably prevent the persons injured from working for a period of 48 hours immediately following the accident.

2. The following classes of occurrences, whether or not they are attended by personal injury or disablement:—

- (a) Bursting of a vessel used for containing steam under pressure greater than atmospheric pressure other than plant which comes within the scope of the Indian Boilers Act.
- (b) Collapse or failure of a crane, derrick winch, hoist or other appliances used in raising or lowering persons or goods, or any part thereof or the overturning of a crane.
- (c) Explosion or fire causing damage to any room or place in which persons are employed, or fire in rooms of cotton pressing factories when a cotton opener is in use.
- (d) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
- (e) Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall or building forming part of a factory or within the compound or curtilage of factory.

*Rule prescribed under section 89*

97. *Notice of poisoning or disease.*—A notice in Form No. 19 should be sent forthwith both to the Chief Inspector and to the Certifying Surgeon, by the manager of a factory in which there occurs a case of lead, phosphorus, mercury, manganese, arsenic, carbon bisulphide or benzene poisoning; or poisoning by nitrous fumes, or by halogens or halogen derivatives of the hydrocarbons of the aliphatic series; or of chrome ulceration, anthrax silicosis, toxic anemia, toxic jaundice, primary epitheliomatous cancer of the skin, or pathological manifestations due to radium or other radioactive substances or X-rays.

CHAPTER X

SUPPLEMENTAL

*Rules prescribed under section 107*

98. *Procedure in appeals.*—(1) An appeal presented under section 107 shall lie to the Chief Inspector or in cases where the order appealed against is an order passed by that officer, to the Chief Commissioner or to such authority as the Chief Commissioner may appoint in this behalf and shall be in the form of memorandum setting forth concisely the grounds of objection to the order and bearing court fee stamp in accordance with article 11 of Schedule II to the Court Fees Act, 1870 and shall be accompanied by copy of the order appealed against.

(2) *Appointment of assessors.*—On receipt of the memorandum of appeal, the appellate authority shall, if it thinks fit or if the appellant has requested that the appeal should be heard with the aid of assessors, call upon the body declared under sub-rule (3) to be representative of the industry concerned, to appoint an assessor within a period of 14 days. If an assessor is nominated by such body, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the hearing of the appeal and shall give due notice of such date to the appellant and to the Inspector whose order is appealed against, and shall call upon the two assessors to appear upon such date to assist in the hearing of the appeal.



(3) The appellant shall state in the memorandum presented under sub-rule (1) whether he is a member of one or more of the bodies representing the industry or industries concerned as may be prescribed by the State Government in this behalf from time to time.

The body empowered to appoint the assessor shall,—

- (a) if the appellant is a member of one of such bodies, be that body;
- (b) if he is a member of two such bodies, be that body which the appellant desires should appoint such assessor; and
- (c) if the appellant is not a member of any of the aforesaid bodies, or if he does not state in the memorandum which of such bodies he desires should appoint the assessor, be the body which the appellate authority considers as the best fitted to represent the industry concerned.

(4) *Remuneration of assessors.*—An assessor appointed in accordance with the provisions of sub-rules (2) and (3) shall receive for the hearing of the appeal, a fee to be fixed by the appellate authority, subject to a maximum of fifty rupees per diem. He shall also receive the actual travelling expenses. The fees and travelling expenses shall be paid to the assessor by Government; but where assessors have been appointed at the request of the appellant and the appeal has been decided wholly or partly against him the appellate authority may direct that the fees and travelling expenses of the assessor shall be paid in whole or in part by the appellant.

*Rule prescribed under section 108*

99. *Display of notices.*—The abstract of the Act and of the Rules required to be displayed in every factory shall be in Form No. 20.

*Rules prescribed under section 110*

100. *Returns.*—The manager of every factory shall furnish to the Inspector or other officer appointed by the Chief Commissioner in this behalf the following returns, namely:—

- (1) *Annual return.*—On or before the 15th January of each year, an annual return in duplicate in Form No. 21.
- (2) *Annual return of holidays.*—Before the end of each year, a return giving notice of all the days on which it is intended to close the factory during the next ensuing year. This return shall be submitted whether the factory is or is not working during the year preceding the year to which the return relates:

Provided that the Chief Commissioner may dispense with this return in the case of any specified factory or of any class of factories or of the factories in any particular area:

Provided further that the annual return of holidays shall be dispensed with in case of all factories,—

- (a) which regularly observe Sundays as holidays; or
- (b) which regularly observe a fixed day in the week as a holiday; or
- (c) which observe holidays, according to a list approved by the Chief Inspector:

Provided, further, that where the manager of any factory makes any departure from such a holiday or list of holidays as aforesaid prior intimation shall be given to the Chief Inspector.

- (3) *Half yearly return.*—The manager of every factory shall furnish to the Chief Inspector on or before the 15th July and 15th January of each year, as half-yearly return in duplicate in Form No. 22.
- (4) *Leave with wages—Annual return.*—The manager of every factory shall furnish to the Chief Inspector, not later than the 1st February of the year subsequent to that to which it relates a return in Form No. 23.
- (5) *Compensatory holidays—Annual return.*—The manager of every factory shall furnish to the Chief Inspector, not later than the 1st February of the year subsequent to that to which it relates, a return in Form No. 24.

*Rule prescribed under section 109*

101. *Service of notices.*—The despatch by post under registered cover of any notice or order shall be deemed sufficient service on the occupier, owner or manager of a factory of such notice or order.

*Rules 102 to 105 prescribed under section 112*

102. *Information required by the Inspector.*—The occupier, owner or manager of a factory shall furnish any information that an Inspector may require for the purpose of satisfying himself whether any provision of the Act has been complied with or whether any order of an Inspector has been duly carried out. Any demand by an Inspector for any such information, if made, during the course of an inspection, shall be complied with forthwith if the information is available in the factory, or, if made in writing, shall be complied with within seven days of receipt thereof.

103. *Muster-roll.*—The manager of every factory shall maintain a muster-roll of all the workers employed in the factory in Form No. 25 showing (a) the name of each worker, (b) the nature of his work, and (c) the daily attendance of the worker:

Provided that, if the daily attendance is noted in the Register of Adult Workers in Form No. 12 or the particulars required under this rule are noted in any other register, a separate muster-roll required under this rule need not be maintained.

104. *Register of accidents and dangerous occurrences.*—The manager of every factory shall maintain a register of all accidents and dangerous occurrences which occur in the factory in Form No. 26 showing the—

- (a) Name of injured person (if any).
- (b) Date of accident or dangerous occurrence.
- (c) Date of report on Form No. 18 to Inspector.
- (d) Nature of accident or dangerous occurrence.
- (e) Date of return of injured person to work.
- (f) Number of days of absence from work of injured person.

105. *Maintenance of inspection book.*—The manager of every factory shall maintain a bound inspection book and shall produce it when so required by the Inspector or Certifying Surgeon.

Form No. 1

(Prescribed under Rule 3).

