JAMAICA
THE FACTORIES ACT

REGULATIONS
(under section 12)

THE FACTORIES REGULATIONS, 1961
(Made by the Minister on the 1st day of September, 1961)
L.N. 176/61

PART I.
Preliminary

1. These Regulations may be cited as the Factories Regulations, 1961.

2. In these Regulations -

"air receiver" means -

(a) any vessel (other than a pipe or coil, or an accessory. fitting or part of a compressor) for containing compressed air and connected with an air compressing plant; or

(b) any fixed vessel for containing compressed air or compressed exhaust gases and used for the purpose of starting an internal combustion engine; or

(c) any fixed or portable vessel (not being part of a spraying pistol) used for the purpose of spraying by means of compressed air, any paint, varnish, lacquer or similar material; or

(d) any vessel in which oil is stored and from which it is forced by compressed air;

"chain, rope and lifting tackle" means such gear used for the purpose of raising or lowering persons, goods or materials;

"competent person" means -

(a) in relation to the examination of any crane or steam boiler in a factory, a person qualified by training and practical experience to undertake examinations and tests of such crane or steam boiler and to - report on the condition thereof but does not include the owner, manager or person having control of such factory or any person employed by such owner, manager or person having control of such factory other than as an

independent contractor;

(b) in relation to the examination of any other machinery or gear in a factory, a person qualified by training and practical experience to undertake examinations and tests of such machinery or gear and to report on the condition thereof but does not include the owner of such factory;

“hoist or lift” means a lifting machine or appliance with a platform or cage, the direction of movement of which is restricted by a guide or guides;

“lifting machine” means a crane, crab, winch, teagle, pulley block, gin wheel, transporter or runway;

“lifting tackle” means chain slings, rope slings, rings, hooks, shackles and swivels;

“maximum permissible working pressure” means, in the case of a new steam boiler, that specified by the manufacturer of the boiler or by a boiler inspecting company or association, and in the case of an existing steam boiler, that specified in the report of the last examination under regulation 38;

“prime mover” means every engine, motor or other appliance which provides mechanical energy derived from steam, water, wind, electricity, the combustion of fuel or other source;

“steam boiler” means any close vessel in which for any purpose steam is generated under pressure greater than atmospheric pressure and includes any economizer used to heat water being fed to any such vessel and any superheater used for heating steam;

“steam container” means any vessel (other than a steam pipe or coil) constructed with a permanent outlet into the atmosphere or into a space where the pressure does not exceed atmospheric pressure, and through which steam is passed at atmospheric pressure or at approximately that pressure for the purpose of heating, boiling, drying, evaporating or other similar purpose;

“steam receiver” means any vessel or apparatus (other than a steam boiler, steam container, a steam pipe or coil, or a part of a prime mover) used for containing steam under pressure greater than atmospheric pressure;

“transmission machinery” means every shaft, wheel, drum, pulley. system of fast and loose pulleys, coupling, clutch, driving belt or other device by which the motion of a prime mover is transmitted to or received by any machine or appliance;

“woman” means a female person above the age of fifteen years.

PART II.
Safety

3. (1) Every dangerous part of any machinery shall be securely fenced unless it is in such a position or of such construction as to be as safe to every worker as it would be if securely fenced.

In particular and without prejudice to the generality of the foregoing provision, the following sub-paragraphs shall apply to every factory -

(a) every flywheel directly connected to any prime mover and every moving part of any prime mover except such prime movers as are mentioned in sub-paragraph (Ii) shall be securely fenced, whether the flywheel or prime mover is situated in an engine house or not;

(b) every part of electric generators, motors and rotary converters, and every flywheel directly connected thereto, shall be securely fenced, unless it is in such a position or of such construction as to be as safe to every worker as it would be if securely fenced;

(c) efficient devices or appliances shall be provided and maintained in every room or place where work is carried on by which the power can promptly be cut off from the transmission machinery in that room or place;

(d) no driving belt when not in use shall be allowed to rest or ride upon a revolving shaft which forms part of the transmission machinery;

(e) suitable striking gear or other efficient mechanical appliances shall be provided, maintained and used to move driving belts to and from fast and loose pulleys;

(f) projecting set-screws, bolts or keys on any revolving shaft, spindle, wheel or pinion shall be securely fenced, cut off or counter-sunk;

(g) all transmission machinery which runs at a height of less than 6j feet from a floor or place to which persons have access shall be securely fenced;

(h) all vertical and inclined belts passing through floors or platforms shall be fenced to a height of at least 64 feet;

(i) every part, under which persons walk or are likely to pass, of heavy overhead belts, ropes or chains, shall be securely fenced;

(j) all materials or articles projecting from revolving machines or parts thereof shall be securely fenced;

(k) no traversing part of any self-acting machine or any material carried thereon or any material or article projecting from any reciprocating machine shall be allowed to traverse over any free space within a distance of 18 inches from any fixed or rigid structure or object not being part of the machine;

(l) all fencing or other safeguards provided in pursuance of these Regulations shall be of substantial construction, and constantly maintained and kept in position while the parts required to be fenced or safeguarded are in motion or use, except when any such parts are necessarily exposed for examination or for any lubrication or adjustment shown by such examination to be immediately necessary:

Provided that any such examination, lubrication or adjustment shall be carried out only by persons specially appointed by the manager, and such persons shall not be allowed to wear loose-fitting clothing or headgear.

