

SIND FACTORIES RULES 1975

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[No. SO(L-II)-3-9/73, dated the 25th October, 1975-Rules framed by Government of Sind in exercise of the powers conferred by sections 9, 11 to 22, 24-A, 25, 26, 31, 33, 33-G, 33-J, 33-K, 33-N, 33-P, 33-Q, 35-A, 39, 41, 43, 47, 48, 49-F, 52, 55, 56, 59, 76 and 77 of the Factories Act, 1934 (Act XXV of 1934).]

Preliminary

1. (1) Short title, extent and commencement.----These rules may be called the Sind Factories Rules, 1975.

(2) They shall extend to the whole of the Province of Sind.

(3) They shall come into force at once.

2. Definitions.-In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say :-

(a) the 'Act' means the Factories Act, 1934 ;

(b) "Additional Inspector" means an Inspector appointed under sub-section (5) of section 10 ;

(c) "Appendix" means an Appendix to these rules ;

(d) "artificial humidification" means the introduction of moisture into a room by an artificial means whatsoever except the use of gas or oil for lighting purpose or the unavoidable escape of steam or water vapour into the atmosphere directly due to the treatment of fibre or fabrics by water or steam in its passage through a machine:

Provided that the introduction of air directly from outside through moistened mats or screens placed outside open window and ventilation openings at times when the temperature of the room is 80 degree or more shall not be deemed to be artificial humidification ;

(e) "Chief Inspector" means the Chief Inspector appointed under sub-section (2) of section 10 ;

(f) "cooling per means the cooling power of the air in mili calories per square centimeter per second as measured by a kata-thermometer ;

(g) "degrees of temperature" means degree on the fahrenheit scale ;

(h) "Form" means a Form appended to these rules ;

(i) "Government" means the Government of Sind ;

(j) "hygrometer" means an accurate (combined) wet and dry bulb thermometer conforming to the prescribed conditions as regards construction and maintenance ;

(k) "Inspector" means an Inspector appointed under sub-section (1) of section 10 ;

(l) "Inspector authorised in this behalf" means the Additional, Joint or Deputy Director, Labour Welfare, Incharge of the Region or Division concerned ;

(m) "Kata-thermometer" means the instrument invented by professor Leonard Hill, M.B.,F.R.S., and manufactured by John Hicks and Co., baton Gardens, London or any other Company approved by the Chief Inspector for measuring the cooling power of the air ;

(n) "Manger" means the person responsible to the occupier for the working

and control of the factory and includes the person nominated by the occupier under clause (c) of sub-section (1) of section 9 ;

(o) "section" means a section of the Act ;

(p) "transmission machinery" includes every shaft, wheel, drum or pulley (including any system of the fast and loose pulleys), coupling, clutch, strap, band, belt, chain, rope, or other device incidental to the transmission of motion between any prime mover and any machine or appliance, or by means of which the machine or appliance receives its motion ; and

(q) "within reach" means within six feet of any spot on which any person may have to stand or on which any person may have to pass in the course of his employment.

Notice Before Commencement of Work

(Section 9)

3. The written notice prescribed under sub-section (1) of section 9 shall be in Form 'A'.

Inspections

(Section 11)

4. The Chief Inspector shall-

(i) be primarily responsible for the administration of the Act within the area for which he is appointed ;

(ii) inspect or shall make arrangements for duly authorised officers subordinate to him to inspect every factory other than a seasonal factory within the area for which he is appointed at least once a year and every seasonal factory within such area at least once during each season of work, unless in any case good reasons to the contrary exist and are recorded by him ;

(iii) arrange for such further inspections as may appear to be necessary to him or to the authority to whom he is subordinate for ensuring that the provisions of the Act and of these rules are duly observed.

5. (1) A list of all defects and irregularities discovered together with order for their remedy or removal passed by the Inspector, shall be sent to occupier or Manager of the factory and a copy of the said list or extract thereof shall be sent to the Inspector authorised in this behalf and the Chief Inspector.

(2) The Inspector may, in addition to and without prejudice to any other powers or duties which he is authorised to exercise under the Act or these rules, at each inspection see as to how far the defects pointed out at previous inspections have been removed and how far orders previously issued have been complied with.

6. The Inspector at each inspection shall enquire into all accidents which may have taken place since the last inspection, ascertain where the responsibility for their occurrence rests, and pass such orders or recommendations as may appear to him necessary for the prevention of such accidents.

7. (1) Where an inspection is made by the District Magistrate, he shall send a copy of his report to the Chief Inspector for such action as the latter may consider necessary.

(2) Where an inspection is made by an Additional Inspector exercising all or any of the powers of an Inspector, he shall submit his report to the Inspector authorised in this behalf, for such action as the latter may consider necessary.

(3) The District Magistrate or the Additional Inspector, as the case may be, shall not communicate his report direct to the factory concerned.

8. (1) The Inspector authorised in this behalf shall maintain a register in Form 'B'.

(2) On receiving a notice under subsection (1) of section 9, the Inspector authorised in this behalf shall, unless it appears to him that the premises do not constitute a factory, enter the particulars of the factory in respect of which the notice is received, in the register to be maintained under sub-rule (1).

(3) If the Inspector authorised in this behalf is 'satisfied, whether on receipt of a notice from

the occupier of the premises or otherwise that any premises within the area of his jurisdiction have ceased to be used as a factory, he shall remove the entry relating thereto from the register maintained under sub-rule (1).

9. The Manager shall maintain a bound inspection book in Form 'C' and shall produce it before the Inspector or the Certifying Surgeon, when so required by the Inspector or the Certifying Surgeon, as the case may be.

10. The despatch through the post under registered cover of any notice, order or extract of an Inspectors report sent under the Act, or under these rules shall be deemed sufficient service. on the occupier or Manager of the factory of such notice or order or of any direction contained in such extract.

Certifying Surgeons and Persons Authorised to Exercise The Functions of a Certifying Surgeon

(Sections 12, 52 and 59)

11. (1) A Certifying Surgeon or a practitioner authorised under section 12 to exercise the powers of a Certifying Surgeon after charging a fee of rupees two per person shall-

(i) examine any child or adolescent desirous of being employed in a factory ;

(ii) examine any child or person in respect of whom a notice has been served upon the Manager and who is desirous of being re-employed ;

(iii) on the request of an Inspector, examine any person produced before him ;

and issue a certificate regarding the age and the fitness or otherwise of such child, adolescent or other person to work in a factory.

(2) The Certifying Surgeon or practitioner authorised as aforesaid shall fix such place and time as he may deem convenient for the attendance of persons desiring to obtain certificates of age and physical fitness, and shall give notice of such place and time to the Managers of factories for which he is appointed.

(3) Fee under sub-rule (1) shall be payable by the Occupier or Manager of the factory.

12. (1) Every Certifying Surgeon shall keep a bound book containing certificates numbered consecutively and printed on ledger paper, in Form 'D' in foil and counterfoil.

(2) Every certificate granted under sub-section (2) of section 52 to a person desirous of being employed in a factory shall be prepared by filling up the foil and counterfoil which shall also bear the signature or the left thumb-mark or the person in respect of whom the certificate is granted.

(3) The Certifying Surgeon shall if he is satisfied that the entries made therein are correct, 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 referred to in sub-section (2) of section 52.

(4) A Certifying Surgeon revoking a certificate under sub-section (3) of section 52 shall cause the word "revoked" to be stamped in red ink on the foil and counterfoil of such certificate.

(5) if the Certifying Surgeon refuses to grant any person a certificate under this rule, no fresh application for a certificate shall be made on behalf of such person until a period of three months has elapsed from the date of such refusal, unless the Certifying Surgeon, while refusing to grant the certificate, gives permission in writing for an application to be made at an earlier date.

13. Every practitioner authorised under sub-section (2) of section 12 to exercise provisionally the powers of a Certifying Surgeon shall grant certificate in the manner provided in rule 12 and the word "Provisional" shall be printed or stamped in red ink at the top of each foil and counterfoil of such certificates.

14. (1) Where a certificate granted under sub-section (2) of section 52 a lost the person to whom it was granted may apply to the Certifying surgeon for a copy of the certificate and

the Certifying Surgeon, after such enquiry from the employer or if he is unemployed from the employer of such person and from such other sources as he deems fit, may grant a duplicate thereof to such person. The word "duplicate" shall be clearly written in red ink across such certificate and initialed by the Certifying Surgeon. The counterfoil in the bound book of forms shall be similarly marked "Duplicate" and initialed.

(2) For every copy of a certificate granted under sub-rule (1) a fee of twenty-five paise, which shall be credited to Government, shall be charged. The Certifying Surgeon shall maintain a register in Form 'E' of all fees paid for the issue of copies of certificates and shall initial each entry made therein.

(3) No duplicate of a certificate granted under section 52 shall be granted to any person otherwise than in accordance with the provisions of this rule.

15. (i) The Certifying Surgeon shall ordinarily visit every factory within the local limits for which he is appointed, in which children or adolescents are known to be employed, at least once in three months and shall give previous notice of his visit to the Manager of the factory proposed to be visited. At each of these visits the Manager shall produce before him at such time as the Certifying Surgeon may fix, all children or adolescents employed in the factory, whether actually at work or not.

(2) The Certifying Surgeon shall personally examine every child or adolescent who is in possession of a "Provisional" certificate granted under sub-section (2) of section 12, and shall, if he is satisfied that a certificate should be granted, countersign the certificate and cross out the word "provisional".

(3) If, on such examination, the Certifying Surgeon is of opinion that the person in possession of a "Provisional" certificate granted under subsection (2) of section 12 is under the age of twelve years or is not fit for employment in a factory, he shall impound the certificate, write on it the word "Cancelled" over his signature. He shall then forward the certificate, with such remarks as he considers necessary to the Chief Inspector or an Inspector authorised in this behalf and shall also inform the person who issued the certificate that it has been cancelled.

16. The Certifying Surgeon at his periodical visit shall satisfy himself as to the fitness of the children and adolescents employed in the factory and shall revoke the certificates of any whom he considers unfit.

17. The token giving a reference to the certificate granted to child or adolescent under section 52 which is required to be carried under clause (b) of section 51 shall show the number of the worker in the Register of Child Workers or Adult Workers, as the case may be.

Health and Safety

(Sections 13 and 14)

18. In every factory a register in Form 'F' shall be maintained for entering into it the dates on which lime washing, painting or varnishing is carried out.

19. No rubbish, filth or debris shall be allowed to accumulate or to remain in any part of a factory in such position that effluvia therefrom can arise within the factory.

20. In every factory all drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed at least once a day and where possible connected with some recognized drainage line.

21. The floor of the rooms and the compound surrounding every factory shall be maintained in a strictly drained and clean condition.

22. Proper arrangements shall be made for maintaining in a reasonably clean and drained condition all washing and bathing places within a factory, the places where drinking water is distributed to the operatives of the factory and the area around such places.

Ventilation, Temperature, Dust and Fume and Artificial Humidification

(Sections 15, 16 and 17)

23. In every room of a factory ventilating openings shall be provided in the proportion of five square feet for each person required or permitted to work in such room and the

openings shall be such as to admit a Continuous supply of fresh air:

Provided that the Chief Inspector May, in respect. of any factory or any room in a factory, for reasons to be recorded in writing, relax the requirements of this rule where, in his opinion, the same may be permitted without hazard to the health of the persons employed in such factory or working in such room.

24. In every factory where injurious, poisonous or asphyxiating gases, dust or other impurities are used for or are evolved from any process carried on, in such factory sill practicable measures to the satisfaction of Inspector shall be taken to protect the workers against the inhalation of such gases, dust or other impurities.