APPLICATION FOR PERMISSION TO CONSTRUCT, EXTEND OR TAKE INTO USE ANY BUILDING AS A FACTORY

1. Applicant's Name .. .. .
  - Applicant's Calling .. .. .
  - Applicant's Address .. .. .
  2. Full name and postal address of factory .. .. .
  3. Situation of the factory—
    - Province .. .. .
    - District .. .. .
    - Town or village .. .. .
    - Nearest Police Station .. .. .
    - Nearest Railway Station or Steamer Ghat .. .. .
  4. Particulars of plant to be installed .. .. .
- Signature of applicant.....  
Date.....

NOTE.—This application shall be accompanied by the following documents:—

- (a) A flow chart of manufacturing process supplemented by a brief description of the process in its various stages;
- (b) Plans, in duplicate, drawn to scale, showing:—
  - (i) the site of the factory and immediate surroundings including adjacent buildings and other structures, roads, drains, etc., and
  - (ii) the plan elevation and necessary cross-sections of the various buildings, indicating all relevant details relating to natural lighting, ventilation and means of escape in case of fire. The plans shall also clearly indicate the position of the plant and machinery, aisles and passage ways; and
- (c) Such other particulars as the Chief Inspector may require.

\*FORM NO. 1-A

[Prescribed under rule 3(4)(iii)]

Name of Factory.....

PARTICULARS OF ROOMS IN THE FACTORY

Name of room in the factory	Length	Breadth	Dimensions in feet			Breathing space (contents in cubic feet)	Total volume of air in the room	Number and size of the doors	Number and size of window openings	Number and size of sky light openings	Ventilation			Date of construction	Remarks
			Maximum	Minimum	Average						Total area in square feet	Maximum capacity of the room	Maximum number of persons intended to be employed in the room		

Signature of the occupier.....  
Signature of the Manager.....

\*QUESTIONNAIRE ANNEXED TO FORM NO. 1-A

[Prescribed under rule 3(1)(d)]

Careful attention to the questionnaire will assist in drawing up the plans in accordance with the law and thus prevent delay in dealing with the Plans.

Note.—The site plan should be drawn to a minimum scale of 100' = 1" and the other plans drawn to a minimum scale of 10' = 1".

1. (a) Is the Form No. 1-A submitted .....  
filled in for all work-rooms, godowns,  
etc., which are proposed to be con-  
structed or extended?
- (b) Is the sectional elevation of each room .....  
or shed etc., shown separately?
- (c) Is the minimum height of every room, .....  
shed etc., shown clearly in the sectional  
elevation?
- (d) Is the material of which the roof is .....  
constructed indicated in the sectional  
elevation?
- (e) Are the positions of the various mach- .....  
ines fitted or proposed to be fitted,  
shown in the drawings together with  
their names?
- (f) Are the maximum number of persons .....  
working or proposed to be working in  
different rooms, sheds, etc., mentioned  
in the drawing?
- (g) Are all new buildings, parts of build- .....  
ings or alteration in the existing  
buildings shown by the boundaries  
duly marked by a distinctive colour?
2. Form No. 1-A. Is the breathing space  
of a work-room, sheds, etc. calculated as shown  
below:—
  - (a) Floor area of a room multiplied with .....  
height of the room (the maximum  
height for calculation should not  
exceed 14 feet).
  - (b) Is the maximum number of persons  
shown as the lower value of the two  
calculations shown below:—
    - (i) Floor area of a room less area .....  
occupied by machinery in  
room divided by 36.
    - (ii) Breathing space as in (a) above .....  
divided by 500.
  - (c) Is the window and skylight area .....  
provided at the minimum rate of 1  
square feet to every 15 square feet  
of floor area of room?

It is recommended that window and skylight may be provided opposite to one another so as to provide best cross ventilation.

\*Form I-A and questionnaire annexed to Form I (a) inserted vide Himachal Pradesh Government Notification No. I&S. 15(Lab) 654/57, dated 23-9-65.

3. *Doors*—
- (a) Is every workroom provided with at least two doors? .....
  - (b) Is the minimum size of every door 6'6" x 7'?" .....
  - (c) Are all the doors opening outwards? .....
4. *Fire-escapes*.—If any factory building is of more than one storey—
- (a) Are two fire-escapes provided on either side of the building? .....
  - (b) Are the fire-escapes accessible from every room in the building? .....
  - (c) Is the material used in construction on the fire-escape non-combustible? .....
  - (d) Are the windows or doors giving access to an external staircase arranged to open immediately from inside? .....
5. *Latrines and Urinals*—
- (a) Are the latrines and urinals provided separately? .....
  - (b) Are these sufficient to meet the requirements of section read with Rules 18 and 19 of Factories Act, 48? .....
  - (c) Is the minimum distance of the nearest building shown? .....
  - (d) Is the minimum distance of the nearest source of water shown? .....
  - (e) Is the surrounding ground upto a distance of 4 feet all round made of impermiabie materials? .....
  - (f) Is the surrounding ground raised to at least six inches above ground level (if necessary)? .....
  - (g) Is any latrine, ventilator or opening in the proximity of any opening of the main building? .....
  - (h) Are these latrines flush-type? .....
  - (i) Are all the drains, pipes and sewers for carrying sullage, sewage water, effluent and waste products running in factory premises constructed of impermiabie material? .....
  - (j) Are the drains of flush-type latrines, connected to the drainage system of the local board? .....
  - (k) Is an efficient system of sceptic tanks provided, if no drainage system exist? .....
  - (l) Are the latrines provided with roofing? .....
6. *Drinking Water*—
- (a) Is the drinking water provided from .....

- a source provided by the local board or otherwise from a satisfactory source?
- (b) Is any well constructed in the premises of the factory for drinking water or humidification purposes? .....
- (c) Is the cylinder of the well pucca and impervious to water through and upto a depth not less than the lowest level of sub-soil water? .....
- (d) Are the position of water centres shown in the plan? .....

7. After showing the above details, the plans, the site plan, this questionnaire and Form No. 1-A should be submitted in triplicate direct to the Chief Inspector of Factories, Himachal Pradesh for approval.

8. A certificate of stability signed by a person having the qualifications laid down under Rules shall be submitted on Form No. 1-B, before the manufacturing process with the aid of power is begun in the building.

Signature .....

Designation .....

\*FORM NO. 2

[Prescribed under rule 3 (3)(a)(i)]

Plan and specification.

**CERTIFICATE OF STABILITY OF A FACTORY OR PART OF A FACTORY**

1. Name of the factory.....
2. Name of builder(s)/or contractor(s).....
3. General type of construction:
  - (a) Full name of signatory (in block letters).....
  - (b) Qualifications .....
  - (c) Present occupation.....
  - (d) Permanent postal address.....
4. Purpose for which the building is to be used.....
5. Name of room or building for which the certificate is granted giving reference to plan No.....
6. Nature of work to be carried on in the above room/building .....
7. Nature and amount of moving power.....
8. Signature .....
9. Date .....

*Note.*—The person giving the certificate must be (a) a Corporate Member of the Institution of Civil Engineers, or (b) a Corporate Member of the Institution of Structural Engineers, or (c) a Fellow Associate or Licentiate of the Royal Institute of British Architects, or (d) be a Graduate in Civil Engineering and be also a Corporate Member of the Institute of Engineers (India); provided that no person, except in the case of buildings occupied or

\*Form No. 2 replaced and Form 3 substituted vide Himachal Pradesh Government Notification No. 1&S. 15(Lab.) 654/57, dated 23-9-65.

certificate of stability if he is in the full employment of the owner or the builder of the building.