3. (2) No person shall sell, let on hire, or as agent of the seller or hirer cause or procure to be sold or let on hire, for use in a factory in the Island any machine intended to be driven by mechanical power which does not comply with the requirement of sub-paragraphs (a), (Li) and (/) of paragraph (1), or which is not provided with the appliances specified in sub-paragraph (e) of that paragraph.

3. (3) Where the Chief Factory Inspector is satisfied that there is available and suitable for use in connection with machinery of any class, any type or description of safety device which -

(a) prevents the exposure of a dangerous part of machinery whilst in motion; or

(b) stops a machine forthwith in case of danger,

he may direct that the type or description of device shall be provided for use in connection with such class of machinery as he may specify in such directions, and such device shall be provided:

Provided that, in any proceedings in respect of a contravention of this paragraph it shall be a sufficient defence to prove that a device at least as equally effective was being used in connection with the machinery in respect of which the contravention occurred.

3. (4) Every fixed vessel, structure, sump or pit of which the edge is less than three feet six inches above the adjoining ground or platform shall, if it contains any scalding, corrosive or poisonous liquid, either be securely covered

or be securely fenced to at least that height, or where by reason of the nature of the work neither secure covering nor secure fencing to that height is practicable, all practicable steps shall be taken by covering, fencing or other means to prevent any person from falling into the vessel, structure, sump or pit.

3. (5) The Chief Factory Inspector may exempt from the requirements of paragraph (4) any class of vessel, structure, sump or pit in any case where he is satisfied that the requirements are unnecessary or inappropriate.

4. (1) Every electric motor shall be controlled by an efficient switch or switches for starting and stopping, so placed as to be easily operated by the person in charge of the motor and machinery connected thereto,

4. (2) In every place in which any machine is being driven by an electric motor there shall be means at hand for switching off the motor or for stopping the machine.

5. (1) Every flexible cable for portable electrical apparatus shall be connected to the electrical system by a properly constructed connector.

5. (2) The metal work of all portable electrical apparatus shall be efficiently earthed; and any flexible metallic covering of the conductors shall be itself efficiently earthed and shall not be the only earth connection for the metal of the apparatus. The lamp-holder of a portable lamp shall be efficiently earthed and shall not be in metallic contact with the guard or other metal work.

5. (3) Portable apparatus and its flexible supply cable shall be controlled by efficient device suitably located and capable of cutting off the power.

6. So far as is practicable all electrical conductors shall be enclosed and any switchboard having bare electrical conductors normally so exposed that they may be touched shall be suitably fenced or enclosed.

7. All electrical apparatus of a switchboard requiring handling shall so far as practicable be so placed or arranged as to be operated from the working platform of the switchboard, and all measuring and indicating instruments connected therewith shall be so placed as to be observed from the working platform.

8. At the working platform of every switchboard and in every switch-board passageway it there are bare electrical conductors exposed or arranged to be exposed when live so that they may be touched, there shall be a clear and unobstructed passage of adequate and safe width and height with a firm and even floor. Adequate and safe means of access shall be provided for every switchboard passageway.

9. Where necessary, proper and effective precautions shall be taken either by earthing or by other suitable means to prevent any metal other than a conductor from becoming electrically charged.

10. Proper and effective precautions shall be taken to prevent any conductor or equipment from being accidentally or inadvertently electrically charged when persons are working thereon.

In particular, all switches controlling such conductor or apparatus shall be opened and locked out and the key kept by the person in charge of the work until it is completed. Where it is impracticable to lock out a switch, other effective means of preventing danger shall be provided.

11. Portable insulating stands, screens, boots, gloves or other suitable means of insulation shall be provided and used when necessary and shall be periodically examined.

12. All electrical conductors and apparatus exposed to the weather, moisture, corrosion, inflammable surroundings or explosive atmosphere. or used in any process or for any special purpose shall be so constructed or protected as to prevent danger to life or limb from shock, burn, or injury to workers, or from fire; and such special precautions shall be taken in the use of such conductors or apparatus as may be necessary in view of such exposure or use.

In particular all electrical equipment installed in a location where the atmosphere is likely to become inflammable or explosive shall be of flame-proof or explosive-proof construction.

13. All conductors ‘including earth continuity conductors between the main switch-gear and the consuming apparatus shall be protected against mechanical damage and shall be so placed as not to cause obstruction. Flexible conduit when used shall not exceed 6 feet in length.

14. In every factory in which electrical energy is generated or trans-formed or is used for any purpose other than lighting, an adequate number of posters giving instructions for the treatment of persons suffering from electric shock shall be conspicuously exhibited in locations where such instructions can be easily read by persons employed in the factory.

15. A boy under sixteen years of age or a woman shall not be allowed to clean any dangerous part of any machinery while the machine is in motion by the aid of mechanical power.