25. In every room in a cotton mill where slasher sizing is carried on, efficient arrangements for the removal of the steam given off in the process of drying the yarn shall be fitted and slasher sizing shall not be carried on in any room where any other process of manufacture is being performed.

26. There shall be no artificial humidification in any room or department of a cotton spinning or weaving factory-

(a) by the use of steam, during any period when the dry bulb temperature of the room exceeds 85 degrees.

(b) at any time when the wet bulb reading of the hygrometer in that room is higher than that specified in the following table 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 table, when that dry bulb reading does not exceed the wet bulb reading to the extent indicated in relation to the lower of the two dry bulb readings: -

TABLE

Dry Bulb	Wet bulb	Dry bulb	Wet bulb	Dry Bulb	Wet bulb	Dry bulb	Wet bulb
60.0	58.0	75.0	73.0	90.0	84.5	105.0	91.0
61.0	59.0	76.0	74.0	91.0	85.0	106.0	91.0
62.0	60.0	77.0	75.0	92.0	85.5	107.0	91.5
63.0	61.0	78.0	76.0	93.0	86.0	108.0	91.5
64.0	62.0	79.0	77.0	94.0	86.5	109.0	92.0
65.0	63.0	80.0	78.0	95.0	87.0	110.0	92.0
66.0	64.0	81.0	79.0	96.0	87.5	111.0	92.5
67.0	65.0	82.0	80.0	97.0	88.0	112.0	92.5
68.0	66.0	83.0	80.5	98.0	88.5	113.0	93.0
69.0	67.0	84.0	81.0	99.0	89.0	114.0	93.0
70.0	68.0	85.0	82.0	100.0	89.5	115.0	93.5
71.0	69.0	86.0	81.5	101.0	90.0	116.0	93.5
72.0	70.0	87.0	83.0	102.0	90.0	117.0	94.0
73.0	71.0	88.0	83.5	103.0	90.5	118.0	94.0
74.0	72.0	89.0	84.0	104.0	90.5	119.0	94.5
						120.0	94.5

Provided, however, that this rule shall not apply when-

(i) the difference between the wet bulb reading, as indicated by the hygrometer in the room or department concerned and the wet bulb reading taken within a hygrometer outside the factory in the shade is less than 3.5 degree ; or

(ii) the cooling properties of the air in the room or department as measured by the wet reading of a Kata-thermometer at a height of five feet in all usual working places within the room or department is greater than eleven mill-calories per square centimeter per second.

27. In all departments of cotton spinning and weaving mills in which artificial humidification is employed, hygrometer shall be provided and maintained in such position as may be approved by the Inspector and on the following scales:---

(a) Weaving Department.---Two hygrometers 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 2,00,000 cubic feet, or part thereof in excess of 3,00,000 cubic feet.

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

28. When the Inspector is satisfied that in any department of a cotton spinning or weaving mill, the limits of humidity allowed by the table below rule 26 have, at no time during the immediately preceding twelve months been exceeded, he may, for any such department, if it not be a weaving department, grant exemption in Form 'G' from the maintenance of the hygrometer.

29. A legible copy of the table below rule 26 shall be fixed near each hygrometer.

30. Correct wet and dry bulb temperatures, as indicated by each hygrometer maintained under the provisions of rule 27, shall be recorded thrice during each working day by competent persons appointed by the manager and approved by the Inspector. These temperatures shall be taken between 7-00 a.m. and 9-00 a.m., 11-00 a.m. and 2-00 p.m. (but not in the rest interval) and between 4-00 p.m. and 5-30 p.m. In extraordinary circumstances, such additional readings between such hours as the Inspector may specify shall be recorded. The temperatures shall be recorded on a chart approved by the Inspector and affixed close to the hygrometer and entered in a humidity register in Form 'H'. At the end of each month, the person taking the readings shall sign the register and certify the correctness of the entries. The chart and register shall at all times be available for inspection by the Inspector and copies of the entries made therein shall be sent to him whenever he so requires.

31. The entries made in the humidity register shall be deemed to be prima facie evidence of the temperatures and humidity of the department to which the entries relate, but an Inspector may at any time check the correctness of the readings by personal observation.

32. The cooling power of the atmosphere in each department shall be measured by taking readings of the wet Kata-thermometer in the close proximity of each hygrometer maintained in the department and at a height of five feet from the floor. Such readings shall be recorded every Tuesday and Friday at the time specified for taking hygrometer readings and shall be entered in the humidity register referred to in rule 30. The readings of the Kata-thermometer shall be taken by a competent person appointed by the Manager.

33. (1) Every hygrometer shall comprise of two mercurial or alcohol thermometers similar in construction and equal in dimensions, scale and division of scale. They shall be mounted on a wooden or metallic frame with a suitable receptacle containing water.

(2) The wet bulb shall be closely covered with a single layer of muslin kept wet by means of a cotton or woollen wick attached to it and dipping into the water in the receptacle. The muslin covering the wet bulb and the wick shall be suitable for the purpose, clean and free from greasy substances.

(3) No part of the wet bulb shall be within three and a half inches of the dry bulb or within three inches of the surface of the water in the receptacle, and the water receptacle shall be placed below the wet bulb, on the side away from the dry bulb.

(4) The bulbs shall be spherical and of suitable dimensions and shall, subject to the

provisions of sub-rule (2), be freely exposed on all sides to the atmosphere.

(5) The bores of the stem shall be such that the top of the mercury or alcohol column shall be readily distinguishable and correct readings made at a distance of two 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 on the glass stem: each fifth and tenth degree shall be marked by longer marks than intermediate degrees and the temperatures marked opposite each tenth degree i.e. 50, 60, 70, 80, 90, 100, 110 and 120.

(8) The marking shall be accurate to within 0.2 degree at all readings between 50 and 120 degrees.

(9) A distinctive number shall be conspicuously marked upon each hygrometer employed in a department.

(10) The accuracy of each hygrometer shall be certified by the National Manufacturing Laboratory of the country of origin of hygrometer or such other authority as may be approved by the Chief Inspector and such certificate shall be attached to the humidity register.

34. Every hygrometer shall be maintained at all times during the period of employment in efficient working order so as to yield accurate readings and-

(a) the muslin covering and the wick of the wet bulb shall be renewed once a week.

(b) the receptacle shall be filled with distilled, boiled or pure rain water which shall be renewed once a day.

(c) no water shall be placed in the receptacle or applied directly to the wick or muslin during the period of employment.

35. If an Inspector gives notice in writing that a hygrometer is not accurate it shall not, after one month from the date of such notice, deemed to be accurate, unless and until it has been re-examined and a fresh certificate as required by sub-rule (10) of rule 33 secured in respect thereof, which certificate shall be kept attached to the humidity register.

36. (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, which shall be separated from the wall, pillar or other surface by an air space of at least one inch.

(2) No hygrometer shall be so fixed as to be in the direct draught from a fan, window or ventilating opening or at such a height that the head of the hygrometer is more than five feet and a half from the floor.

37. No reading shall be taken for record on any hygrometer within fifteen minutes of the renewal of water in the receptacle.

38. Where steam pipes are used for the introduction of steam into any room for the purposes of artificial humidification-

(i) all hangers supporting such pipes shall be separated from the pipes by an efficient insulator not less than half an inch in thickness,

(ii) such pipes shall be as short as is reasonably practicable, and

(iii) the diameter of such pipes shall not exceed one inch provided that the Chief Inspector may for reasons to be recorded in writing permit the use of pipes with a diameter exceeding one inch.

39. All ducts for the introduction of humidified air, whether actually in use for that purpose or not, shall be kept clean.

Overcrowding and Lighting

[Sections 18, 19 and 33 (i)]

40. (1) The particulars of each room of the factory in which workers are regularly employed shall be entered in Form '1' which shall be shown to the Inspector when so required.

Lighting.

(2) As long as any workers are present in a factory the latrines, passages, stairs, hoists, factory ground and other parts of the factory in so far as entrance of the said places is not

closed, shall be lighted in such manner that safety is fully secured in passing through or remaining in the same.

Artificial Lighting.

(3) Artificial lighting in accordance with the following standard shall be provided and used in the interior of Cotton Ginning Factories, at times when artificial lighting is necessary and is ordinarily used-

- (a) by means of electricity to the satisfaction of the Inspector, one electric lamp of 60 watts per four gins;
- (b) the main line shaft alley in Ginning Factory shall be sufficiently lighted at all times for a worker to carry on his duties inside it without the aid of lantern;
- (c) adequate measures shall be taken so far as reasonably practicable to prevent the cause of eye strain, glare or risk of accidents to any person employed;
- (d) so far as reasonably practicable arrangements shall be made by suitable screening or placing or other effective methods to prevent discomfort or injury by the reflection of light from smooth or polished surfaces into the eyes of the workers.

Drinking Water

(Section 20)

41. (1) In every factory there shall be provided free of charge for the use of the employees of the factory a supply of water fit for drinking at the rate of one gallon per day for every person employed in the factory.

(2) Such supply of water shall be derived from-

- (i) any public water-supply ; or
- (ii) wells including tube-wells, or tanks so situated, constructed and protected as not to be polluted or contaminated with organic or other impurities.

(3) Where drinking water for a factory is obtained from an intermittent public water-supply, such factory shall be provided with storage for water at the scale prescribed in sub-rule (1).

(4.) A well for the supply of drinking water to a factory or for the purpose of humidification in a factory -----

- (i) shall not be constructed or located within fifty feet of any latrine, drain or other source liable to pollute the water in the well ;
- (ii) shall be entirely closed and covered ;
- (iii) shall be fitted with a reliable priming ; and
- (iv) shall be provided with a dust and water proof trap door, having an opening not exceeding four square feet, and such trap door shall be kept locked and only opened for cleaning or inspection.

(5) The water required to be provided under sub-rule (1) shall be kept in clear, and suitable vessels, shall be renewed daily and all practicable steps shall be taken to preserve the water and the vessels in which it is contained from contamination.

(6) The temperature of the drinking water supplied to workmen shall at no time exceed 90 degrees.

(7) The Inspector may, by order in writing, require the Manager to obtain reports, at such times or at each intervals as may be specified in the order, regarding the fitness or otherwise for the purposes of drinking of the water supplied to workmen from the Director of Health Services. Or from a Health Officer of a local authority provided with the necessary facilities to carry out such tests, and the Manager shall comply with such order and send to the Inspector by registered post copies of such reports within seven days of their receipt by him.

(8) The Inspector may, if he thinks fit, himself take a sample of water from the water provided and supplied to workmen in any factory and direct the Manager of such factory to

obtain a report thereon and the Manager shall thereupon obtain a report can such sample and supply a copy of :such report to the Inspector ire the manner provided in sub-rule (7).

Provision for Washing Accommodation and Latrines and Urinals

(Section 21)

42. In every factory, the following facilities shall be provided for the washing of workers: -

(a) Where there is a continuous source of water supply from the public mains, one wash basin for the use of twenty persons and an additional wash basin for every additional twenty persons or any less number .shall be provided.

(b) Where there is no continuous source of water-supply stored water shall be provided at a scale of at least five gallons per worker per day, which would be supplied through wash basin to be provided on the above scales.

(c) Soap and towels shall be provided and kept available for workers free of cost at every wash basin and regular arrangements shall be made for replacement of used towels with clean towels daily.

(d) Separate washing accommodation with adequate privacy shall be provided for women workers, on the same scale as above.

43. Except in factories provided with water-flushed latrines connected with a water-borne sewerage system, all latrines shall be provided with receptacles on the dry earth system which shall be cleaned daily and kept in a strictly sanitary condition. The receptacle shall be tarred inside and outside at least once a year.