\*FORM NO. 3

(Prescribed under rule 4)

APPLICATION FOR REGISTRATION AND GRANT OR RENEWAL OF LICENCE  
FOR THE YEAR AND NOTICE OF OCCUPATION SPECIFIED IN SECTIONS 6  
AND 7

(To be submitted in triplicate)

1. Full name of the factory with factory licence number if already registered.
2. (a) Full postal address and situation of the factory.  
(b) Full address to which communications relating to the factory should be sent.
3. Nature of manufacturing process/processes—
  - (a) Carried on in the factory during the last twelve months (in the case of the factory already in existence).
  - (b) To be carried on in the factory during the next twelve months (in the case of all factories).
4. Names and values of principal products manufactured during the last twelve months.
5.
  - (i) Maximum number of workers proposed to be employed on any one day during the year.
  - (ii) Maximum number of workers employed on any one day during the last twelve months.
  - (iii) Number of workers to be ordinarily employed in the factory.
6.
  - (i) Nature and total amount of power (H.P.) installed or proposed to be installed.
  - (ii) Maximum amount of power (H.P.) proposed to be used.
7. Full name and residential address of the person who shall be the manager of the factory for the purposes of the Act.

\*Form No. 2 replaced and Form No. 3 substituted vide Himachal Pradesh Government Notification No. I&S. 15(Lab) 654/57, dated 23-9-65.

8. Full name and residential address.....  
of the occupier—  
(i) The Proprietor of the factory.....  
in case of a private firm/prop-  
rietary concern.  
(ii) Directors in case of a Public.....  
- Limited Liability Company/  
Firm.  
(iii) Where the Managing Agent.....  
has been appointed, the  
names of Managing Agents and  
Directors thereof.  
(iv) Share-holders in case of a private.....  
company where no Managing  
Agents have been appointed.  
(v) The Chief Administrative Head.....  
in case of a Government or local  
fund factory.
9. Full name and address of the owner.....  
of the premises or building (includ-  
ing the precincts thereof) referred to  
in section 93.
10. In the case of a factory constructed.....  
or extended after the date of the  
commencement of the Rules:  
(a) Reference number and date of.....  
approval of the plans for site  
whether for old or new building  
and for construction or extension  
of factory by the State Govern-  
ment Chief Inspector.  
(b) Reference number and date of.....  
approval of the arrangements, if  
any, made for the disposal of  
trade waste and effluents and the  
name of the authority granting  
such approval.
11. Amount of fee Rs.....(Rupees.....)  
(i) paid in..... Treasury on.....  
vide Challan No.....(enclosed).  
(ii) transmitted by crossed Cheque/Postal Order No.....  
dated.....on the/of the.....  
Bank/Post Office drawn in favour of the Chief Inspector of  
Factories, Himachal Pradesh.

Signature of Occupier.....

Date.....

Signature of Manager.....

Date.....

Notes.— 1. This form should be completed in ink in block letters, or  
typed.



2. If power is not used at the time of filling up this form, but is introduced later, the fact should be communicated to the Chief Inspector of Factories immediately.
3. If any of the persons named against item 8 is minor, the fact should be clearly stated.
4. In the case of a factory, where under the proviso to sub-sections (1) and (2) of section 100, a person has been nominated as the occupier, information required in item 8 should be supplied only in respect of that person.
5. In the case of a factory where a Managing Agent or Agents have been appointed as occupiers under the Indian Companies Act, 1913 (VII of 1913) be supplied only in respect of that person or persons.

FORM No. 4

(Prescribed under rule 5)

REGISTRATION AND LICENCE TO WORK A FACTORY

Registration No..... Serial No.....  
 Fee Rs.....

Licence is hereby granted to.....  
 valid only for the premises described below for use as a factory employing  
 not more than.....persons on any one day during the  
 year and using motive power not exceeding..... Himachal Pradesh  
 subject to the provisions of the Factories Act, 1948 and the rules made  
 thereunder.

This licence shall remain in force till the 31st day of December, 19.....

The.....19..... Chief Inspector of Factories.

*Description of the licensed premises*

The licensed premises shown on Plan No.....  
 dated.....are situated in.....  
 and consist of.....

Date of renewal	Date of expiry	Signature of Licensing authority
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

CERTIFICATE OF FITNESS

(Prescribed under Rule 14).

1. Serial No. .... Serial No. ....  
Date ..... Date .....

2. Name .....

3. Father's name .....

4. Sex .....

5. Residence .....

..... son/daughter of .....

.....

6. Age certified .....

7. Physical fitness .....

8. Descriptive marks .....

..... who is desirous of being employed

..... in a factory, and that his/her age,

..... as nearly as can be ascertained

..... from my examination, is .....

9. Reason for— (1) refusal of certificate .....

..... years, and that he/she is fit for

..... employment in factory as an adult

..... child.

or His/Her descriptive marks are .....

(2) certificate being revoked .....

.....

.....

.....

Thumb impression

Thumb impression

Initials of certifying Surgeon.

Certifying Surgeon.

Note.—Exact details of cause of physical disability should be clearly stated.

FORM No. 6

(Prescribed under Rule 22).

HUMIDITY REGISTER

Department.....

Hygrometer { Distinctive mark or number.....  
                  { Position in department.....

Date, year, Month Day	READINGS OF HYGROMETER						Remarks	
	Between 7 and 9 a. m.		Between 11 a.m. and 2 p.m. (but not in the rest period)		Between 4 and 5-30 p. m.			If not humidity insert none
	Dry bulb.	wet bulb.	Dry bulb	Wet bulb.	Dry bulb.	Wet. bulb.		
1st .. .. .								
2nd .. .. .								
3rd .. .. .								
4th .. .. .								
5th .. .. .								
6th .. .. .								
7th .. .. .								
8th .. .. .								
9th .. .. .								
10th .. .. .								
11th .. .. .								
12th .. .. .								
13th .. .. .								
14th .. .. .								
15th .. .. .								
16th .. .. .								
17th .. .. .								
18th .. .. .								
19th .. .. .								
20th .. .. .								
21st .. .. .								
22nd .. .. .								
23rd .. .. .								
24th .. .. .								
25th .. .. .								
26th .. .. .								
27th .. .. .								
28th .. .. .								
29th .. .. .								
30th .. .. .								
31st .. .. .								

(Signed).....

Certified that the above entries correct.

(Signed)

Section 11

RECORD OF LIME WASHING, PAINTING, ETC.

Part of Factory, e.g., name of room	Parts lime-washed, painted, varnished or oiled, e.g., walls, ceilings, wood work, etc.	Treatment whether lime-washed, painted, varnished or oiled	Date on which lime-washing, painting, varnishing or oiling was carried out (according to the English calendar)			Remarks
			Date	Month	Year	
1	2	3	4	5	6	7

Signature of Manager.

*[Signature]*  
\*FORM NO. 8  
(Prescribed under rule 56)

Section 31

REPORT OF EXAMINATION OF PRESSURE VESSEL

1. Name of occupier of (factory) .....
2. Situation and address of factory .....
3. Name, description and distinctive number of pressure vessel. ....
4. Name and address of manufacturer .....
5. Nature of processes in which it is used. ....
6. Particulars of vessel:
  - (a) Date of construction .....
  - (b) Thickness of walls .....
  - (c) Date on which the vessel was first taken into use. ....
  - (d) Safe working pressure recommended by the manufacturer. ....  
(the history should be briefly given and the examiner should state whether he has seen the last previous report).
7. Date of last hydraulic test (if any) and pressure applied. ....