16. No person shall be allowed to operate any dangerous machine unless -

(a) he is competent to do so or is directly under the supervision of a

person competent to operate such machine; and

(b) he has been fully instructed as to the dangers attendant upon the operation of such machine and the precautions to be taken.

17. All floors, steps, stairs, passages and gangways and other parts of every factory shall be of Sound construction and properly maintained.

18. Every ladder shall be soundly constructed and properly maintained, and so far as practicable be securely fixed, when in use, so that it can move neither from its top nor from its bottom points of rest.

19. Where necessary to prevent danger, substantial handrails shall be provided and maintained at all stairways.

20. All openings in floors shall be securely fenced, except in so far as the nature of the work renders such fencing impracticable.

21. Effective means shall be provided to prevent articles from falling from elevated walkways, platforms and mezzanine floors.

22. (1) Safe means of access shall be provided and maintained to every place in which any person has at any time to work.

22. (2) Where any person is required to work at any place from which it is possible to fall a distance of more than 6 feet 6 inches to the floor or on to any object over which the person is effective measures shall be taken to prevent any person falling to the floor or on to any object over which the person is working.

23. The doors of every factory and, where practicable. the doors of every room therein in which more than ten persons are employed shall, except in the case of sliding doors, be so constructed or altered as to open outwards.

24. At least two separate means of escape in case of fire shall be provided on each floor of every factory and such other means of escape in case of fire shall be provided as may reasonably be required by the Chief Factory Inspector in each case.

25. In every factory in which an outbreak of fire is likely to cause injury to any person working therein suitable and sufficient fire extinguishing equipment shall be provided.

26. While any person is within a factory, for the purpose of employment or meals, the doors of the factory and of any room therein in which the person is, shall not be locked or fastened in such a manner that they cannot be easily and immediately opened from the inside.

27. (1) Every window, door or other exit affording means of escape in case of fire or giving access thereto other than the means of exit in ordinary use, shall be distinctively and conspicuously marked by a notice printed in red letters of an adequate size.

27. (2) Where in any factory more than twenty persons arc employed in the same building. or explosive or highly inflammable materials are stored or used in any building in which persons are employed, effective provision shall be made for giving warning clear and audible throughout the building in case of fire.

28. Every cold storage room in every factory shall be provided with an efficient means of giving clear and audible warning outside such room and such means shall be capable of being operated from the inside of the cold storage room.

29. Effective steps shall be taken to ensure that all the persons employed in a factory are familiar with the means of escape in case of fire and with the routine to be followed in case of fire.

30. (1) Where any work has to be done inside any chamber, tank or other confined space in which dangerous fumes or gases are liable to be present –

(a) the confined space shall be provided with adequate means of egress; and

(b) no person shall enter the confined space for any purpose unless the following requirements are complied with—.

(i) all practicable steps shall be taken to remove any fumes or gases which may be present and, unless it has been ascertained by a suitable test that the space is free from dangerous fumes or gases, the person entering shall wear a belt to which there is securely attached a rope of which the free end is held by a person outside; or

(ii) the person entering shall wear a suitable breathing apparatus.

30. (2) No tank, pipe or vessel which contains or has contained any explosive or inflammable substance shall be subjected to any welding, brazing or soldering operation, or to any other operation which involves the application of heat, until such substance and any fumes or gases arising therefrom have beau removed or rendered non-explosive or non-inflammable

3l. (1) Every steam boiler whether separate or one of a range, shall have

attached to it-

(a) a suitable safety valve, which shall be so adjusted as to prevent the boiler being worked at a pressure greater than the maximum permissible working pressure;

(b) a suitable stop valve, connecting the boiler to the steam pipe;

(c) a correct steam pressure gauge calibrated in pounds per square inch which shall be easily visible to the boiler attendant and have marked upon the dial in distinctive colour the maximum permissible working pressure; and

(d) an adequately protected water gauge to show the water level in the boiler:

Provided that sub-paragraph (b) shall not apply with respect to economizers and sub-paragraphs (c) and (d) shall not apply with respect to either economizers or superheaters.

31. (2) The dial of the steam pressure gauge shall be calibrated to not less than one and one-half times the maximum permissible working pressure.

31. (3) The steam pressure gauge shall be connected to the boiler by means of a syphon or equivalent device of sufficient capacity to keep the gauge tube filled with water and such syphon or other device shall be so arranged that the gauge cannot be shut off from the boiler except by a cock or valve placed near the gauge.

32. No person shall enter or be in any steam boiler which is one of a range of two or more steam boilers unless -

(a) all inlets through which steam or hot water might otherwise enter the boiler from any other part of the range are disconnected from that part; or

(b) all valves or taps controlling such entry are closed and securely locked, and, where the boiler has a blow-off pipe in common with one or more other boilers or delivering into a common blow-off vessel or sump. the blow-off valve or tap on each such boiler is so constructed that it can only be opened by a key which cannot be removed until the valve or tap is closed and is the only key in use for that set of blow-off valves or tap.

33. No steam boiler whether or not it has been previously used shall be taken into use in any factory for the first time in that factory until it has been examined and reported on by a competent person. A report of the result of such

examination shall be in the **Form A** in the **First Schedule**, be signed by the person making the examination and be available for inspection at the factory.