44. (1) Every factory shall be provided with urinals and latrines as specified in sub-rules (2) anal (3).

(2) The urinals and latrines on non-flush system accommodation shall be on the scale given below :-

(i) Latrines Number of Latrines

(a) Where the number of persons 5 employed does not exceeds 50.

(b) Where the number of persons 5 for the first 50 and 2 addi. employed exceeds 50. tional seats for every 50 persons

or any less number
in excess of
the first fifty.

(ii) Urinals Number of Urinals

(a) Where the number of persons 3 employed does not exceed 50.

(b) Where the number of persons 3 for the first 50 and 2 addi employed exceeds 50. tional urinals for every 50 persons

or any less number, in excess of

the first fifty.

(3) The latrines and urinals on flush system shall be on the following scale :-

(i) Latrines Number of Latrines

(a) Where the number , of persons 4 employed does not exceed 50.

(b) Where the number of persons 4 for the first fifty and an ad exceeds 50. ditional seat for every fifty persons

or less in excess of the first fifty.

(ii) Urinals Number of Urinals

(a) Where the number of persons 2 employed does not exceed 50.

(b) Where the number of persons 2 for the first fifty and an ad- exceeds 50. ditional seat for every fifty persons

or less in excess of
the first fifty.

(4) The urinals and latrines required to be provided under this rule shall be located in accessible places within the precincts of the factory and each such urinal and a latrine shall be separated from an adjoining urinal or latrine by a partition wall not less than six feet in height.

45. (1) If females are employed, separate latrines screened from those for male and marked in the vernacular in conspicuous letters "For women only" shall be provided on the scale laid down in rule 44 and those for males shall be similarly marked "For men only".

(2) A poster showing the figure of a man and a woman shall also be exhibited at the entrance of latrines for the respective sex.

46. The walls of the latrines, unless made of corrugated iron, shall be lime washed inside and outside at least twice a year, the dates of such washing being noted in Form F' and the inside walls up to a height of three feet from the floor shall be made of non-absorbent impermeable material.

47. In factories employing hundred or more persons arrangements for one the disposal of excreta shall, where no such arrangement is made bay the local sanitary authority, be made by means of a suitable incinerator approved by the District Medical Officer of Health or the Municipal Medical Officer of Health, as the case may be, in whose jurisdiction the factory is situated.

Spittoons

(Section 22)

48. In every factory at least one spittoon in one room for every twenty workers or below shall be provided at convenient places which must contain quick-lime or any dis-infectant. The spittoons shall be kept clean aid hygienic in all respects

Provided that in case of Food and Pharmaceutical Factories spittoons may be provided in the changing rooms and lavatories.

Hygiene Card and Compulsory Vaccination and Inoculation

(Sections 23 and 23-A)

49. (1) Every factory shall provide to every worker Hygiene Card in form 'F-1' with the following particulars :---

- (a) Name of worker with parent's name.
- (b) Designation.
- (c) Card No.
- (d) Date of examination whether suffering from disease.
- (e) Signature of Doctor.
- (f) Thumb impression of Worker.

(2) The fee for examination under sub-section (1) of section 23 shall be rupees two per worker.

(3) Each worker in a factory shall be vaccinated and inoculated as under :-

- (a) Small-pox.-Every two years.
- (b) Cholera and typhoid.-Every year.

(4) The vaccinations and inoculations shall be arranged by the Manager of the factory.

Welfare Officer's Qualifications, Ditties and Terms and Conditions

(Section 24-A)

50. (1) One Welfare Officer for (Subs for "every five hundred' by Noti. SO (L-II)-2-10/75 of 7th Sept. 1976, Sind Govt. Gaz. Pt. IV-A, p. 322.)[the first five hundred or part thereof] workers and one Assistant Welfare, Officer for every additional five hundred workers, or a fraction thereof, shall be appointed.

[(2) The Welfare Officer shall, unless appointed front amongst retired Commissioned Officers of the armed forces, be graduate, and preference will be given to:-(Sub-rule (2) subs. for the original, ibid.)

- (a) Law Graduates, or M. A. in Social work from a recognised University ;
- (b) diploma holders from NILAT, Karachi ;

- (c) holders of diploma in labour laws from any University in Pakistan of holders of equivalent diploma from any other University ;
- (d) persons having at least three years experience in Labour Department in grade 16 or above.]

(3) The Welfare Officer shall be primarily responsible to see that the benefits granted to workers under labour laws are given to them.

(4) The pay of Welfare Officer shall not be less than one thousand rupees per month while the pay of Assistant Welfare Officer shall not be less than seven hundred anti fifty rupees per month.

(5) The Welfare Officer and the Assistant Welfare Officer shall be entitled to benefits and facilities which may be admissible to other Officers of the establishment of the factory.

Precautions Against Fire

(Section 25)

51. (1) Every factory shall be provided with-

- (d) ample supply of water maintained at a sufficient pressure to reach all parts of the factory building together with the necessary hose-pipes and hydrants for making effective use of the water during time the factory is in operations ; or

(b) buckets and chemical fire. Extinguishers at the following scale:-

(i) Buckets.

For floor space upto 6,000 square feet. Six buckets for every 1,600 square feet of floor or a part thereof, one additional bucket for every 6,000 square feet of floor in excess of the first 6,000 square feet.

The buckets shall be painted red and kept permanently on stands tilled with water or sand at the discretion of the Manager.

(ii) Chemical Fire Extinguishers of at least two gallon capacity of Soda compressed carbon dioxide type.

For floor space up to 6,000 square feet. -One extinguisher.

For every 6,000 square feet of floor -One additional extinguisher space in excess of the first 6,000.

(2) Where a factory consists of more than one storey, each storey shall be provided with at least one chemical fire extinguisher and have its own supply of buckets at the scale specified in sub-rule(1).

(3) All apparatus for extinguishing fires shall be kept in good order and shall be examined and tested after every six months.

52. Every building within the precincts of a factory of more than one storey shall be provided with at least two sets of stairs or steps, one of which shall be on the outside of the building so as to afford direct and unimpeded access to the ground level from every part of the factory in case of fire. The stairs or steps shall be permanently fixed and made of non combustible materials and shall be provided, with suitable and sufficient hand rails Provided that where workers are not employed in the second or a higher storey of a factory building an outside stair case will not be necessary.

53. Notwithstanding anything contained in rule 52, cotton ginning factories shall be provided with at least two flights of stairs made of brick work or other fire resisting materials situated outside the building.

Fire Alarm.

54. In every factory a mechanically/electrically operated fire alarm shall be fixed and where this is not possible a fire bell shall be provided to give alarm in case of fire.

Fencing

[Sections 26, 31 and 33]

55. The following parts of transmission machinery shall be securely fenced if in motion and within reach of workers :-

(i) All shafts, couplings, collars, clutches, toothed wheels, pulley driving straps, chains and ropes, except such as are in the opinion of the Inspector by construction or position equally safe to every person employed in the factory as they should be if securely fenced or guarded.

(ii) All projecting set screws, keys, nuts or bolts on revolving parts, except any such as are counter-sunk or otherwise made equally safe.

(iii) The underside of all heavy overhead main driving belts of ropes if there is any probability of persons having to pass under them.

56. The following parts of machine tools shall be securely fenced :-

The back gears and change wheels of lathes, the back gear and level gearing of drilling machines, and the gear wheels of planing; shaping, slatting and milling machines which are within reach of workers.

57. Every platen machine and gelatine cutting machine in a printing work shall be fitted with an efficient finger guard.

58. All emery wheels and tool-grinding machines shall be fitted with strong iron hood guards and shall also have a plate glass shield so fitted as to prevent flying particles from entering into the operator's eyes.

59. All hoist gates shall be self locking and only capable of being opened when the case is opposite the floor.

60. (1) All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard with a riving knife at the back of the saw. The saw under the table shall be completely guarded.

(2) All band saws shall be fitted with expanded metal case guards enclosing the upper half of the machine. The saw under the table also be completely guarded.

61. All elevator passage ways and hoist ways shall be fenced.

62. (1) In every factory, all electrical circuits or part of such circuits or any object electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to any person, shall be protected adequately, either by non-metallic fencing or insulation or by both, in such manner as to remove danger of injury.

Provided that where switch gear is installed for the purpose of immediately removing the pressure on the occurrence of a fault, such mechanism shall be taken into account when considering the adequacy or otherwise of the protection furnished :

Provided further that in no case shall any conditions or combinations of conditions, which are subject to objection under any other enactment be accepted as adequate.

(2) Instructions both in English and the vernacular of the district for the restoration of persons suffering from electric shock shall be affixed in a conspicuous place in every factory using electric energy for lighting or power purposes.

63. Fencing pit.-All open tanks and vessels containing either chemicals or substances dangerous to human life or safety and all pits, tanks, gutters and excavations eighteen inches or more in depth within the precincts of any factory shall be securely fenced.

64. Fencing in Textile Mills.-In addition to the provisions hereinafter prescribed, the following provisions shall apply to textile factories to the extent indicated :-

(i) In respect of blowing room machinery--

(a) Beater covers and the door immediately above the dirt grid of all openers, combined openers and scutchers, scutcher lap machines, hard waste breakers and similar machines shall be fitted with an automatic locking arrangement which shall render it impossible to open the covers or the grid while the beater is still running or to restart the machinery until the doors have been closed.

(b) The nip between the cage wheel and calender wheels shall be efficiently protected on all machines, preferably by spectacle guards extending round the outer edge of both wheels.

- (c) Fender guards shall be provided for the fan strap side of scutcher to guard the fan strap and slow motion strap ; provided that where the slow motion pulley is driven directly by a strap from the over head shaft, it shall be optional either to plate the wheel or to protect it by fender guard. If the strap is on the opposite side to the slow motion strap each strap shall be protected separately.
- (d) All lap rollers shall be provided with lap protectors.
 - (e) Cotton openers, combined openers and scutchers, seutehers lap machines, hard waste breakers and similar machines shall be driven from countershafts provided with fast and loose pulleys and efficient belt shifters.
- (ii) In respect of carding machines-
 - (a) All feed roller wheels, daffer and barrow wheels, side shaft wheels, calender wheels and collar wheels shall be efficiently fenced.
 - (b) All cylinder doors shall be fitted with a safety automatic locking motion to prevent the doors from being opened until the cylinder has ceased to render it impossible to restart the machine until the doors have been closed.
- (iii) In respect of drawing frames-
 - (a) The roller gearing shall be effectively covered.
 - (b) The undershaft shall be encased in a metal sleeve or otherwise securely fenced.
- (iv) In respect of speed frames-
 - (a) Headstocks shall be fitted with an automatic locking arrangement which shall prevent the doors being open while the machinery is in motion and shall render it impossible to restart the machines until the doors have been closed.
 - (b) Bobbin skew gear wheels shall be covered over the top and these covers shall be extended both in front and behind round the edge of the wheels except in those cases where the spindles are not cleaned whilst the machinery is motion.
- (c) Spindles show gear wheels shall be effectively covered.
 - (d) Lifter rack wheels shall be securely fenced, the guard to be such that it will effectively protect the nip both as the rail rises and as it falls.
- (v) In respect of self-acting mules--
 - (a) Guards for middle back shaft scrolls shall be fitted with flanges to protect the intake of the bands and the side of the scroll. The guards for the middle draw band carrier pulley shall be either fixed to the bottom creel board, or be so fastened otherwise, they cannot readily be knocked aside. The side pieces of the guard shall be extended inwards, far enough completely to guard the nip between the band and the scroll.
 - (b) All headstocks shall be provided with strong sheet iron guard high enough to cover the rim pulleys and so shared as to prevent any moving portion of the machinery being reached from the back when the guard is in position.
 - (c) The guard for the end draw band pulleys shall be extended at least half an inch beyond the end of the pulley.
- (d) All quadrant pinions shall be securely fenced.
 - (e) No person shall be allowed to be between the fixed and traversing parts unless the mule is stopped on the out-ward run.
- (f) All front and back carriage wheels shall be guarded by efficient top guards.
 - (g) All spinning mules shall be driven from counter shaft which shall be provided with fast and loose pulleys and efficient belt shifter.
- (vi) In respect of ring and throstle and doubling frames-
 - (a) The outer ends of the frames shall be fitted in with metal plates.
 - (b) Guards made of strong rigid bars so placed that the vertical gap between them is not more than six inches shall be permanently and securely fixed,

along the whole length of each ring frame and such guards shall not be removeable without the use of tools.