\* Form No. 8 substituted vide Himachal Pradesh Government Notification No. 1&S. 15 (Lab) 654/57, dated 23-9-65.

- 8. Is the vessel in open or otherwise exposed to weather or damp? .....
- 9. What parts (if any) were inaccessible? .....
- 10. What examinations and tests were made? (Specify pressure if hydraulic test was carried out). .....
- 11. Condition of vessel. (State any defects materially affecting the safe working pressure or the safe working of the vessel). External..... Internal.....
- 12. Are the required fittings and appliances provided in accordance with the rules for pressure vessels? .....
- 13. Are all fittings and appliances properly maintained and in good condition? .....
- 14. Repairs (if any) required, and period within which they should be executed and any other condition which the person making the examination thinks it necessary to specify for securing safe working. ....
- 15. Safe working pressure, calculated from dimensions and from the thickness and other data as ascertained by the present examination, due allowance being made for conditions of working if unusual for exceptionally severe. (State minimum thickness of walls measured during the examination). .....
- 16. Where repairs affecting the safe working pressure are required, state the working pressure—
  - (a) Before the expiration of the period specified in column (14). .....
  - (b) After the expiration of such period if the required repairs have not been completed. ....
  - (c) After the completion of the required repairs. ....
- 17. Other observations .....

I certify that on.....the pressure vessel described above was thoroughly cleaned and (so far as its construction permits) made accessible for thorough examination and for such tests as were necessary for thorough examination and on the said date, I thoroughly examined this pressure vessel, including its fittings, and that the above is a true report of my examination.

Signature .....

Qualification.....

Address.....

Date.....

If employed by a Company or Association (.....  
 give name and address. (.....

Form No. 9 *Sec. 9*  
 (Prescribed under rule 77)  
 REGISTER OF COMPENSATORY HOLIDAYS

Sl. No.	Number in the register of workers	Name	Group or relay No.	No. and date of exempting order	Year	Weekly rest days lost due the exempting order				Date of compensatory holidays given in				Lost Rest days carried to the next year	Remarks
						7	8	9	10	11	12	13	14		
1	2	3	4	5	6	January to March	April to June	July to September	October to December	January to March	April to June	July to September	October to December	15	16

(Prescribed under 13-78)

OVERTIME MUSTER ROLL FOR EXEMPTED WORKERS  
MONTH ENDING.....19

1. Number of Register]
2. Name.
3. Department.
4. Dates from which overtime has been worked.
5. Extent of overtime worked on each occasion.
6. Total overtime worked\* on production case of piece workers.
7. Normal hours.
8. Overtime rate of pay.
9. Normal earnings.
10. Overtime earnings.
11. Cash equivalent of advantage accruing through the concessional sale of food grain and other articles.
12. Total earnings.
13. Date on which overtime payments made.

---

\*Form 10 substituted vide Himachal Pradesh Government Notification No. I&S. 15 (Lab) 654/57, dated 23-9-65.

FORM No. 11.  
(Prescribed under Rule 79).

NOTICE OF PERIODS OF WORK FOR ADULT WORKERS

Name of Factory..... Place..... District.....

Period of Work	Men															Women															Description of group		Remarks
	Total number of men employed															Total number of employed															Group letter	Nature of work	
	A			B			C			D			E			F			G			H			I			J					
Group	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3			
Relay																																	
On working days:—																																	
From .. .. .																																	
To .. .. .																																	
From .. .. .																																	
To .. .. .																																	
From .. .. .																																	
To .. .. .																																	
On partial working days:—																																	
From .. .. .																																	
To .. .. .																																	
From .. .. .																																	
To .. .. .																																	

Date on which this notice first exhibited.....19 ..

(Signed).....

Manager





FORM No. 13.  
(Prescribed under Rule 5.)

NOTICE OF PERIODS OF WORK FOR CHILD WORKERS

Name of Factory..... Place..... District.....

Periods of work	Children			Description of Group	
	A	B	C	Group Letter	Nature of work
Total number of children employed.....					
Groups					
Relays	1	2	1	2	
From .. ..					
To .. ..					

Date on which this notice is first exhibited.....19

Signed.....  
Manager

FORM No. 14

(Prescribed under Rule 86)

REGISTER OF CHILD WORKER

Serial No.	Name	Father name	Date of first employment	No. of certificate and its date	Token Number giving reference certificate	Letter of Groups as 'in Form' No. 13	No. of relay, if working in shifts	Remarks
1	2	3	4	5	6	7	8	9

FORM No. 15

4 L 15/19

(Prescribed under rule 87)

REGISTER OF LEAVE WITH WAGES

Name of the Factory.....

Serial No..... Adult/Child.....

Department..... Name.....

Serial No. in the register of Father's name.....

Adult/Child workers..... Date of discharge.....

Date and amount of payment made in lieu of leave due.....

Date of entry into service.....

1. Calendar year of service.....
2. Wages period from..... to.....
3. Wages earned during the wage period.....
4. No. of days work.....
5. No. of days lay-off.....
6. No. of days of maternity leave.....
7. No. of days of leave enjoyed.....
8. Total of column 4 to 7.....
9. Balance of leave from preceding year.....
10. Leave earned during the year mentioned in column 1.....
11. Total of column 9 and 10.....
12. Whether leave in accordance with scheme under section 79(8) was refused.....
13. Leave enjoyed from..... to.....
14. Balance of leave to credit.....
15. Normal rate of wages.....
16. Cash equivalent of advantage accruing through concessional sale of foodgrains and other articles.....
17. Rate of wages for the leave period (total of columns 15 and 16)
18. Remarks.

Note.—Separate page will be allotted to each worker.

FORM No. 16

(Prescribed under rule 88)

LEAVE BOOK

(Shall be the same as "Register of Leave with Wages" (Form No. 15) but shall be made out separately for each worker on a thick bound sheet)

FORM NO. 17.  
(Prescribed under Rule 14).  
HEALTH REGISTER

(In respect of persons employed in occupations declared to be dangerous operations under section 87A)

Name of Certifying Surgeon:

(a) Mr. ....  
(b) Mr. ....  
(c) Mr. ....

From..... To.....  
From..... To.....  
From..... To.....

1 Serial No.	2 Works No.	3 Name of Worker	4 Sex	5 Age (last birthday)	6 Date of employment on present work	7 Date of leaving or transfer to other work	8 Reason for leaving, transfer or discharge	9 Name of job or occupation	10 Raw material or by-product handled	11 Dates of Medical Examination by Certifying Surgeon					12 If suspended from work state period of suspension with detailed reasons	13 Re-certified fit to resume duty on (with signature of Certifying Surgeon)	14 If certificate of unfitness or suspension issued to worker	15 Signature with date of Certifying Surgeon

NOTE.—(i) Column 8. Detailed summary of reasons for transfer or discharge should be stated.  
(ii) Column 11: Should be expressed as fit/unfit/suspended.