34. A lever-valve, fitted to a steam boiler shall not be deemed a suitable safety valve unless the weight is secured on the lever in the correct position.

35. Every steam boiler shall be provided with means for attaching a test pressure gauge.

36. Every steam boiler shall be provided with a suitable fusible plug or an efficient low-water alarm device:

Provided that this regulation and regulation 35 shall not apply with respect to either economizers or superheaters.

37. Every part of every steam boiler shall be of good construction, sound material, adequate strength and free from patent defect. All fittings and attachments shall be properly maintained.

38. (1) Every steam boiler and all its fittings and attachments shall be thoroughly examined by a competent person at least once in every period of twelve months, and also after extensive repairs.

38. (2) A full and accurate report of the result of every such examination shall be made in the Form A in the First Schedule by the person making the examination, and, such person shall, within twenty-eight days after the completion of the examination, send a copy of the said report to the Chief Factory Inspector.

38. (3) The report referred to in paragraph (2) shall be kept at the factory for inspection.

39. Every steam receiver not so constructed as to withstand with safety the maximum permissible working pressure of the boiler or the maximum pressure which can be contained in the pipe connecting the receiver with any other source of supply, shall be fitted with -

(i) a suitable reducing valve or other suitable automatic appliance to prevent the safe working pressure from being exceeded;

(ii) a suitable safety valve;

(iii) a correct steam pressure gauge; and

(iv) a suitable stop valve.

40. Every steam receiver and its fittings shall be properly maintained and shall be thoroughly examined by a competent person, so far as the construction of the receiver permits, at least once in every period of twelve months. A record of such examination, in the **Form B** in the **First Schedule**, shall be kept available for inspection at the factory.

41. Every steam container shall be so maintained as to secure that the outlet is at all times kept open and free from obstruction.

42. Every air receiver shall –

(a) have marked upon it so as to be plainly visible the safe working pressure in pounds per square inch;

(b) in the case of a receiver connected with an air compressing plant either be so constructed as to withstand with safety the maximum pressure which can be obtained in the compression, or be fitted with a suitable reducing valve or other suitable appliance to prevent the safe working pressure of the receiver being exceeded;

(c) be fitted with a suitable safety valve so adjusted as to permit the air to escape as soon as the safe working pressure is exceeded;

(d) be fitted with a correct pressure gauge indicating the pressure in the receiver in pounds per square inch;

(e) be fined with a suitable appliance for draining the receiver; and

(f) be provided with a suitable manhole, handhole or other means which will allow the interior to be thoroughly cleaned.

43. Every air receiver and its fittings shall be of sound construction and properly maintained and shall be thoroughly cleaned and examined by a competent person at least once in every period of twelve months:

Provided that in the case of a receiver of solid drawn construction and so constructed that the internal surface cannot be thoroughly examined a suitable hydraulic test of the receiver shall be carried out in lieu of internal examination. A record of such test and examination shall be kept available at the factory and shall be in the Form B in the First Schedule.

44. Regulations 42 and 43 shall apply, as far as practicable, to any vessel containing gases at pressures higher than atmospheric without a constant outlet to open air (not being a portable vessel filled by suppliers and delivered to

a factory) as if such vessel were an air receiver.

45. The Chief Factory Inspector may. on such conditions as he may think fit, by certificate exempt from any of the provisions of these Regulations any class or type of steam boiler, steam receiver, steam container or air receiver to which he is satisfied that such provisions cannot reasonably be applied.

46. No chain, rope or lifting tackle shall be used unless it is of good construction, sound material, adequate strength and free from patent defect.

47. All chains, ropes and lifting tackle in use shall be thoroughly examined by a competent person at least once in every period of six months, and a record of each examination shall be kept available for inspection at the factory.

48. All parts of every lifting machine shall be of sound construction and free from patent defect.

49. All lifting machines shall be thoroughly examined by a competent person at least once in every period of twelve months and a register in the **Form C** in the **First Schedule** kept of such examinations.

50. There shall be plainly marked on every lifting machine the safe working load or loads thereof, except that in the case of a jib crane, so constructed that the safe working load may be varied by the raising or lowering of the jib, there shall be attached thereto either an automatic indicator of safe working loads or a table indicating the safe working loads at corresponding inclinations of the jib or corresponding radii of the load.

51. No lifting machine shall be loaded beyond the safe working load.

52. No lifting machine shall be taken into use in any factory for the first time in the factory unless it has been tested and examined by a competent person and a certificate of such test and examination specifying the safe working load or loads of the machine and signed by the person making the test and examination has been obtained and is kept available for inspection.

53. Every crane operated wholly or partially by a prime mover shall be equipped with a gong or other effective audible signalling device automatic or otherwise, installed within easy reach of the operator for warning persons who may be endangered by any movement of the crane or load.