(vii) In respect of calendering machines-All calendering machines shall be provided with an efficient nip-guard along the whole length on the intake side of each pair of bowls and shall be so fitted and maintained, while the machine is in use, as to prevent the access of any person's fingers to the point of contact of the rollers or bowls.

(viii) All looms shall be fitted with shuttle guards.

Additional fencing in Cotton Ginning Factories.

65. In addition to the provisions hereinafter prescribed, the following provision: shall apply to Cotton Ginning Factories to the extent indicated: -

(a) The line shaft or second motion in cotton ginning factories 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 cleaning, oiling or adjusting of belts and such openings shall be provided with gates or doors which shall be kept closed and locked.

(b) The toothed rollers of the opener shall be guarded by securely fixing the machines, not more than eight inches above the lattice, a stout wooden plank or a strong metal guard not less than eighteen inches in width so arranged that in no circumstances can a man's hand get into the rollers.

EXPLANATION

If the guard can be removed or shifted from its position without the aid of tools, the toothed rollers of the opener shall not be considered to have been guarded for the purposes of this rule.

(c) The spur gearing at the side of the opener shall be completely covered by a strong metal guard.

(d) The crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strong box guard and hinged top covers.

66. The cover to the blades of all saw gin machinery shall be fitted with an automatic locking device, so arranged as to make it impossible for the saw to be exposed whilst the machine is in motion.

Protection of Persons Attending to Machinery or Boilers

67. All important pulleys shall be provided with belt hangers or perches.

68. Suitable string gear shall be provided and used to move driving straps on all fast and loose pulleys.

69. Lubrication of bearings or gear wheels or replacing or adjusting of belts shall be done only by experienced and specially trained persons.

70. Service platforms and gangways shall be provided for overhead shafting and where required by the Inspector, shall be securely fenced with guard rails and the boards.

71. No transmission. machinery in motion shall be cleaned with cotton waste, rags or similar material held in the hand.

72. Every shifting ladder shall be fitted with either hoops or spine effective non-skid device,

73. (1) No person engaged in oiling or adjusting belts or in any work whatsoever within reach of unfenced transmission machinery shall be allowed tar work whilst wearing loosely fitting clothes.

Explanation.--All garments other than those specified below shall be considered loosely fitting clothes for the purpose of this rule : ---

Boiler suit.

Shorts.

Tightly fitting shirt worn inside the shorts-

Loin cloth.

Vest (banyan).

Sweater.

Cap. ,

Turban without hanging ends.

(2) Every person required or engaged to oil or adjust belts or to do any work whatsoever within reach of any unfenced transmission machinery shall be provided by the manager free of cost with light loin-cloth or shorts.

74. Safe and convenient access shall be provided to all bearings.

75. (1) All water level guage glasses of boilers of which the maximum pressure exceeds 100 lbs. per square inch shall be securely guarded.

(2) No additional weight shall be placed on the safety valve of any boiler unless written authority has been received from the Boiler Inspector to do so.

76. All sizing cylinders, kiers, digesters, steam jacketed pans and other vessels worked under pressure shall be fitted with safety valves pressure guages.

Cranes and other Lifting Machinery (Section 33)

77. A register shall be maintained by (Subs for "the Inspector authorised in this behalf" by Noti. SO (L-II) 2-10/75, Sept. 3, 1981; Sind Govt. Gaz. Pt. IV-A, Sept. 10, 1981, p. 54 =1982 PLS 30.) [the Manager] for every examination of a lifting machine containing the following particulars :--

(a) The distinguishing number of mark, if any, and a description sufficient to identify the lifting machine.

(b) The safe working load or loads in the case of a crane with a variable operating radius, including a crane, derricking jib, the safe working load at various radii of the jib, trolley, of crab is to be stated.

(c) Particulars of any defect found in the lifting machine, or in any automatic indicator with which the machine is fitted, in either case affects the safety of the machine.

(d) The repairs, if any, required, either--

(i) immediately. or

(ii) within a specified time (which must be stated), to enable the lifting machine to continue to be used with safety (if no such repairs are required the word "None" is to be entered).

(e) The name and address of the person carrying out the examination and the date of the examination.

(f) The address of the factory and the name of the occupier.

Protection of Eyes

(Section 33-G)

78. Every worker in respect of any manufacturing process, which involves risk of injury to the eye, shall be provided with effective screen and goggles for the protection of eyes.

Precautions Against Dangerous Fumes

(Section 33-K)

79. The minimum dimensions of the manhole referred to in subsection (1) of section 33-K shall-

(1) In relation to the confined space be not less than eighteen inches long and sixteen inches wide in case of a rectangular manhole and not than eighteen inches in diameter in case of a circular or oval manhole.

(2) In relation to tank wagons and other mobile plant not less than sixteen inches long and fourteen inches wide in case of rectangular manhole and fourteen inches in diameter in case of circular manhole.

Accidents

(Section 33-N)

80. Notice of accidents resulting in death or such severe injury that there is no reasonable hope that the injured person will be able to return to work within forty, eight hours shall be sent--

(a) by telegram, telephone or special messenger, within twenty four hours of the occurrence, to the Chief Inspector, Inspector for the area in which the

,factory is situated and the District Magistrate, or if the District Magistrate so directs, to the Sub Divisional Magistrate ; and

(b) by registered post, within twenty-four hours of the occurrence, to the Commissioner appointed under the Workmen's Compensation Act, 1923.

81. In case of accident resulting in death notice in the made and within the tithe specified in clause (a) of rule 80 shall be sent to the officer-in charge of the Police Station for the area in which the factory is situated.

82. If the notice required to be given under rule 80 or 81 is sent by a special messenger it shall be in Form 'J-I' (First Accident Report) and if it is sent by telegraph or telephone it shall be confirmed by a written report in such form within twenty four hours of the occurrence of the accident.

83. Notice of accidents of minor character, which nevertheless prevent the injured person from returning to work within forty eight hours of the occurrence of the accident shall be given in Form 'J-I' within twenty four hours of the expiry of that time to the Inspector and to the District Magistrate or, if the later by a general order so directs, to the Sub-Divisional Magistrate.

84. Final notice of an accident shall be submitted in Form 'J-II' within three months from the date of occurrence of the accident to the Chief Inspector, the Inspector for the area in which the factory is situated, the 'District Magistrate, car if the District Magistrate so directs, to the Sub Divisional Magistrate and to the Commissioner appointed under the Workmen's Compensation Act. 1923.

85. When an accident. which has been reported to the Inspector, as "Slight" is afterwards known to be "Serious" or "Fatal" the manager shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in rules 80 and 81.

86. (11 If the Inspector has reason to believe that a fatal or serious accident has occurred in any factory, whether he has. received a notice thereof or not he shall, as soon as possible proceed to make an investigation on the spot, either by himself or in co-operation with the Police authorities or an official deputed by the District Magistrate or with both in order to determine the cause of and the responsibility for the accident.

(2) If the Inspector on an investigation undo sub-rule (1) finds that time accident has resulted from neglect oar the part of the occupier or the manager of the factory or any other person to observe any provision of the rules and orders made thereunder, and if he so considers nece..... shall sanction the prosecution of the person at fault.

(3) In case where the Inspector considers prosecution under the Pakistan Penal Code necessary, he shall make a reference to the District Magistrate for taking suitable action.

(4) The Inspector shall, while forwarding a case to the District Magistrate for prosecution, record his opinion whether in the a event of a fine bring imposed and recovered, any portion of the fine should be paid to the person sustaining injuries in the accident or his dependents as compensation.

87. When is any factory there occurs, any explosion, fire, callapse of building or serious defects in the machinery or aslant, which might have caused of might cause injury to any person, such fact shall be reported by the manager within four hours of its occurrence to the authorities mentioned in clause (a) of rule 80.

Procedure in Appeals

(Section 33-P)

88. An appeal presented under section 33-F shah lie ten the Director of Labour Welfare, Sind and shall be in the form of a memorandum setting forth concisely the grounds of objection to order and bearing a Court-fee stamp in accordance with the Court-fees Act, 1870 and shall by accompanied by a copy of the order appealed against.

89. Ore receipt of the memorandum the appellate authority, shall, if it thinks fit, or if the appellant has requested that the appeal be heard with the aid of assessors call upon the body; if any, declared to be the body representative of the industry concerned under sub-

section (2) of section 33-P to appoint an assessor within a period of fourteen 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 on such date to assist in the hearing of the appeal.

90. An assessor appointed in accordance with the provisions of rule 89 shall receive a fee of thirty two rupees and travelling expenses for assisting in the hearing of the appeal. Such fees and travelling expenses shall be paid 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 of the assessors shall be paid in whole or part by the appellant.

Provision of Shelters during Rest, Certificate of Stability and First Aid

(Section 33-Q)

91. The occupier of every factory wherein more than 150 workers are ordinarily employed, shall provide free of cost one or more suitable rooms or sheds for the use of workers during periods of rest. Such rooms or sheds shall be adequately lighted and properly ventilated so as to admit fresh air at all times. The rooms or sheds shall not be less than ten feet high and the floor space in them shall not be less than six square feet for each worker to be accommodated. The roof of such rooms, or sheds shall not be of corrugated sheeting or other metal unless covered by a suitable heat resisting material:

Provided that the provisions of this rule shall not be applicable to a factory where a canteen has been provided for workers.

92. The occupier of every factory---other than a seasonal factory wherein more than fifty women workers are ordinarily employed shall provide a suitable room or rooms for the use of children under the age of six years belonging to such women and the room or rooms so provided shall conform to the following conditions :-

- (i) A floor space of not less than nine square feet shall be provided for each child accompanying a female employee.
- (ii) The height of the roof shall not be less than ten, feet from the floor.
- (iii) The rooms shall be provided with sufficient light and ventilation and its temperature shall not be such as to be injurious to the occupants.
- (iv) The structure shall be waterproof and sunproof, free from dirt, vermin and damp and shall be maintained in a clean condition. The interior walls, ceilings, etc., shall be lime-washed once in every twelve months. The wood work shall be painted or varnished at least once in every four years.
- (v) The use of the rooms shall be restricted to children, their attendants and the mothers of the children.
- (vi) The services of a sweeper at frequent intervals shall be available to attend to the general cleanliness of the room or rooms and sanitary utensils shall be provided therein to the satisfaction of the Inspector.
- (vii) A trained nurse and a female servant shall be employed by the manager or occupier to attend to the children, and such a nurse or servant shall always be present in the room or rooms during the working hours of the factory.