(Prescribed under Rule 96)

NOTICE OF ACCIDENT OR DANGEROUS OCCURRENCE

(To be sent forthwith to the Inspector of Factories).  
(See instructions on reverse)

1. Name of occupier (or Factory) .. .. .
2. Address of works where accident or dangerous occurrence happened .. .. .
3. Nature of Industry .. .. .
4. Branch or Department and exact place where the accident or dangerous occurrence happened .. .. .
5. Injured person's name and address .. .. .
6. (a) Sex, (b) Age (last birthday) and (c) occupation of injured person .. .. . (a); (b), (c)
7. Date and hour of accident or dangerous occurrence .. .. .
8. Hour at which he started work on day of accident .. .. .
9. (a) Cause or nature of accident or dangerous occurrence (a)  
(b) If caused by machinery:—  
 (i) Give name of the machine and part causing the accident, and .. .. . (b) (i)  
 (ii) State whether it was moved by mechanical power at the time .. .. . (b) (ii)  
 (c) State exactly what injured person was doing at the time .. .. . (c)
10. Nature and extent of injuries (e.g., fatal, loss of finger, fracture of leg, scald, scratch followed by sepsis) .. .. .
11. If accident is not fatal, state whether injured person was disabled for 48 hours or more .. .. .
12. Name of Medical Officer in attendance on injured person .. .. .

I certify that to the best of my knowledge and belief the above particulars are correct in every respect.

Signature of Occupier or Manager.....

Date of despatch of report.....

NOTE.—To be completed in legible handwriting or preferable type-written.

*This space to be completed by Inspector of Factories*

District .. .. .  
 Date of Receipt .. .. .  
 Accident No. — .. .. .  
 Industry No. .. .. .  
 Causation No. .. .. .  
 Sex (M., W., B or G) .. .. .  
 Other particulars, (e.g., fatal, leg injury, arm injury, etc.) .. .. .  
 Date of Investigation .. .. .  
 Result of Investigation .. .. .

## NOTIFICATION OF ACCIDENTS

### Extract from the Factories Act, 1948 (Section 88)

Where in any factory an accident occurs which causes death or which causes any bodily injury by reason of which the person injured is prevented from working for a period of forty-eight hours or more immediately following the accident, or which is of such nature as may be prescribed in this behalf, the manager of the factory shall send notice thereof to such authorities, and in such form and within such time, as may be prescribed.

### Extract from the.....Factories Rules, 1950. (Rule 96)

When any accident or occurrence specified in the Schedule takes place in a factory, the manager of the factory shall forthwith send notice thereof by telephone, special messenger or telegram to the Inspector and if the accident is fatal, or of such a serious nature that it is likely to prove fatal, notice as aforesaid shall also be sent to :—

- (a) the District Magistrate or Sub-Divisional Officer, and
- (b) the Officer-in-Charge of the nearest Police Station.

(2) The notice so given shall be confirmed by the manager of the factory to the above-mentioned authorities within 12 hours of the occurrence by sending to them a written report in the prescribed Form No. 18:

## SCHEDULE

### 1. Accidents which cause—

- (a) death to any person;
- (b) such bodily injury as prevents or will probably prevent the person injured from working for a period of 48 hours immediately following the accident.

### 2. The following classes of occurrences, whether or not they are attended by personal injury or disablement:—

- (a) Bursting of a boiler or vessel used for containing steam under pressure greater than atmospheric pressure.
- (b) Collapse or failure of a crane, derrick, winch, hoist or other appliance used in raising or lowering persons or goods, or any part thereof, or the overturning of a crane.
- (c) Explosion or fire causing damage to any room or place in which persons are employed.
- (d) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
- (e) Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall or building forming part of a factory or within the compound or curtilage of factory.

Form No. 19

Presented to the Chief Inspector,

To be filled by the Chief Inspector.
No. of cases.....
Remarks.....

## NOTICE OF POISONING OR DISEASE

(See instructions on reverse)

Factory particulars	1. Name of Factory.....
	2. Address of Factory.....
	3. Address of office or private residence of occupier.....
	4. Nature of Industry.....
Person affected	5. Name and works No. of patient.....
	6. Address of patient.....
	7. Sex and age of patient.....
	8. Precise occupation of patient.....
	9. Nature of poisoning or disease from which patient is suffering.....
General particulars	10. Has the case been reported to the Certifying Surgeon.....

Signature of Factory Manager.....

Dated.....

## NOTICE OF POISONING OR DISEASE

Extract from the factories Act, 1950, (Section 89)

Where any worker in a factory contracts any disease specified in the Schedule, the manager of the factory shall send notice thereof to such authorities and in such form and within such time, as may be prescribed.

Extract from the.....Factories Rules, 1950.

A notice in form No. 19 should be sent forthwith both to the Chief Inspector and to the Certifying Surgeon by the Manager of a factory in which there occurs a case of lead, phosphorous, mercury, manganese, arsenic, carbon bisulphide or benzene poisoning; or poisoning by nitrous fumes, or by halogens or halogen derivatives of the hydrocarbons of the aliphatic series, or of chrome ulceration anthrax silicosis, toxic anaemic, toxic jaundice primary epitheliomatous cancer of the skin or pathological manifestations due to radium or other radio-active substances or X-rays.



ABSTRACT OF THE FACTORIES ACT, 1948, AND THE  
FACTORIES RULES, 1950

(To be fixed in a conspicuous and convenient place at or near the main entrance to the factory)

*INTERPRETATION*

"Factory" means any premises including the precincts thereof—

- (i) whereon ten or more workers are working or were working on any day of the preceding twelve months, and in any part of which a manufacturing process is being carried on with the aid of power, or is ordinarily so carried on/or,
- (ii) whereon twenty or more workers are working or were working on any day of the preceding twelve months, and, in any part of which a manufacturing process is being carried on without the aid of power, or is ordinarily so carried on.—

but does not include a mine subject to the operation of the Indian Mines Act, 1923 (IV of 1923), or a railway running shed.

"Worker" means a person employed, directly or through any agency whether for wages or not, in any manufacturing process, or in cleaning any part of the machinery or premises used for a manufacturing process, or in any other kind of work incidental to, or connected with the manufacturing process, or the subject of the manufacturing process.

"Manufacturing process" means any process for making, altering, repairing, ornamenting, finishing, packing, oiling, washing, cleaning, breaking up, demolishing, or otherwise treating or adapting any article or substance with a view to issue, sale, transport, delivery or disposal, or pumping oil water or sewage or generating transforming or transmitting power or printing by letter press, lithography, photogravure or other similar work or book-binding, which is carried on by way of trade or for purposes of gain, or incidentally to another business so carried on or constructing, reconstructing, repairing, refitting, finishing or breaking up ships or vessels.

*WORKING HOURS, HOLIDAYS, INTERVALS FOR REST ETC.*

1. *Hours of work (Adults) sections 51 and 54.*—No adult worker shall be required, or allowed to work in a factory for more than 48 hours in any week for more than 9 hours in any day.