54. Every hoist or lift shall be securely fenced and in particular -

(a) every hoist or lift shall be of good mechanical construction, sound material and adequate strength, and be properly maintained;

(b) every hoist or lift shall be examined by a competent person at least once in every period of six months and records of such examinations shall be kept available at the factory;

(c) every hoistway or liftway shall be effectively protected by a substantial enclosure fitted, with gates, being such an enclosure as to prevent, when the gates are shut, any person from falling down the way or coming in contact with any moving part of the hoist or lift:

Provided that if it is shown to the satisfaction of the Chief Factory Inspector that it would be unreasonable in the special circumstances of the case to enforce any requirement of this regulation, he may direct that such requirement shall not apply.

55. (1) No hoist or lift shall be used for carrying persons unless it is provided with a cage, which is -

(a) so constructed as to prevent, when the cage gate or gates are shut, any person carried from falling out or from being trapped between any part of the cage and any fixed structure or other moving part of the hoist or lilt or from being struck by articles or materials falling down the hoistway; and

(b) fitted on each side from which access is provided to a landing place with a gate with efficient interlocking or other device to secure that the gate cannot be opened except when the cage is at a landing place, and that the cage cannot be moved away from any such place until the gate is closed.

55. (2) Every gate in the hoistway or liftway enclosure of a hoist or lift used for carrying persons shall be fitted with efficient interlocking or other devices to secure that the gate cannot be opened except when the cage is at the landing place. and that the cage cannot be moved away from the landing place until the gate is closed.

55. (3) In connection with every hoist or lift used for carrying persons there shall be provided suitable efficient automatic devices which will ensure that the cage comes to rest at a point above the lowest point to which the cage can travel.

56. In the case of a hoist or lift used for carrying persons the maximum number of persons to be carried at any one time shall be plainly marked thereon, and a greater number of persons shall not be carried.

57. In all places to which these Regulations apply a person shall be appointed to exercise supervision of the works, machinery and plant, for the purpose of ensuring safety. It shall be the duty of the person so appointed to see that all safeguards and other safety appliances are maintained in proper order and

position and to investigate accidents. Nothing in this regulation shall relieve the owner, manager or person having control of the factory of his duties under these Regulations.

58. (1) Where the Chief Factory Inspector is not satisfied as to the competency of the person employed to make any examination under the foregoing regulations or as to the thoroughness of the examination he may require a further examination to be carried out by a competent person nominated by him and the necessary facilities for such examination shall be provided.

58. (2) If as a result of such re-examination it appears that the report of the first examination was inadequate or incorrect in any particular, the cost of the re-examination shall be recoverable at the suit of the Attorney-General from the owner, manager or person having control of the factory summarily as a civil debt.

PART III
Health and Welfare

59. (1) Every factory shall be kept in a clean state, and free from effluvia arising from any drain or sanitary convenience, and without prejudice to the generality of the foregoing provision –

(a) suitable covered receptacles shall be provided in the factory for the disposal of dirt and refuse;

(b) accumulations of dirt and refuse shall be removed daily from the floors and benches of workrooms, and from the staircases and passages;

(c) the floor of every workroom shall be cleaned at least once in every week by washing or if it is effective and suitable by sweeping or other method;

(d) all inside walls and partitions, and all ceilings or tops of rooms, and all walls, sides and tops of passages and staircases shall—

(i) where they have a smooth impervious surface, at least once in every period of twelve months be thoroughly cleansed;

(ii) where they are painted or varnished, be repainted or revarnished at least once in every period of seven years and at least once in every period of twelve months be thoroughly cleansed;

(iii) in other cases be kept white washed or colour washed, and the white washing or colour washing shall be repeated at least once

in every period of twelve months:

Provided that where it appears to the Chief Factory Inspector that any of the requirements of sub-paragraphs (a) to (d) are by reason of special circumstances inappropriate in any factory he may. if he thinks fit –

(a) direct in writing that such of those requirements as he may specify shall not apply; and

(b) substitute therefor such other requirements as he may consider necessary.

59. (2) A record shall be kept of the dates of washing, white washing or colour washing, painting or varnishing of the factory.

60. A factory shall not, while work is carried on, be so overcrowded as to cause risk or injury to the health of the persons employed therein and, without prejudice to the generality of the foregoing provisions -

(a) a factory shall be deemed to be overcrowded, as aforesaid, if the number of persons employed at a time in any workroom is such that the amount of cubic space allowed for every person employed in the room is less than 400 cubic feet;

(b) in calculating, for the purpose of this provision, the amount of cubic space in any room, no space more than 14 feet from the floor shall be taken into account and, where a room contains a gallery, the gallery shall be treated for the purposes of this provision as if it were partitioned off from the remainder of the room and formed a separate room.

61. Effective and suitable provisions shall be made for securing and maintaining by the circulation of fresh air in each workroom the adequate ventilation of the room and for rendering harmless, as far as practicable, all fumes, dust and other impurities that may be injurious to health generated in the course of any process or work carried out in the factory.

62. Effective provision shall be made for securing and maintaining sufficient and suitable lighting, whether natural or artificial, in every part of a factory in which persons are working or passing.

63. (1) The general illumination over those interior parts of a factory where persons are regularly employed shall be not less than six foot-candles measured in the horizontal plane at a level of three feet above the floor.

63. (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 two foot-candles measured at floor level.

63. (3) The standards specified in paragraphs (1) and (2) 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.