93. (1) In any building or part of a building which is erected or made use of as a factory after the commencement of the Act, no work on any manufacturing process with the aid of power shall be commenced until a certificate of stability of the building or part of the building, as the case may be, in Form 'K' signed by a person possessing the qualifications specified in sub-rule (4) has been approved by the Chief Inspector.

(2) Such certificate shall be sent through the Inspector authorised in this behalf and shall be accompanied by the plans of the building or part thereof which is erected or made use of as a factory, showing its extent and construction and the position of machinery, plant and tanks.

(3) No addition or alteration shall be made to such building or part thereof or such

machinery, plant or tanks, unless a fresh certificate in respect of such addition or alternation has been approved in the manner specified in sub-rule (1).

(4) The certificate shall be signed by a person who is--

(a) a member of the Royal Institute of British Architects ; or

(b) a member of the Indian Institute of Architects ; or

(c) an Associate Member of the Institute of Civil Engineers ; or

(d) a member of the Institution of Structural Engineers, or who possesses such qualification as the Chief inspector may approve.

94. (1) In every factory there shall be maintained in good working order first aid appliances as specified in Appendix 'I'. The first aid appliances shall be placed under the charge of a responsible person who knows to use them, and shall be kept in a readily accessible place within the factory so as to be immediately available during working hours. The words 'First Aid' shall be clearly painted on the box or other receptacle containing such appliances.

(2) Every person sustaining an injury within a 'factory shall, unless he desires otherwise, be administered 'First Aid' as per Appendix 'H'.

Notice of Periods for Works for Adults

(Section .39)

95. (1) The notice of periods for work for adults shall be-

(a) in Form 'L' when all the adult workers in a factory are required to work within the same periods and the periods are the same on each working day of the week ;

(b) in Form 'L (a)' when all the adult workers in a factory are required to work within the same periods and the periods are same on five working days in the week and shorter on the sixth day ;

(c) in Form 'L' or Form 'L(a)' as may be convenient, a separate form being used for each group, when the adult workers have been classified into groups which do not work on a system of shifts ;

(d) in Form 'L(b)' when the adult workers have been classified into groups working on shifts the relays not being subject to predetermined periodical changes of shifts the form shall be accompanied by a supplementary notice in a form approved by the Chief inspector showing which re-lay is working on each shift ;

(e) in Form 'L(b)' when the adult workers have been classified into groups working on shifts the relays being, subject to predetermined periodical changes of shifts the form shall be accompanied by a supplementary notice showing the system of rotation of-relays and the method of determining which relay should be working on any specified shift on any day:

Provided that if the periods of work for women differ from the periods of work for men, separate notice shall be used, for men and for women.

(2) When in the opinion of the chief inspector or the Inspector the periods for work in a factory, although legal cannot be conveniently displayed by any of the methods described in the foregoing rules he may by order in writing, permit a notice in a form which appears to him suitable to be substituted and such form shall for that factory be deemed to be prescribed from.

(3) The notice shall be painted in bold letters of not less than half an inch in a wooden or metal plate and shall be displayed in the conspicuous places near the main entrance to the factory.

Register of Adult Workers

(Section 41)

96. (1) (i) The register of adult workers shall be in Form 'M' and shall be kept separately for each shift for a calendar year.

(ii) Such register of adult workers in respect of daily attendance of the workers shall be maintained in Form 'M-1' and the attendance shall be marked every day.

(2) Such register shall be preserved for three years in non-seasonal factories and for at least one year beginning from the date of the common, cement of the season in seasonal factories.

(3) The register prescribed under this rule shall always be available for inspection, and if it is not produced on demand being made therefor by the Inspector, the manager shall be deemed to be responsible for its non-production, whether he was present in the factory at the time of demand or not.

Persons Holding Positions of Supervision or Management

[Section 43 (1)]

97. The following persons shall be deemed to hold positions of supervision or management in a factory :--

(1) Manager.

(2) Any other person who, in the opinion of the Chief Inspector holds a position of Supervision or management.

98. All clerks, accountants, computers and time-keepers shall be deemed to be employed in a confidential capacity.

99. A list showing true names and designations of all persons, to whom the provisions of subsection (1) of section 43 have been applied shall be maintained and when so required by the Inspector, produced before him.

Exemptions

[Section 43 (2)]

100. The exemptions from the provisions of the Factories Act, 1934 shall be allowed in accordance with the Sind Factories (Adult Exemption) Rules, 1973.

Overtime Register

(Section 47)

101. (1) The manager of every factory in which workers are exempted under sections 43 or 44 from the provisions of sections 34 or 36 shall keep a register in Form 'N' showing the normal piece-work rate of pay or the rate of pay per hour, per day or per week of all exempted workers.

(2) The overtime hours or work per day and per week of and the payment therefor to, all exempted workers shall be correctly entered in the register required to be maintained under this rule.

(3) The register shall not be destroyed until after the expiry of three years from the date of last entry therein.

(4) The register shall always be available for inspection by the Inspector and if not produced on demand being made therefor by the Inspector, the manager shall be deemed to be responsible for its non-production, whether he was present in the factory at the time of demand or not.

Restrictions on Double Employment

(Section 48)

102. (1) The Inspector may sanction the employment of adult male workers in more than one factory on the same day if he is satisfied-

(a) that the total working hours of such workers on any one day do not exceed ten; and

(b) that they receive weekly holiday prescribed under section 35.

(2) A note over the initials of the Inspector shall be made in the remarks column of the Register of Adult Workers against all male workers permitted to work in more than one factory under sub-rule (1).

Compensatory Holidays

(Section 35-A)

103. The compensatory holidays to be allowed under section 35-A shall be so spaced that not more than two holidays are given in a week.

104. (1) The manager shall display at the place at which the notice of periods for work

prescribed under section 39 is displayed, on or before the end of the month a list of persons entitled to compensatory holidays in the following month, specifying the dates on which the holidays fall due, and any subsequent changes in respect of persons allowed compensatory holidays shall be made not less than one week in advance of such holidays.

(2) The payment in lieu of holiday or holidays shall be given under sections 35 to 39 before a worker is discharged or dismissed.

105. (1) The manager shall maintain a register of workers exempted from the provisions of section 35 in Form 'O' and make an annual return of compensatory holidays in Form 'P' within a period of two months at the end of the year in non-seasonal and the end of the season in seasonal factories

Provided that, if the Chief Inspector is of the opinion that any muster roll or register regularly maintained for 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 35-A, 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.

(2) The register maintained under sub-rule (1) shall be preserved for a period of three years from the last entry borne on it and shall be produced before the Inspector on demand.

Holidays with Pay

(Section 49-F)

106. (1) The employer shall maintain a holidays with pay register in Form 'Q' and make a return in Form 'R' not later than the 1st March of the year subsequent to that to which it relates:

Provided that if the Chief Inspector is of the opinion that any muster roll or register regularly maintained for the factory, or return made by the employer, gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of Chapter IV-A of the Act, he may, by order in writing, direct that such muster roll 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.

(2) The register maintained under sub-rule (1) shall be preserved for a period of three years from the last entry borne on it and shall be produced before the Inspector on demand.

(3) The register shall always be available for the inspection by the Inspector, and if not produced on demand being made therefor by the Inspector, the manager shall be responsible for its non-production, whether he was present in the factory at the time of demand or not.

107. (1) The employer shall provide each worker with a book called "Holiday Book" in Form 'S'. The book shall be the property of the worker and the employer or his agent shall not demand it except to make entries of the date of holidays or interruptions in service, and shall not, for any reason keep it for more than a week at a time.

(2) If a worker loses his "Holiday Book" the employer shall provide him with a duplicate thereof, duly completed from his record, on payment of one rupee.

108. (1) A workman who is absent from work for reasons of health shall, if so required by his employer in writing, submit a medical certificate signed by a registered medical practitioner stating the cause of the absence and the period for which the worker will, in the opinion of the medical practitioner, be unable to attend to his work.

(2) When an employer provides medical facilities for his employees, workers living in a colony attached to the factory shall obtain such certificate from the factory doctor.

(3) The charges for a certificate required to be produced by workmen under this rule shall be borne by the employer.

109. The employer shall report as soon as possible to the Inspector all cases of involuntary unemployment indicating the total number of workers effected together with the cause or causes of unemployment. Entries of such unemployment shall be made in the Holidays with pay register of the establishment and in the Holiday Book of the individual concerned.

110. Before or on the completion of period of twelve months continuous service in the factory, as defined in section 49-B, a worker may give notice to the employer of his intention not to avail himself of holidays falling due in the following period of twelve months and the employer shall thereon make an entry to that effect in the Holidays with pay Register in respect of that worker and in his Holiday Book.

111. Except in regard to the worker who has given notice of his intention not to avail himself of holidays in the year in which these occur, the employer shall fix the dates on which holidays with pay shall be allowed to each worker including the worker who has accumulated his holidays over two periods of twelve months each. Any such date shall not be earlier than four weeks from the date on which the date so fixed is notified unless the worker agrees to take the holiday earlier, and shall be entered in the Holidays with pay Register and the Holiday Book of the worker concerned.

112. As far as circumstances permit, when a husband and wife are employed in the same factory, they shall be allowed holidays on the same day.

113. The employer may alter the date fixed for holidays only after giving a notice of four weeks to the worker.

114. A worker may exchange the period of his leave with another worker subject to the approval of the employer.

115. The second half of the pay due for the period of holidays shall be paid to the worker with the first payment of wages after he resumes work.

116. If a worker dies before he resumes work, the balance of his pay for the period of holidays shall be paid within a period of one week of the receipt of the intimation of his death to his nominee and in the absence of a nominee to his dependants according to law or local practice.

117. (1) Where a factory is exempted under section 49-G from the provisions of Chapter IV-A of the Act, the manager of the factory shall maintain a register showing in respect of each worker the holidays due and taken and the pay granted for the holidays taken and shall display at the main entrance of the factory a notice giving details of the system prevailing in the factory for the holidays with pay and shall send a copy' of the same to the Inspector.

(2) Leave rules, applicable to workers in a factory approved by Government when granting exemption to the factory under section 49-G shall not be altered without the previous permission of Government.

Industrial Relations Ordinance, 1969

118. (1) In public utility services specified in the Schedule to the Industrial Relations Ordinance, 1969, the provision of section 49-A regarding festival holidays shall apply to only those workers who are granted this facility by the manager through a notice displayed on the Notice Board prior to such holiday. All other workers shall attend to their normal duties. In such public utility services, a worker may be paid at twice the rate of ordinary pay for work performed on a festival holiday or he may be granted two compensatory holidays at the option of the worker.

(2) This rule shall also apply in respect of all other factories if the worker wants encashment instead of compensatory leave.

(3) Seasonal factories shall give 50% of all types of leave as provided for in Chapter IV-A of the Act.

(4) The manager may allow non-Muslim workers intending to enjoy their festival holidays to adjust the same against the festival holidays declared under section 49 .1 for Muslims.

Notice of Periods of Work for Children

(Section 55)

119. The notice of periods of work for children shall be in the same form as that prescribed under rule 95 for adults.

Register of Child Workers

(Section 56)

120. (1) The Register of Child Workers in all factories shall be in Form 'T'.

(2) The register shall be maintained for three years in non-seasonal factories while in seasonal factories it shall be maintained at least for one year beginning from the date of the commencement of the season.

(3) The register shall always be available for inspection by the Inspector, and if not produced on demand being made therefor by the Inspector, the manager shall be responsible for its non-production, whether he was present in the factory at the time of the demand or not.