2. *Relaxation of hours of work (Adults) section 64.*—The ordinary limits on working hours of adults may be relaxed in certain special cases, e.g., workers engaged on urgent repairs; in preparatory or complementary work which must necessarily be carried on outside the limits laid down for the general working of the factory; in work which is necessarily so intermittent that the intervals during which they do not work while on duty ordinarily amount to more than the intervals for rest: in work which for technical reasons must be carried on continuously throughout the day; in making or supplying articles of prime necessity which must be made or supplied every day; in a manufacturing process which cannot be carried on except during fixed seasons, or at times dependent on the irregular action of natural forces in engine rooms or boiler houses or in attending to power plant or transmission machinery.

Except in the case of urgent repairs, the relaxation shall not exceed the following limits:—

- (i) the total number of hours of work in any day shall not exceed ten;
- (ii) the total number of hours of overtime work shall not exceed fifty for any one quarter;
- (iii) the spreadover inclusive of intervals for rest shall not exceed 12 hours in any one day.

In the case of any or all adult workers in any factory, the ordinary limits on working hours of adults may be relaxed, for a period or periods not exceeding in the aggregate 3 months in any year, to enable the factory to deal with an exceptional press of work.

3. *Payment for Overtime—section 59.*—Where a worker works in a factory for more than 9 hours in any day or for more than 48 hours in any week he shall, in respect of overtime work, be entitled to wages at the rate of twice his ordinary rate of wages.

4. *Exemption of Supervisory Staff.—section 64.*—Chapter VI of the Act—Working hours of adults—does not apply to persons holding positions of supervision or management or employed on a confidential position in a factory.

5. *Weekly Holidays (Adults) section 52.*—No adult worker shall be required or allowed to work in a factory on the first day of the week, unless he has, or will have, a holiday for a whole day on one of the three days immediately before or after the said day, and the manager of the factory has, before the said day or the substituted day, whichever is earlier, delivered a notice at the office of the Inspector of his intention to require the worker to work on the said day and of the day which is to be substituted, and displayed a notice to that effect in the factory:

Provided that no substitution shall be made which will result in any worker working for more than ten days consecutively without a holiday for a whole day.

Where a worker in a factory, as a result of exemption from the ordinary provision relating to weekly holidays, is deprived of any of the weekly holidays, he shall be allowed, within the month in which the holidays were due to him or within the two months immediately following that month, compensatory holidays of equal number to the holiday, so lost.

6. *Intervals for rest (Adults) sections 55 and 56.*—The periods of work of adult workers in a factory each day shall be so fixed that no period shall exceed 5 hours before he has had an interval for rest of at least half an hour and that inclusive of his interval for rest they shall not spreadover more than 10½ hours in any day or, with the permission of the Chief Inspector in writing, 12 hours.

7. *Prohibition of double employment, sections 60, 71 and 99.*—No child or, except in certain circumstances an adult worker, shall be required or allowed to work in any factory on any day on which he has already been working in any other factory.

If a child works in a factory on any day on which he has already been working in another factory, the parent or guardian of the child or the person having custody of or control over him or obtaining any direct benefit from his wages shall be punishable with fine, which may extend to Rs. 50 unless it appears to the court that the child so worked without the consent or connivance of such parent, guardian or person.

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8. *Prohibition of employment of children under 14—Section 67.*—No child who has not completed his fourteenth year shall be required or allowed to work in any factory.

9. *Hours of Work (Children), Section 71.*—No child shall be employed or permitted to work in any factory for more than 4-1/2 hours in any day and between the hours of 7 P.M. and 6 A.M. The periods of work of all children employed in a factory shall be limited to two shifts which shall not overlap or spread over more than 5 hours each and each child shall be employed in only one of the relays.

The provision relating to weekly holidays shall also apply to child workers and no exemption from this provision may be granted in respect of any child.

10. *Leaves of Employment of Women, Section 66.*—No woman shall in any circumstances be employed in any factory for more than 9 hours in any days or between the hours of 7 P.M. and 6 A.M.

### LEAVE WITH WAGES

11. *Leave with Wages, Sections 79, 80&83 and Rules.*—Every worker who has completed a period of 12 months continuous service in a factory shall be allowed during the subsequent period of 12 months leave with wages for a number of days calculated at the rate of—

- (i) if an adult, one day for every twenty days of work performed by him during the previous period of 12 months subject to a minimum of 10 days.
- (ii) if a child, one day for every 15 days of work performed by him during the previous period of 12 months subject to a minimum of 14 days:

Provided that a period of leave shall be inclusive of any holiday which may occur during such period.

For the leave allowed to him, a worker shall be paid at a rate equal to the daily average of his total full time earnings, exclusive of any overtime earnings, and bonus, but inclusive of dearness allowance and the cash equivalent of any advantage accruing by the sale, by the employer, of food-grains and other articles at concessional rates for the days on which he worked during the month immediately preceding his leave.

Where the employment of a person who has completed a period of 4 months continuous service in a factory is terminated before he has completed a period of 12 months continuous service he shall be deemed to have become entitled to leave for the number of days calculated at the rate of, if an adult one day for every 20 days of work performed by him, and if a child one day for every 15 days of work performed by him and the occupier of the factory shall pay to him the amount payable in respect of the leave to which he is deemed to have become entitled.

If a worker entitled to leave with wages is discharged from the factory before he has taken the entire leave to which he is entitled, or if having applied for and having not been granted such leave, he quits his employment before he has taken the leave, the occupier of the factory shall pay him the amount payable in respect of the leave not taken and such payment shall be made before the expiry of the second working day after the day on which his employment is terminated.

The Manager shall maintain a leave with wages register in the prescribed Form No. 15 and shall provide each worker with a book called the "Leave

Book" in the prescribed Form No. 16. The Leave Book shall be the property of the worker and the Manager or his agent shall not demand it except to make entries of the dates of holidays or interruptions in service and shall not keep it for more than a week at a time. If a worker loses his Leave Book, the Manager shall provide him with another copy on payment of one anna and shall complete it from his record.

## HEALTH

12. *Cleanliness. Section 11.*—Except in cases especially exempted, all inside walls and partitions, all ceilings or tops of rooms and all walls, sides and tops of passages and staircases in a factory shall be kept white-washed or colour-washed. The white-washing or colour-washing shall be carried out at least once in every period of fourteen months. The floors of every workroom shall be cleaned at least once in every week by washing using disinfectant, where necessary or some other method.

13. *Disposal of Wastes and Effluents. Section 12.*—Effective arrangements shall be made in every factory for the disposal of wastes and effluents due to the manufacturing process carried on therein.

14. *Ventilation and Temperature. Section 13.*—Effective and suitable provision shall be made in every factory for securing and maintaining in every workroom adequate ventilation by the circulation of fresh air and such a temperature as will secure to workers therein reasonable conditions of comfort and prevent injury to health.

15. *Overcrowding. Section 16.*—Unless exemption has been granted, there shall be in every workroom of a factory in existence on 1st April, 1949 at least 350 cubic feet and of a factory built after this date at least 500 cubic feet of space for every worker employed therein and for this purpose no account shall be taken of any space which is more than 14 feet above the level of the floor of the room.

16. *Lighting. Section 17.*—In every part of a factory where workers are working or passing, there shall be provided and maintained sufficient and suitable lighting, natural or artificial or both.

17. *Drinking Water. Section 18.*—In every factory effective arrangements shall be made to provide and maintain at suitable points, conveniently situated for all workers employed therein, a sufficient supply of wholesome drinking water.