64. (1) Effective provision shall be made for securing and maintaining a reasonable temperature in each workroom, but no method shall be employed which results in the escape into the air of any workroom of any fume of such a character and to such extent as to be likely to be injurious or offensive to persons employed therein.

64. (2) Where humidity is artificially produced or regulated at any factory or part of any factory in which persons are employed, the Chief Factory Inspector shall approve the humidity which shall be maintained therein and the owner, manager or occupier of such factory shall keep therein such instruments and records as may be necessary to show the humidity being maintained.

65. Where any process is carried on which renders the floor liable to be wet to such an extent that the wet is capable of being removed by drainage, effective means shall be provided and maintained for draining off the wet. All drainage and effluents shall be disposed of in a sanitary manner. In a sewered area such drainage and effluents shall be discharged to sewers in compliance with any safeguard required by the sewerage authority. All such arrangements shall be sanitary and shall not create a nuisance.

66. Sufficient and suitable sanitary conveniences for the persons employed in the factory shall be provided, maintained and kept clean and the following requirements shall have effect –

(a) in cases where females are employed there shall be at least one suitable sanitary convenience for every 25 females:

(b) in cases where males are employed there shall be at least one suitable sanitary convenience (not being a convenience suitable merely as a urinal) for every 25 males;

(c) in the case of factories where the number of males employed exceed 100 and sufficient urinal accommodation is also provided, it shall be sufficient if there is one such convenience as aforesaid for every 25 males up to the first 100. and one for every 50 thereafter;

(d) in calculating the number of conveniences, any number of persons less than 25 or 50, as the case may be, shall be reckoned as 25 or 50;

(e) in cases where persons of both sexes are employed the sanitary

conveniences for each sex shall be separate and suitably placed;

(f) every sanitary convenience shall be sufficiently ventilated and no sanitary convenience shall communicate –

(i) with any workroom; or

(ii) with any enclosed space which also communicates with any workroom, unless such space is adequately ventilated.

67. (1) An adequate supply of wholesome drinking water shall be provided at points conveniently accessible to all persons employed in the factory. The source of supply shall, where the Chief Factory Inspector so requires, be approved in writing by a Medical Officer (Health).

67. (2) A supply of drinking water which is not laid on shall be contained in suitable vessels, and shall be renewed at least daily, and all practicable steps shall be taken to preserve the water and vessels from contamination.

68. There shall be provided and maintained for the use of persons employed adequate and suitable facilities for washing, which shall be separate for each sex and shall include basins, soap and clean towels. The Chief Factory Inspector, may, if he thinks fit, owing to the difficulty of obtaining an adequate supply of water or in such other special circumstances, modify this requirement in respect of any factory.

69. In every factory in which women are employed in an industrial process, a suitable restroom shall be provided, which shall be equipped with adequate and suitable facilities for resting and shall be placed under the charge of a responsible person and properly maintained.

70. There shall be provided and maintained for the use of employed persons adequate and suitable facilities for changing of clothing and for accommodating clothing not worn during working hours. Separate accommodation shall be provided for persons of each sex and shall, when so required by the Chief Factory Inspector, include adequate shower bath facilities.

71. There shall be provided and maintained for the use of employees a suitable and adequate lunch-room, which shall be furnished with—

(a) sufficient tables and chairs or other suitable seating accommodation;

(b) adequate means, including hot water, for the washing of dishes.

The Chief Factory Inspector may, if he thinks fit, in any special circumstances,

modify this requirement in respect of any factory.

72. (1) In every factory the following requirements shall have effect –

(a) there shall be provided and maintained so as to be readily accessible an appropriate number of first-aid boxes or cupboards containing the equipment specified in the **Second Schedule** and nothing except appliances or requisites of first-aid shall be kept in such boxes or cupboards;

(b) every first-aid box or cupboard shall be placed under the charge of a responsible person who shall be available to render first-aid treatment whenever work is being carried on in the factory and where thirty or more persons are at work at any one time, the person in charge of the first-aid box shall be a person trained in first-aid treatment including competency to administer artificial respiration;

(c) in every factory in which electrical energy is generated or transformed at least one person who has been trained to administer artificial respiration shall be present in the factory when work is carried on;

(d) the appropriate number of first-aid boxes or cupboards for the purposes of this regulation shall be determined as follows -

(i) one box or cupboard if the number of employees does not exceed one hundred;

(ii) if the number of employees exceeds one hundred an additional box or cupboard shall be provided for each one hundred employees or any part of that number in excess of the first one hundred employees;

(iii) the largest number of persons employed at the factory at any one time shall be regarded as the number of persons employed at that factory.

72. (2) If a first-aid room is provided at the factory and such arrangements are made as to ensure the immediate treatment there of all injuries occurring in the factory, the Chief Factory Inspector may exempt the factory from the requirements of paragraph (1) to such extent and subject to such conditions as he may specify in writing.

73 (1) Where any persons employed in a factory have in the course of their employment reasonable opportunities for sitting without detriment to their work, there shall be provided and maintained for their use suitable facilities for sitting sufficient to enable them to take advantage of those opportunities.