Display of Factory Notices

(Section 76)

121. The abstract of the Act and of the Rules made thereunder shall be in the form given in Appendix III'.

Returns

(Section 77)

122. Submission of Returns under section 77.---The manager shall furnish the following returns to the Chief Inspector on or before the date specified in respect of each return :-

(1) On or before the fifteenth of January each year, an annual return to duplicate in Form 'V':

Provided that in case of a factory in which work is carried on only during a certain season or seasons of the year, the manager shall submit the annual return within fifteen days after the close of that season or of the last of those seasons as the case may be.

(2) A half-yearly return in Form 'W' for the half-year, ending thirteenth of June and thirty-first of December on or before the fifteenth of July and the fifteenth of January respectively following half-year to which it relates:

Provided that in the case-of a factory in which the work is carried on only during a certain season or seasons of the year, the half-yearly return shall not be furnished.

(3) Before the end of every calendar month, a return giving notice of the days on which it is intended to close a factory during the succeeding month.

Repeal

123. The West Pakistan Factories Rules, 1962 as applicable to Sind are hereby repealed.

FORM 'A'

(Rule 3)

NOTICE OF OCCUPATION

- 1. Name of occupier
- 2. Name of factory
- 3. Location of the factory
- 4. Full postal address of factory
- 5. Nature of moving power used
- 6. Amount of moving power used
- 7. Nature of work carried on
- 8. Name of Manager for the purpose of the Factories Act
-
-
-
-
-
- 9. Time of beginning and ending work on each day showing the period of rest interval
-
- 10. Greatest number of persons simultaneously employed anywhere within the precincts of the factory on any one day in the year
-
-

.....

 (a) Clerical establishment
 (b) Workers :-
 (i) Men
 (ii) Women
 (iii) Children
 11. Number of gins (in case of cotton ginning factory only)

 12. Date of its functioning

(Signature of Occupier).....

 (Signature of Manager) ...

 (Date of despatch of Notice).....

FORM 'B'
 (Rule 8)
REGISTER OF FACTORIES
PART I—Non –Seasonal
PART II---II-- Seasonal

Serial No.	District	Name of Factory With location	Postal address	Nature of moving power	Nature of work carried on	No. of workers	Name of Occupier	Name of Manager	Date of Inspection
1	2	3	4	5	6	7	8	9	10

FORM 'C'
 (Rule 9)
INSPECTION BOOK

Serial No.	Name and address of factory	Date of Inspection	Irregularities noticed	Remarks	Signature of Inspecting
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FORM 'D'
 (Rule 12)
CERTIFICATE UNDER SECTION 52 (2) OF THE FACTORIES ACT, 1934

1. Serial No Serial No.....
 2. Date..... Date
 3. Name..... I hereby certify that I have personally examined (name)
 4. Father's name
 5. Sex and caste or Son/daughter of.....(Caste, etc.)
 religion
 6. Residence residing at.....who

..... factory, and that his/her age as nearly

is desirous of being employed in a

as can be ascertained from my exam-

7. Age certified ination is..... years, and that he/she is fit for employment as a

8. Physical fitness..... child/as adult in a factory. His/her descriptive marks are -

9. Distinctive marks
 Thumb impression. Thumb impression.
 Examining Surgeon. Examining Surgeon.
 (Countersigned) (Countersigned)
 Certifying Surgeon. Certifying Surgeon.

FORM 'E'

[Rule 14 (2)]

REGISTER OF FEES PAID FOR THE ISSUE OF DUPLICATE CERTIFICATE UNDER SECTION 52 OF THE FACTORIES ACT

Date	Serial No.	No. of previous certificate	Name of person to whom granted	Amount of fee charged	Initials of Certifying Surgeon

Paid into Treasury.

Date Signature of Certifying Surgeon

FORM 'F'

(Rules 18 & 46)

LIME-WASHING, PAINTING OR VARNISHING

Part of factory e.g., name or particulars of room	Parts lime washed painted or varnished e.g walls ceilings wood-work etc	Treatment whether lime-washed painted or varnished	Date on which lime-washing painting or varnishing was carried out (according to the English Calendar)	Signature of Occupier or Manager	Remarks

FORM 'G'

(Rule 28)

EXEMPTIONS

Section or Rule from which exemption is granted	Parts lime washed painted or varnished e.g walls ceilings wood-work etc.	Treatment whether lime-washed painted or varnished.	Date on which lime washing painting or varnishing was carried out (according to the English Calander)	Signature of occupier or manager.

FORM 'H'
(Rule 30)
HUMIDITY REGISTER

Name of factory..... Month.....

Place.....Number of operatives employed in the Department

Department Number of Hygrometers.....

Year..... Hygrometer position

1 st Reading			2 nd Reading			3 rd Reading			Average			Wet Kata reading			
Date	Dry bulb	Wet bulb	Relative humidity	Dry bulb	Wet bulb	Relative humidity	Dry bulb	Wet Bulb	Relative humidity	Dry bulb	Wet bulb	Relative humidity	1 st reading	2 nd reading	3 rd reading

Monthly
Average

I certify that the above Hygrometrical and Wet Kata Readings recorded during the month of are-correct

Signature of
Controller
.....
.....
.....
.....

FORM 'I'
Rule 4 (1)

Name or particulars of room in factory	Dimensions of room in feet		Total floor area in square feet	Floor area occupied by machinery in the room	Breathing space (cubic contents in cubic feet)	Maximum number of persons who may be employed in the room	Signature of Occupier or Manager	Remarks
	Length	Breadth Height						

FORM 'J-I'
(Rules 82 and 83)
NOTICE OF ACCIDENT
FIRST ACCIDENT REPORT

(To be submitted within twenty-four hours from the time of occurrence of the accident).

1. (a) Name and address of the factory.
- (b) Telephone No.
2. Name and address of owner/occupier.
3. Principal product(s)/services rendered
 - (i)
 - (ii)
4. Particulars of the injured person:
 - (a) Name with father's name.
 - (b) Address : (i) Present
(ii) Permanent

- (c) Age.
- (d) Sex.
- (e) Occupation.
- 5. Date and time of accident.
- 6. Branch/Department/Place where accident occurred.
- 7. Brief description of
 - (a) Cause of accident.
 - (b) Nature of injuries.
- 8. Names and addresses of witnesses to the accident
 - (1)
 - (2)
- 9. Name and address of the medical officer under whose treatment the injured person has been placed.
- 10. Date and time of despatch of report.

FORM 'J-II'

(Rule 84)

NOTICE OF ACCIDENT

FINAL ACCIDENT REPORT

(To be submitted within three months from the date of occurrence of the accident).

- 1. (a) Name and address of the factory.
- (b) Telephone No.
- 2. Name and address of owner/occupier.
- 3. Principal product(s)/service rendered
 - (i)
 - (ii)
 - (iii)

4. Particular of the injured person.

(a) Name with father's name.

(b) Address : (i) Present

(ii) Permanent.

(c) Age.

(d) Sex.

(e) Occupation.

5. Nature of accident (please tick applicable).

(i) Death.

(ii) Permanent total disablement

(iii) Permanent partial disablement

(iv) Injury causing absence from work exceeding; twenty days.

(v) Injury causing absence from work for more than forty eight hours and upto twenty days.

(vi) injury causing less than forty eight hours absence

(if this sub-item is ticked please do not fill up items 6 to 10)--.

6. If the accident resulted in permanent partial disablement to the injured person tick one or more (as may be the case) .in the following list of injuries.

(Loss of any limb or member also includes loss of its use.)Loss of—

Right arm above or at the elbow c

Left arm above or at the elbow c

Right arm below the elbow c

Left arm below the elbow c

Leg at or above the knee c

Leg below the knee c

Hearing-Permanent total c

One eye c

Thumb c

All toes of one foot c

One phalanx of thumb c

Index finger c

Great toe c

Any finger other than index finger c

7. Classification by type of accident (please tick applicable). c

(i) Falls of persons c

(ii) Falling objects c

(iii) Stamping or strike against or struck by objects excluding falling objects. c

(iv) Electricity. c

(v) Poison, corrosive and harmful substances, including radiation. c

(vi) Explosion c

(vii) Fire c

(viii) Irruption of water c

(ix) Suffocation by gases c

(x) Any other type (specify e. g., overexertion/ strenuous movement, etc). c

8. Classification by agency of accident (please tick applicable): ---

(i) Prime movers c

(ii) Transmission machinery c

- (iii) Lifting machinery c
- (iv) Working machinery c
- (v) Other equipment and installations c
- (vi) Rail transport c

(vii) Other transport and haulage c

(viii) Hand tools c

(ix) Any other agency (specify c. x., water transport, pressure vessels, furnaces, ovens, kilns, etc.)

9. Period (working hours) of absence from duty in the case of non-fatal accident

In case of injury involving absence of more than ninety days entry in item 9 be made as: - the injured person is till absent" instead of writing number of days.

10. Name and address of the medical officer under whose treatment the injured person has been placed.

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Date of despatch of report

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For use by Chief Inspector of Factories

FORM 'K'

[Rule 93]

CERTIFICATE OF STABILITY

1. Town and district in which factory is situated.
2. Full postal address.
3. Owner of building.
4. Company,, firm or occupier by whom the factory will be operated. .

							Manager	
--	--	--	--	--	--	--	---------	--

FORM 'M-I'
(Rule 96)

...
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ATTENDANCE REGISTER

Serial No	S. No. from Form 'M' Register.	Name.	Father's Name.	Designation	Attendance 1,2,3,4,5,6,7,8, 9,10,11,12, 13,14,15	Signature of Manager
				Occupation		

FORM 'N'
(Rule 101)

OVERTIME REGISTER OR MUSTER ROLL FOR PERSONS ON EXEMPTED WORK

Month ending.....

Worker's No. in Register	Name	Department	Date on which overtime has been worked	Extent of overtime on each occasion	Total overtime worked	Normal hours	Normal Rate of pay	Overtime rate of pay	Normal earning	Overtime earning	Total earning
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FORM 'O'
(Rule 105)

REGISTER OF WORKERS EXEMPTED FROM THE PROVISIONS OF SECTION 35 OF THE FACTORIES ACT

Serial No.	No. in the register of workers	Name	Group or Relay No	No. and date of exempting order	Year	January to March	April to June	July to September	October to December	January to March	April to June	July to September
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1	2	3	4	5	6	7	8	9	10	11	12	13

FORM 'P'

(Rule 105)

COMPENSATORY HOLIDAYS ANNUAL RETURN

For the year ending 31st December, 19 for the season ending

Name of Factory

Name of occupier..... Name of Manager.....

1. District.
2. Postal Address.
3. Nature of Industry.
4. No. of workers, exempted from section 35 of the Factories Act.
Men.....
Women , ,

FORM 'U'
[Rule 122 (1)]
ANNUAL RETURN

Name of Factory. Return for the year ending 31st December, 19
 Season ending

Name of Occupier. Name of Manager.

1. District.
2. Postal Address.
3. Nature of Industry.

Adults.

Men.
 Women.
 Adolescents.

4. Average number of workers employed. (Male.
 daily. Female.

Children.

Boys.
 Girls.

5. Normal hours worked per week.
6. Number of days worked in the year.
7. What rest intervals were given to adults ?
8. What rest intervals were given to children ?
9. Were week days sometimes substituted for ,Sundays as weekly holidays ?

3
 4
 3
 5

10. Were the majority of workers exempted 36
 from the provisions of sections- 37

38

11. Was the factory exempted under the second proviso to section 41(1) of the Factories Act ?

Dated Signature of Manager

FORM 'V'
[Rule 122 (2)]
HALF-YEARLY RETURN

For the Half-year ending 30th June
 19

31st
 Decem
 ber,
 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 Male.
daily. Female.