In every factory wherein more than 250 workers are ordinarily employed the drinking water shall, during the hot weather, be cooled by ice or other effective methods. The cooled drinking water shall be supplied in every canteen, lunchroom and rest room and also at conveniently accessible points throughout the factory.

18. *Latrines and Urinals. Section 19 and Rules.*—In every factory sufficient latrine and urinal accommodation of the prescribed type (separate enclosed accommodation for male and female workers) shall be provided conveniently situated and accessible to workers at all times while they are at the factory. Every latrine shall be under cover and so partitioned off as to secure privacy and shall have a proper door and fastenings. Sweepers shall be employed whose primary duty it would be to keep clean latrines, urinals and washing places.

19. *Spittoons. Section 20.*—In every factory, there shall be provided a sufficient number of spittoons of the type prescribed in convenient places and they shall be maintained in a clean and hygienic condition. No person

shall spit within the premises of a factory except in the spittoons provided for the purpose. Whoever spits in contravention of this provision shall be punishable with fine not exceeding five rupees.

### SAFETY

20. *Fencing of Machinery.* Section 21.—In every factory dangerous parts of machines, e.g., every moving part of a prime mover and every fly-wheel connected to a prime mover, etc., etc., shall be securely fenced by safeguards of substantial construction which shall be kept in position while the parts of machinery they are fencing are in motion or in use.

21. *Work on or near Machinery in motion.* Section 22.—No woman or child shall be allowed in any factory to clean, lubricate or adjust any part of the machinery while that part is in motion, or to work between moving parts, or between fixed and moving parts of any machinery which is in motion.

22. *Employment of young persons on Dangerous Machinery.* Section 23.—No young person shall work at any machine declared to be dangerous unless he has been fully instructed, as to the dangers arising in connection with the machine and the precautions to be observed and has received sufficient training in work at the machine or is under adequate supervision by a person who has a thorough knowledge and experience of the machine.

23. *Casing of New Machinery.* Section 26.—In all machinery driven by power and installed in any factory after 1st April, 1949 every set screw, bolt or key on any revolving shaft, spindle, wheel or pinion shall be so sunk, encased or otherwise effectively guarded as to prevent danger: all spur, worm and other toothed or friction gearing which does not require frequent adjustment while in motion shall be completely encased, unless it is so situated as to be as safe as it would be if it were completely encased.

Whoever sells or lets on hire or as agent of a seller or hirer, causes or procures to be sold or let on hire, for use in a factory any machinery driven by power which does not comply with these provisions, shall be punishable with imprisonment for a term which may extend to three months or with fine which may extend to five hundred rupees or with both.

24. *Prohibition of Employment of Women and Children near Cotton Openers.* Section 27.—No woman or child shall be employed in any part a factory for pressing cotton in which a cotton opener is at work.

25. *Excessive Weights.* Section 34.—No women or young person shall unaided by another person lift, carry or move by hand or on head, any material, article, tool or appliance exceeding the following limits.

- Adult female—65 lbs.
- Adolescent male—65 lbs.
- Adolescent female—45 lbs.
- Male child—35 lbs.
- Female child—30 lbs.

26. *Protection of Eyes.* Section 35.—Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the vicinity of processes which involve risk of injury to the eyes from particles or fragments thrown off in the course of the process or which involve risk of injury to the eyes by reason of exposure to excessive light.

27. *Precautions in Case of Fire.* Section 38.—Every factory shall be provided with adequate means of escape in case of fire for the persons employed therein. The doors affording exit from any room shall, unless they are of the sliding type, be constructed to open outwards. Every window,

door or other exit affording a means of escape in case of fire, other than the means of exit in ordinary use shall, be distinctively marked. Effective and clearly audible means of giving warning in case of fire to every person employed in the factory shall be provided. Effective measures shall be taken to ensure that wherein more than twenty workers are ordinarily employed in any place above the ground floor, or wherein explosive or highly inflammable materials are used or stored, all the workers are familiar with the means of escape in case of fire and have been adequately trained in the routine to be followed in such case.

## WELFARE

28. *Washing Facilities. Section 42.*—In every factory adequate and suitable facilities for washing shall be provided and maintained for the use of the workers therein. Such facilities shall include soap and nail brushes or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

If female workers are employed separate facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass.

29. *Facilities for Storing and Drying Clothing Section 43 and Rules.*—In the case of certain dangerous operations e.g., lead processes, liming and tanning of raw hides and skins, etc., suitable places for keeping clothing worn during working hours and for the drying of wet clothing shall be provided and maintained.

30. *Facilities for Sitting. Section 44.*—In every factory suitable arrangements for sitting shall be provided and maintained for all workers obliged to work in a standing position in order that they may take advantage of any opportunities for rest which may occur in the course of their work.

31. *First Aid and Ambulance Room. Section 45.*—There shall in every factory be provided and maintained so as to be readily accessible during all working hours first aid boxes or cupboards equipped with the prescribed contents. All such boxes and cupboards shall be kept in the charge of a responsible person who is trained in first aid treatment and who shall always be available during the working hours of the factory.

In every factory wherein more than 500 workers are employed there shall be provided and maintained an ambulance room of the prescribed size and containing the prescribed equipment. The ambulance room shall be in charge of a qualified medical practitioner assisted by at least one qualified nurse and such other staff as may be prescribed.

32. *Canteens Section 46 and Rules.*—In specified factories wherein more than 250 workers are ordinarily employed, a canteen or canteens shall be provided and maintained by the occupier for the use of the workers. Food, drink and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of a Canteen Managing Committee which shall be appointed by the Manager and shall consist of an equal number of persons nominated by the occupier and elected by the workers. The number of elected workers shall be in the proportion of 1 for every 1,000 workers employed in the factory provided that in no case shall there be more than 5 or less than 2 workers on the Committee. The Committee shall be consulted from time to time on to the quality and quantity of food stuffs to be served in the Canteen, the arrangement of the menus, etc., etc.,

33. *Shelters, Rest Rooms and Lunch Rooms. Section 47.*—In every factory wherein more than 150 workers are ordinarily employed, adequate and suitable shelters or rest rooms and a suitable lunch room, with provision for drinking water, where workers can eat meals brought by them shall be provided and maintained for the use of the workers.

34. *Creches. Section 48 and Rules.*—In every factory wherein more than 50 women workers are ordinarily employed there shall be provided and maintained a suitable room or rooms for the use of children under the age of six years of such women. The Creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or a cradle with the necessary bedding for each child, at least one chair or equivalent seating accommodation for the use of the mother while she is feeding or attending to her child and a sufficient supply of suitable toys for older children,

There shall be in or adjoining the Creche a suitable wash-room for the washing of the children and their clothing. An adequate supply of clean clothes, soap and clean towels shall be made available for each child while it is in the Creche. At least half a point of clean pure milk shall be available for each child on every day it is accommodated in the creche and the mother of such a child shall be allowed in the course of her daily work suitable intervals to feed the child. For children above two years of age, there shall be provided, in addition, an adequate supply of wholesome refreshment. A suitably fenced and shady open air playground shall also be provided for the elder children.

35. *Welfare Officers. Section 49.*—In every factory wherein 500 or more workers are ordinarily employed the occupier shall employ in the factory such number of Welfare Officers as may be prescribed.