73. (2) Where a substantial proportion of any work can properly be done sitting -

(a) there shall be provided and maintained for any person employed in that work a seat of a design, construction and dimensions suitable for him and the work, together with a foot-rest on which he can readily and comfortably support his feet if he cannot do so without a foot-rest; and

(b) the arrangements shall be such that the seat is adequately and properly supported while in use for the purpose for which it is provided.

73. (3) For the purposes of this regulation, the dimensions of a seat which is adjustable shall be taken to be its dimensions as for the time being adjusted.

74. (1) In every factory in which, in connection with any process carried on. there is given off any dust or fume or other impurity of such a character and to such extent as to be likely to be injurious or offensive to the persons employed, or any substantial quantity of dust of any kind, all practicable measures shall be taken to protect the persons employed against inhalation of the dust or fume or other impurity and to prevent its accumulating in any workroom. In particular, suitable goggles or other means of protecting the eyes, and suitable respirators shall be provided for the use of the persons employed, and where the nature of the process makes it practicable, exhaust appliances shall be provided and maintained as near as possible to the point of origin of the dust or fume or other impurity, so as to prevent it from entering the air of any workroom.

74. (2) Where any process carried on in a factory gives rise to any harmful dust or fumes, no person shall be permitted to keep or partake of food or drink or to smoke in the workroom in which such process is carried on.

74. (3) Where steam is discharged in any workroom in which workers are employed, steps shall be taken by means of fans or other effective means to dissipate the steam.

74. (4) No stationary internal combustion engine shall be used unless provision is made for conducting the exhaust gases from the engine into the open air.

75. In the case of the following processes, suitable goggles or effective screens shall be provided to protect the eyes of the persons employed in the processes -

(a) dry grinding of metals or articles of metals;

(b) turning (external or internal) of non-ferrous metals, or of cast iron,

or of 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;

(c) welding or cutting of metals by means of an electrical oxyacetylene or similar process;

(d) the following processes when carried on by means of hand tools or other portable tools—

(I) fettling of metal castings involving the removal of metal;

(ii) cutting out or cutting off (not including drilling or punching back) of cold rivets or bolts;

(iii) chipping or scaling of boilers or ship plates;

(iv) breaking or dressing of stone, concrete or slag.

76. There shall be provided and maintained in good condition -

(a) suitable waterproof boots or dry platforms or mats for the use of all persons employed in processes which would otherwise necessitate their working or standing on wet surfaces;

(b) suitable protective clothing including overalls, aprons, gloves, gauntlets. face shields and boots for the use of persons required to handle adds or other corrosive substances in the course of their work;

(c) suitable warm clothing, including head covering and footwear, for the use of persons employed in rooms having a temperature below 60 degrees Fahrenheit,

77. Where it appears to the Chief Factory Inspector that in any factory -

(a) cases of illness have occurred which he has reason to believe may be due to the nature of a process 01 other conditions of work; or

(b) by reason of any process or in the substances used in any process, there may be risk of injury to the health of persons employed in that process.

he may notify the Chief Medical Officer who shall thereupon appoint a Medical Officer to investigate and report. The Medical Officer appointed under this regulation shall have the like powers as an Inspector under section 18 of the Act.

PART IV
Duties

78. It shall be the duty and responsibility of the owner, manager or other person having the management or control of any factory to comply with the provisions contained in Parts II and III of these Regulations with the exception of regulation 77.

79. No person employed in any factory shall -

(a) wilfully interfere with or misuse any means, appliance or other thing provided in pursuance of these Regulations for securing the safety of the workers employed therein, and where any means or appliance for securing safety is provided for the use of any such person under these Regulations. he shall use the means or appliances;

(b) wilfully and without reasonable cause do anything likely to endanger himself or others;

(c) wilfully interfere with or misuse any means, appliance, convenience or other thing provided in pursuance of these Regulations for securing the health and welfare of the persons employed in the factory, and where any means or appliance is provided for the use of any such person. he shall use such means or appliance.

PART V.
Forms and Fees

80. (1) The fees to be paid for the registration and renewal of registration of any factory shall be determined by the number of employees in that factory, in accordance with the scale set out in the **Third Schedule**.

80. (2) The fees to be paid for the registration or renewal of registration of a factory shall be paid -

(a) in full at the time of application, for registration or renewal of registration (as the case may be) of such factory; or

(b) in three equal annual payments, the first at the time of application for registration or renewal of registration (as the case may be) of such factory and the second and third before the end of the first and second periods of twelve months thereafter respectively:

Provided that if the second instalment is not paid before the end of the first period of twelve months specified in this sub-paragraph the whole

amount of the unpaid fee for the registration or renewal of registration of such factory shall thereupon become payable.