Dated Signature of Manager

APPENDIX I

[Rule 94 (1)]

- (a) In factories employing more than 9, but less than 21 workers, each first-aid box or cupboard shall contain--
 - (i) Printed instructions in English and in the language commonly in use in the District where the factory is situated for treatment of different types of injuries as per Appendix-II.
 - (ii) A sufficient number (not less than six) of small (sterilized) dressings for fingers.
 - (iii) A sufficient number (not less than three) of medium size (sterilized) dressings for hands and feet.
 - (iv) A sufficient number (not less than six) of small (sterilized) dressings for other parts of the body.
 - (v) A sufficient number of sterilized dressings (small and large) for burns.
 - (vi) A two per cent alcoholic solution of iodine or a one per cent aqueous solution of gentian violet.
 - (vii) A bottle of sal volatile, having the dose and mode of administration indicated on the label.
 - (viii) Eye drops.
 - (b) In factories employing more than 20, but less than 51 workers, each first-aid box or cupboard shall contain--
 - (i) Printed instructions in English and in the languages commonly in use in the District, where the factory is situated, for the treatment of different types of injuries as per Appendix-II.
 - (ii) A sufficient number (not less than a dozen) small sterilized dressings for fingers.
 - (iii) A sufficient number (not less than six) of medium (sterilized) dressings for hands and feet.
 - (iv) A sufficient number (not less than six) of large (sterilized) dressings for other parts of the body.
 - (v) A sufficient number of sterilized dressings (small and large) for burns.
 - (vi) A sufficient supply of sterilized cotton wool in 1/2 oz. packets.
 - (vii) A bottle of sal volatile, having the dose and mode of administration indicated on the label.
 - (viii) A two per cent alcoholic solution of iodine.
 - (ix) Eye drops.
 - (x) A supply of suitable splints and cotton wool or other material for paddings.
 - (xi) A supply of adhesive plaster.
 - (xii) Atourniquets.
 - (xiii) Six roller bandages.
 - (xiv) Three triangular bandages.
 - (xv) Safety pins.
- Note 1.--Items (x) to (xv) need not be included in the first-aid box or cupboard where there is a properly equipped ambulance room, or where at least one box, containing such items and placed and maintained in accordance with the requirements, is separately provided.
- Note 2.-Each first-aid box or cupboard shall be distinctively marked with the words "First-aid".
- (c) For factories employing more than 50 workers--
 - (i) Printed instructions in English and in the languages commonly in use in the District, where the factory is situated for treatment of different types of injuries as per Appendix-II.

- (ii) A sufficient number (not less than two dozen) small sterilized dressings for fingers.
- (iii) A sufficient number (not less than one dozen) of medium size sterilized dressings for hands and feet.
- (iv) A sufficient number (not less than one dozen) of large sterilized dressings for other parts of the body.
- (v) A sufficient number of sterilized burn dressings (small and large).
- (vi) A two per cent. alcoholic solution of iodine.
- (vii) A sufficient supply of sterilized cotton wool in 1/2 oz. packets.
- (viii) A bottle of sat volatile, having the dose and mode of administration indicated on the label.
- (ix) Eye drops.
- (x) A supply of suitable splints and cotton wool or other material for paddings.
- (xi) A supply of adhesive plaster.
- (xii) Atourniquets.
- (xiii) One dozen roller bandages.
- (xiv) Half dozen triangular bandages.
- (xv) Safety pins.

Note 1.-Items (x) to (xv) need not be included in the first-aid box or cupboard where there is a properly equipped ambulance room or where at least one box, containing such items and placed and maintained in accordance with the requirements, is separately provided.

Note 2.-Each first-aid box or cupboard shall be distinctively marked with the words "First-aid."

(d) For factories in which owing to the nature of the manufacturing process additional materials or appliances are necessary for the treatment of injuries such additional materials or, appliances (including a stretcher) shall be maintained as the Inspector may, by written order, require.

(e) All materials for dressings contained in first-aid boxes or cupboard shall be those designated in and of a grade of quality not lower than the standard prescribed by the British Pharmaceutical Code, 1923.

(f) Notices in Urdu and in the languages commonly in use in the District shall be axed and maintained in every work-room, stating the nearest first-aid box or cupboard in respect of that room, also warning workers of the dangers of neglecting even small injuries and urging them to obtain proper treatment.

APPENDIX II

[Rule 94 (2)]

1. Treat every scratch or slight wound immediately.
2. Apply iodine solution over the broken surface once and allow to dry.
3. Do not attempt to wash the wound.
4. Apply a sterilized dressing. A bandage can be applied over this dressing, if necessary. Do not touch the part of the sterilized dressing which is put next to the wound.
5. Iodine sterilizes the wound and makes any dirt harmless.
6. Hands are never free from germs, and should never touch the wound or the part of the dressing to be applied to the wound.

A Burn or a Scald

7. Cover the injured part with a dry sterilized burn dressing.

Acid Burns

8. Ointment or oil, such as carron oil, should not be used for a first aid dressing. Carron oil is not sterile. Its use may also interfere with any subsequent treatment by a doctor or in the ambulance room.
9. Do not prick a blister, except under medical advice, it is not part of the first-aid treatment.
10. Flood the burn with cold water.

11. Sprinkle the burnt area (after flooding) with powder bicarbonate of soda.
12. Apply a "sterilized dressing" of suitable size.
13. Iodine should never be used for burns or dermatitis.

Eye Injuries

14. Prevention is better than cure and, therefore, if your work entails danger to the eyes, wear goggles, goggles have saved hundreds of eyes, thousands have been lost for want of them.

A Foreign Body in the Eye

15. Apply two or three eye drops to the effected eye-ball. Cover with an eye shade and go to a doctor at once.

16. Do not try to remove any particle which cannot be brushed away.

Note.-The treatment recommended should be carried out immediately. The longer the delay the greater the risk of blood poisoning.

It is first-aid treatment and is not intended to replace any subsequent treatment which may be necessary by a doctor or in the ambulance room.

APPENDIX III

(Rule 121)

ABSTRACT OF THE FACTORIES ACT, 1934 AND RULES

Definitions

1. "Adolescent" means a person who has completed his fifteenth but has not completed his seventeenth year.
2. "Adult" means a person who has completed his seventeenth year.
3. "Child" means a person who has not completed his fifteenth year.
4. "Day" means a period of twenty-four hours beginning at midnight.
5. "Occupier of a factory" means the person who has ultimate control over the affairs of the factory.
6. "Week" means a period of seven days beginning at mid-night on Saturday night.
7. "Worker" means a person employed in any manufacturing process, or in any work required for the proper carrying on of a manufacturing process.

Powers of Inspector

8. An Inspector may, together with such assistants, if any, as he may think fit to bring, enter any place within the area for which he is appointed, which is or which he has reason to believe to be used as factory, and there make such examination-of the premises, works, machinery and plant and of all registers or other prescribed record as may be necessary for the purposes of the Act, and he may take on the spot or otherwise such evidence of any person as he may think necessary to examine. He may also exercise such other powers as may be necessary for carrying out the purposes of this Act.

Hours and Conditions of Employment

(Subject to any exception or exemption permitted under the Act or the Rules thereunder).

9. Non-seasonal factories.-----No adult worker shall be employed in a non-seasonal factory for more than nine hours in any one day or for more than forty-eight hours in any one week:

Provided that in factories working continuously (day and night), for technical reasons the average weekly working hours of an adult worker in any period of three weeks shall not exceed fifty-six hours.

10. Seasonal factories.---No adult worker shall be allowed to work in any seasonal factory for more, than ten hours in any day or for more than fifty hours in any week: ,

Provided that no woman shall be allowed to work for more than nine hours in any day.

11. Rest intervals.-----No person shall be employed in any factory for more than six hours at a stretch without having had a rest interval of at least one hour.

12. Spread over.----The hour of work for adult workers shall be so arranged that alongwith the interval for rest they shall not spread over more than ten and half hours or

where the factory is a seasonal one for more than eleven and half hours in any one day.

13. Weekly holiday.-----No person shall be employed on a Sunday unless-

(a) he has had or will have a holiday for a whole day on one of the three days immediately before or after that Sunday; and

(b) the manager of the factory has, before that Sunday or the substituted day, whichever is earlier--

(i) delivered a notice to the Inspector of his intention to employ the worker on Sunday and of the day which is, to be substituted therefor, and

(ii) 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.

14. For adolescents and children.----- (1) No child who has not completed his twelfth year shall be allowed to work in any factory.

(2) No adolescent or child shall be employed in any factory unless he is in possession of a certificate of age and fitness from the certifying surgeon.

(3) No child worker shall be employed for more than five hours in any one day, and the hours of work shall be so arranged that they shall not spread over more than seven and a half hours in any one day:

(4) No child shall be employed in any factory on any day on which he is known to have already worked in another factory.

15. For women, adolescents and children.----- (1) No woman or child shall be employed in any factory before 6-00 a. m., or after 7-00 p. m,

(2) No woman or child shall be employed in any part of a factory for pressing cotton in which a cotton opener is at work, save in circumstances mentioned in proviso to section 29 of the Act..

16. (1) The hours of work of all persons employed in a factory shall be fixed before hand and no person shall be employed except during such hours.

(2) Any change in the hours of work shall be notified to the Inspector before the change is actually made and except with the previous sanction of the Inspector, no such change shall be made until one week has elapsed since the last change.

17. If a child over the age of six years is found inside any room or part of a factory in which children are employed, and in which any manufacturing process or work incidental to any manufacturing process is being carried on, he, shall, until contrary is proved, be deemed to be employed in a factory.

Sanitary Conditions

18. Lime washing.-----In every factory the inside surface of all walls of the rooms in which persons are employed, and all ceilings or, tops of such rooms (whether such walls, ceilings, or tops, be plastered or not) and all passages and staircases shall be completely lime-washed at least once every year:

Provided that the provisions of this paragraph shall not apply to,--

(i) walls or tops of rooms which are made of galvanized iron tiles or glazed bricks;

(ii) walls in oil mills below the height of five feet from the ground;

(iii) any other factory or parts thereof in which lime-washing or painting is, in the opinion of the Chief Inspector, not necessary for satisfying the requirements of section 13 of the Act in regard to cleanliness.

20. Cleanliness. (Rule 19 missing from the Sind Gov. Gaz. of 20 Nov, 1975.)-----Every factory shall be kept clean free from effluvia arising from any drain, privy or other nuisance. All refuse likely to be injurious to health shall be removed with as little delay as possible.

21. Drainage.--All drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed and, where possible, connected with some recognised drainage line.

22. First-aid appliances.-----In every factory there shall be maintained in a readily accessible place first-aid appliances approved by the Inspector. The appliances shall be kept

in good order and they shall be placed under the charge of a responsible person who understands how to use them who shall be readily available during working hours.

23. Ventilation.-----Every factory shall be ventilated in such a manner as to render harmless, as far as practicable, any gases, vapours, dust or other impurities generated in the course of work carried on therein that may be injurious to health.

24. Lighting.-----Every factory shall be sufficiently lighted during all working hours.

25. Over-crowding.--A factory shall not be so overcrowded while work is carried on therein as to be dangerous or injurious to health of the persons employed therein.

26. Drinking water.-----In every factory there shall be maintained a sufficient and suitable supply of water fit for drinking for the use of the persons employed in the factory. A tap or taps connected with any public water works from which a sufficient quantity of water can at all times be drawn as required, shall be deemed a sufficient supply. Wells or tanks shall be protected from pollution or contamination by organic matters or other impurities, and shall not be constructed within fifty feet of latrines or drains.