#### SPECIAL PROVISIONS

36. *Dangerous Operations. Section 57 and Rules.*—Employment of women, adolescents and children is prohibited or restricted in certain operations declared to be dangerous; e.g., manufacture of aerated water, electroplating, manufacture and repair of electric accumulators, glass manufacture, grinding or glazing of metals, manufacture and treatment of lead and certain compounds of lead, generating petrol gas from petrol, sandblasting and liming and tanning of raw hides and skins.

37. *Notice of Accidents. Section 58 and Rules.*—Where in any factory an accident occurs which causes death or which causes bodily injury by reason of which the person injured is prevented from working for a period of 48 hours or more immediately following the accident or which, though not attended by personal injury or disablement, is of one of the following types:—

- (i) Bursting of a vessel used for containing steam under pressure greater than atmospheric pressure other than plant which comes within the scope of the Indian Boilers Act.
- (ii) Collapse or failure of a crane, derrick, winch, hoist or other appliances used in raising or lowering persons or goods, or any part thereof, or the overturning of a crane.
- (iii) Explosion or fire causing damage to any room or place in which persons are employed, or fire in rooms of cotton pressing factories where a cotton opener is in use.
- (iv) Explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.

- (v) Collapse or subsidence of any floor, gallery, roof, bridge, tunnel, chimney, wall or building forming part of a factory or within the compound or curtilage of factory,

The Manager of the factory shall forthwith send notice thereof to the Chief Inspector. If the accident is fatal or of such a serious nature that it is likely to prove fatal, notice shall also be sent to the District Magistrate or the Sub-Divisional Officer and the Officer-in-charge of the nearest Police Station.

38. *Notice of certain Diseases.—Section 89 and Rules.*—Where any worker in a factory contracts any of the following diseases the Manager of the factory shall send notice thereof forthwith both to the Chief Inspector and the Certifying Surgeon:—

~~38.~~ Lead, phosphorus, mercury, manganese, arsenic carbon bisulphide or benzene poisoning; or poisoning by nitrous fumes, or by halogens or halogen derivatives of the hydrocarbons of the aliphatic series; or of chrome ulceration, anthrax, silicosis, toxic anemia toxic jaundice, primary, epitheliomatous cancer of the skin, or pathological manifestations due to radium or other radioactive substances or X-rays.

39. *No Charge for Facilities and Conveniences*—charge shall be realised from any worker in respect of any arrangements or facilities to be provided or any equipments or appliances to be supplied by the occupier under the provisions of the Act.

40. *Power of Inspectors.—Sections 9 and 82.*—Inspectors have power to inspect factories any time and may require the production of registers, certificates, etc., prescribed under the Act and the Rules.

Any Inspector may institute proceedings on behalf of any workers to recover any sum required to be paid by an employer under the provisions relating to leave with wages, which the employer has not paid.

41. *Obligations of Workers.—Sections 97 and 111.*—No worker in a factory—

- (i) shall wilfully interfere with or misuse any appliance, convenience or other thing provided in a factory for the purposes of securing the health safety or welfare of the workers therein.
- (ii) shall wilfully and without any reasonable cause do anything likely to endanger himself or others, and
- (iii) shall wilfully neglect to make use of any appliances or other things provided in the factory for the purpose of securing the health or safety of the workers therein.

If any worker employed in a factory contravenes any of these provisions or any rule or order made thereunder he shall be punishable with imprisonment for a term which may extend to three months, or with fine which may extend to Rs. 100 or with both.

If any worker employed in a factory contravenes any provision of the Act or any rules or orders made thereunder imposing any duty or liability on workers he shall be punishable with fine which may extend to Rs. 20.

42. *Certificates of fitness.—Sections 68, 70 and 98.*—No child who has completed his fourteenth year or an adolescent shall be required or allowed to work in any factory unless a certificate of fitness granted with reference to him is in the custody of the Manager of the factory and such child or adolescent carries, while he is at work, a token giving a reference to such certificate. Any fee payable for such a certificate shall be paid by the occupier and shall not be recoverable from the young person, his parents or guardian.



An adolescent who has been granted a certificate of fitness to work in a factory as an adult and who while at work in a factory carries a token giving reference to the certificate shall be deemed to be an adult for all the purposes of the provisions of the Act relating to the working hours of adults and the employment of young persons. An adolescent who has not been granted a certificate of fitness to work in a factory as an adult shall, notwithstanding his age, be deemed to be a child for all the purposes of the Act.

Whoever knowingly uses or attempts to use, as a certificate of fitness granted to himself, a certificate granted to another adolescent to work in a factory as an adult, or who having procured such certificate knowingly allows it to be used, or an attempt to use it to be made, by another person, shall be punishable with imprisonment for a term which may extend to one month or with fine which may extend to Rs. 50 or with both.

43. *Registers, Notices and Returns*—Sections 61, 63, 72, 74, 79, 80, and 110.—A register of adult workers in the prescribed Form No. 12 and a register of child workers in the prescribed Form No. 14 shall be maintained by the manager of every factory.

A notice of periods of work for adults and a notice of periods of work for children in the prescribed Form Nos. 11 and 13 shall be correctly maintained and displayed in every factory. No adult worker or child shall be required or allowed to work in any factory otherwise than in accordance with their respective notices of periods of work displayed in the factory.

The owners, occupiers or managers of factories shall submit the prescribed periodical returns to the Inspector regularly.

†FORM NO. 21

[Prescribed under sub-rule (1) of rule 100]

ANNUAL RETURN—YEAR ENDING 31ST DECEMBER, 19 ..

Name of Factory.....													
Name of Occupier.....													
Name of Manager.....													
1. District .....													
2. Postal address.....													
3. Nature of Industry.....													
*4. Average number of workers employed daily.	<table border="0"> <tr> <td rowspan="6" style="vertical-align: middle;">{</td> <td>Men</td> </tr> <tr> <td>Women</td> </tr> <tr> <td>Adolescents</td> </tr> <tr> <td>Male</td> </tr> <tr> <td>Female</td> </tr> <tr> <td>Children</td> </tr> <tr> <td></td> <td> <table border="0"> <tr> <td rowspan="2" style="vertical-align: middle;">{</td> <td>Male</td> </tr> <tr> <td>Female</td> </tr> </table> </td> </tr> </table>	{	Men	Women	Adolescents	Male	Female	Children		<table border="0"> <tr> <td rowspan="2" style="vertical-align: middle;">{</td> <td>Male</td> </tr> <tr> <td>Female</td> </tr> </table>	{	Male	Female
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†Form No. 21 substituted vide H.P. Govt. notification No. I&S. 15 (Lab) 654/57, dated 23-9-65.

\*The average daily number should be calculated by dividing the aggregate number of attendances on working days by the number of working days in the year. In reckoning attendances, attendances by temporary as well as permanent employees should be counted and all employees should be included, whether they are employed directly or under contractors. Attendances on separate shift (e.g., night and day shifts) should be counted separately. Days on which the factory was closed for whatever cause, and days on which the manufacturing processes were not carried on should not be treated as working days. Partial attendance for less than half a shift on a working day should be ignored while attendance for half a shift or more on such day should be treated as full attendance.