81. The Forms of Certificate of Registration and Re-registration shall be as set out in the **Fourth Schedule**.

FIRST SCHEDULE

FORM A

(Regulations 33 and 38)

Report on Examination and Test of Steam Boiler

1. Name of Factory: _____
2. Address: _____
3. Name of Owner _____
4. Name of Manager _____
5. Description or distinctive number of boiler, and type: _____
6. Age: _____
7. The history should be briefly stated or reference made to record in earlier reports: _____
8. Date of hydraulic test and pressure applied: _____
9. Quality and source of feed water: _____
10. Boiler -

    (a) Was the boiler scaled, prepared, and (so far as its construction permits) made accessible, sufficiently for thorough examination and for such tests as may be necessary in order to complete the thorough examination? _____

    (b) What parts of seams, drums or headers are covered by brick work? _____

    (c) Date of last exposure of such parts for the purpose of examination._____

    (d) What parts (if any) other than parts covered by brick work and mentioned above were inaccessible? _____

    (e) What examination and tests were made?_____

    (f) Condition—

    State any defects materially affecting the permissible working pressure.

    External _____

    Internal _____

11. Mountings—

    (a) Are there proper mountings, including safety valve, water gauge and steam gauge? _____

    (b) Are all mountings properly maintained and in good working order?

_____

(c) Are the water gauges protected? _____

(d) Is there a low water alarm device or fusible plug fitted? Which? _____

12. Permissible working pressure for the ensuing 12 months (subject to any conditions stated in paragraphs 13 and 14) calculated from dimensions and from the thickness and other data ascertained by the present examination, due allowance being made for conditions of working if unusual or exceptionally severe. _____

13. Repairs (if any) required, and period within which they should be executed. _____

14. Other observations :

_____

_____

_____

I CERTIFY THAT on _____ , I thoroughly examined the boiler above described, that the above is a true report of the result, and that I am not the owner of the boiler nor am I employed by the owner in any capacity other than as an independent contractor.

Signature: _____

Qualification: _____

Address : _____

Date : _____

FORM B

(Regulations 40, 43, 44)

Report on Examination and Test of Steam Receiver and Air Receiver

1. Name of Factory _____
2. Address _____
3. Name of Owner _____
4. Name of Manager _____
5. Description or distinguishing number or mark (if any) of air receiver or steam receiver. _____
6. Nature of Examination_____
7. Hydraulic pressure applied_____
8. Condition -

State any defects materially affecting the permissible working

pressure
External _____
Internal _____

9. Mountings—.
(a) Are there proper mountings including safety valves and pressure gauge? _____
(b) Are all mountings properly maintained and in good working order? _____
(c) Is the permissible working pressure marked on the receiver? _____

10. Permissible working pressure for the ensuing 12 months _____

I CERTIFY THAT on _____, I thoroughly examined the (steam receive, or air receive,) above described and that the above is a true report of the result.

Signature: _____

Qualification: _____

Address : _____

Date : _____

FORM C

(Regulation 49)

Report on Examination and Test of Lifting Machine

I. Name of Factory _____

2. Address _____

3. Name of Owner _____

4. Name of Manager _____

5. Distinguishing number or mark (if any) and description sufficient to identify the crane or other lifting machine. _____

6. Date of examination made under regulation 49 and by whom it was carried out_____

7. Particulars of any defect found on examination and affecting the safe

working load, and of the steps taken to remedy such defect.
_____

8. The safe working load for the ensuing 12 months
_____

I CERTIFY THAT on_____, I thoroughly examined the (crane or other lifting machine) above described and that the above is a true report of the result.

** (Further certificate in case of crane only).

I FURTHER CERTIFY that I am not the owner of the crane nor am I employed by the owner in any capacity other than as an independent contractor.

Signature: _____

Qualification: _____

Address : _____

Date : _____

** Delete if not applicable.

SECOND SCHEDULE

(Regulation 72)

12	packets absorbent gauze (sterilized)
12	packets cotton wool (sterilized)
6	muslin bandages 2” x 5 yds.
6	muslin bandages 1” x 5 yds.
2	triangular bandages
1	spool adhesive tape I” x 5 yds.
1	box safety pins
1	pair scissors
1	pair dressing forceps
1	bottle (6 oz.) Aromatic Spirit of Ammonia
1	bottle (4 on.) antiseptic
1	bottle (8 on.) iodine
6	tubes burn ointment
4	splints 23” x 153”
1	tourniquet
4	rolls splint padding

1 kidney tray
1 thermometer
1 bottle Rectified Spirits (6 oz.)

THIRD SCHEDULE

(Regulation 80)

Fees to be paid for Registration or renewal of Registration of a Factory.

Number of employees	Amount of Fees
10 and under	$ 3.00
11 to 30	$ 7.50
31 to 60	$ 8.00
61 to 100	$ 30.00
101 to 200	$ 45.00
201 to 400	$ 60.00
401 to 600	$ 90.00
601 to 800	$120.00
Over 800	$150.00

FOURTH SCHEDULE

(Regulation 81)

Form A

Certificate of Registration

It is hereby certified that the factory known as _____

_____ and owned by _____

at_____has been registered under

the Factories Act. This certificate is valid for 3 years from the date of issue.

Dated this_____ day of_____ 19 ___

Chief Factory Inspector

Form B

Certificate of Re-Registration

It is hereby certified that the factory known as_____

_____ and owned by _____

at_____has been re-registered under

the Factories Act. This certificate is valid for 3 years from the _____

day of _____ 19 _____.

Dated this_____ day of_____ 19 ___

Chief Factory Inspector

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