27. Washing facilities---In every factory in which any process involving contact with the workers with injurious, poisonous or other obnoxious substances is carried on, there shall be provided a sufficient supply of water and soap for the use of the workers.

28. Latrines and urinals.-----There shall be provided within the precincts of every factory, latrines and urinals in an accessible place detached from the other factory buildings, and accommodation therein shall be not less than the following scale: -

(1) Latrines:-----5 for the first 50 and 2 additional seats for every 50 persons or any less number in excess of the first fifty.

(2) Urinals.-----3 for the first 50 and 2 additional urinals for every 50 persons or any less number in excess of the first fifty.

29. If females are employed separate latrines screened from those for males and marked in the vernacular in conspicuous letter -"For women only" shall be provided in the scale given above. Those for males shall be similarly marked -"For men only".

Safety of Employees

30. Precautions against fire.-----All factories-of more than one storey shall be provided with two sets of stairs or steps one of which shall be on the outside of the building. The doors and windows leading to the external stair case shall be so constructed as to be easily opened from the inside.

31. No woman or child shall be allowed to clean or oil any part of the mill gearing or machinery of a factory while the same is in motion.

32. Any machinery or part thereof which is required to be protected by fence or guard shall be stopped before the fence or guard is removed, except where the machinery is under repair, or is under examination in connection with repair or is necessarily exposed for the purpose of cleaning or lubricating or for altering the gearing or arrangements of the parts of the machinery.

33. Lubrication of bearings or gear wheels or replacing or adjusting of belt shall be done only by experienced and specially trained persons.

34. No person engaged in oiling or adjusting belt or in any work whatsoever within reach of unfenced transmission machinery shall be allowed to work while wearing loosely fitted clothes.

Explanation.---All garments other than those specified below shall be considered loosely fitting for the purpose of this rule: -

Boiler suit.

Shorts.

Tightly fitting shirts worn inside shorts.

Loin cloth.

Vest (banyan).

Sweater.

Cap.

Turban without hanging ends.

35. (1) Safe and convenient access shall be provided to all bearings and service platforms or gangways shall be provided for overhead shafting.

(2) Every shafting shall be provided with hooks or other non-skid device.

36. Report of accident.-----Notice of accidents, resulting in death or causing such severe injury that there is no reasonable hope that the injured person will be able to return to work within forty-eight hours shall be sent by telephone or by special messenger within twenty-four hours of the occurrence to-

(a) the Chief Inspector, the Inspector for the area and the District Magistrate, or if the District Magistrate by general order so directs, to the Sub-Divisional Magistrate; and

(b) by registered post within twenty-four hours of the occurrence to the Commissioner appointed under the Workmen's Compensation Act, 1923.

37. In case of any accident resulting in death, notice shall be sent within twenty-four hours and by similar agency to the officer-in charge of the police station for the area in which the factory is situated.

38. Notices of accidents of a minor character but which nevertheless prevent the injured person from returning to work within forty-eight hours of the occurrence shall be given within twenty-four hours of the expiry of that time to both the Inspector and the District Magistrate, if the later by general order so directs, to the Sub-Divisional Magistrate.

39. When an accident which has been reported to the Inspector as "Slight" the manager shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in paragraphs 36 and 37 above.

40. Collapse of building and accidents to plant or machinery.---When in any factory there occurs any explosion, fire, collapse of building or serious defects in the machinery or plant which might have caused or might cause injury to persons, such occurrence shall be reported by the manager within four hours of its occurrence to the authorities mentioned in paragraph 36 (a).

Fencing and Guarding of Machinery

41. (1) All fly-wheels, lifts and hoists shall be fenced.

(2) All shafts, couplings, pulley straps, ropes and other transmission machinery shall be kept securely fenced.

(3) All important pulleys shall be provided with belt hangers or perches.

(4) Suitable striking gear shall be provided and used to move driving belt on all fast and loose pulleys.

42. All emery wheels and tool grinding machines shall be fitted with strong iron hood guards and also have a plate glass shield so fitted as to prevent flying particles from entering into the operator's eyes.

43. All hoist gates shall be self-locking and only capable of being opened when the cage is opposite the floor.

44. All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard with a riving knife at the back of the saw. The saw under the table shall also be completely guarded.

45. All band saws shall be fitted, with expanding metal cage guards enclosing the upper half of the machine. The saw under the table shall also be completely guarded.

46. All elevator passage ways and hoist ways shall be fenced.

47. In every factory all electrical circuits or parts of such circuits or any objects electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to the person, shall be protected adequately to the satisfaction of the Inspector, either by non-metallic fencing or insulation or by both, in a manner as to remove danger of injury.

48. Open tanks, and vessels containing chemicals or substances dangerous to life and all pits, tanks, gutters and excavations eighteen inches or more in depth, shall be securely

fenced.

Special Provisions for Guarding of Machinery in Cotton Ginning Factories

49. The line shaft or second motion in Cotton Ginning Factories 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 cleaning, oiling or-adjusting of belts and such openings shall be provided with gates and doors which shall be kept closed and locked.

50. The main line shaft alley shall be sufficiently lighted at all times for a workman to carry on his duties inside it without the aid of lantern.

51. The toothed rollers of the opener shall be guarded by securely fixing across the machines, not more than eight inches above the lattice, a stout metal guard not less than eighteen inches in width so arranged that in no circumstances can a man's band get into the rollers.

52. The spur gearing at the side of the opener shall be completely covered by a strong metal guard.

53. The crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strongbox guards and hinged top covers.

54. The cover to the blade of all saw machinery shall be fitted with an automatic locking device so arranged as to make it impossible for the saws to be exposed whilst the machine is in motion.

Special Provisions for Guarding of Machinery in Textile Factories

55. (1) Beater covers of blowing room machinery and the door immediately above the dirt grid shall be fitted with an automatic locking arrangement which shall render it impossible to open the cover of the grid doors while the beater is still running or to restart the machine, until the doors have been closed.

(2) The nip between the cage wheels and calender wheels shall be efficiently protected on all machines preferably by "spectacle" guards, extending round the outer edge of both wheels.

56. (1) All feed rollers wheels, doffer and barrow wheels, side shaft wheels, calender wheels and collar wheels of carding machinery shall be efficiently fenced.

(2) All cylinder doors of carding machines shall be fitted with a safety automatic locking device such as to prevent the door from being opened until the cylinder has ceased to revolve and to render it impossible to restart the machine until the door has again been closed.

57. Headstocks of speed frames shall be fitted with an automatic locking in arrangement which shall prevent the door being opened while the machinery is in motion and shall render it impossible to re-start the machine until the doors have been closed.

58. All quarrant pinions of self-acting mules shall be securely fenced.

59. (1) The other ends of the ring frames shall be fitted in with metal plates.

(2) Guards made of strong rigid bars placed so that the vertical gap between them is not more than six inches shall be permanently and securely fixed along the whole length of each ring frame and such guards shall not be removable without the use of the tools.

Register of Workers

60. Register of workers.---In every factory there shall be maintained a register in the prescribed form of all persons employed therein. This register shall be kept up-to-date by marking the attendance of each workman within half an hour of the commencement of each period of work.

Notice of Periods for Work

61. Notice of periods for work.----A notice of periods for work of all persons employed shall be maintained up-to-date and affixed at conspicuous place near the main entrance of every factory.

Compensatory Holidays

62. At the place at which the notice for periods of work is displayed, the manager shall also display on or before the end of the month, a list of persons entitled to compensatory

holidays in the following months specifying the dates on which the holidays fall due.

63. In every factory there shall be maintained a register in the prescribed form in respect of compensatory holidays.

Holidays with Pay

64. A notice giving full details of the system prevailing in the factory for holidays with pay shall be displayed at the main entrance of the factory.

65. In every factory there shall be maintained a register of holidays with pay in the prescribed form and each worker shall be provided with a Holiday Book in the form prescribed.

SIND FACTORIES RULES 1975

(Sind Govt. Gaz. Part IV-A, Nov. 20 1975, pp. 107-182.)

[No. SO(L-II)-3-9/73, dated the 25th October, 1975-Rules framed by Government of Sind in exercise of the powers conferred by sections 9, 11 to 22, 24-A, 25, 26, 31, 33, 33-G, 33-J, 33-K, 33-N, 33-P, 33-Q, 35-A, 39, 41, 43, 47, 48, 49-F, 52, 55, 56, 59, 76 and 77 of the Factories Act, 1934 (Act XXV of 1934).]

Preliminary

1. (1) Short title, extent and commencement.-----These rules may be called the Sind Factories Rules, 1975.

(2) They shall extend to the whole of the Province of Sind.

(3) They shall come into force at once.

2. Definitions.-In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say :-

(a) the 'Act' means the Factories Act, 1934 ;

(b) "Additional Inspector" means an Inspector appointed under sub-section (5) of section 10 ;

(c) "Appendix" means an Appendix to these rules ;

(d) "artificial humidification" means the introduction of moisture into a room by an artificial means whatsoever except the use of gas or oil for lighting purpose or the unavoidable escape of steam or water vapour into the atmosphere directly due to the treatment of fibre or fabrics by water or steam in its passage through a machine:

Provided that the introduction of air directly from outside through moistened mats or screens placed outside open window and ventilation openings at times when the temperature of the room is 80 degree or more shall not be deemed to be artificial humidification ;

(e) "Chief Inspector" means the Chief Inspector appointed under sub-section (2) of section 10 ;

(f) "cooling per means the cooling power of the air in mili calories per square centimeter per second as measured by a kata-thermometer ;

(g) "degrees of temperature" means degree on the fahrenheit scale ;

(h) "Form" means a Form appended to these rules ;

(i) "Government" means the Government of Sind ;

- (j) "hygrometer" means an accurate (combined) wet and dry bulb thermometer conforming to the prescribed conditions as regards construction and maintenance ;
- (k) "Inspector" means an Inspector appointed under sub-section (1) of section 10 ;
 - (l) "Inspector authorised in this behalf" means the Additional, Joint or Deputy Director, Labour Welfare, Incharge of the Region or Division concerned ;
 - (m) "Kata-thermometer" means the instrument invented by professor Leonard Hill, M.B.,F.R.S., and manufactured by John Hicks and Co., baton Gardens, London or any other Company approved by the Chief Inspector for measuring the cooling power of the air ;
 - (n) "Manger" means the person responsible to the occupier for the working and control of the factory and includes the person nominated by the occupier under clause (c) of sub-section (1) of section 9 ;
- (o) "section" means a section of the Act ;
 - (p) "transmission machinery" includes every shaft, wheel, drum or pulley (including any system of the fast and loose pulleys), coupling, clutch, strap, band, belt, chain, rope, or other device incidental to the transmission of motion between any prime mover and any machine or appliance, or by means of which the machine or appliances receives its motion ; and
 - (q) "within reach" means within six feet of any spot on which any person may have to stand or on which any person may have-to pass in the course of his employment.

Notice Before Commencement of Work

(Section 9)

3. The written notice prescribed under sub-section (1) of section 9 shall be in Form 'A'.

Inspections

(Section 11)

4. The Chief Inspector shall-

- (i) be primarily responsible for the administration of the Act within the area for which he is appointed ;
- (ii) inspect or shall make arrangements for duly authorised officers subordinate to him to inspect every factory other than a seasonal factory within the area for which he is appointed at least once a year and every seasonal factory within such area at least once during each season of work, unless in any case good reasons to the contrary exist and are recorded by him ;
- (iii) arrange for such further inspections as may appear to be necessary to him or to the authority to whom he is subordinate for ensuring that the provisions of the Act and of these rules are duly observed.

5. (1) A list of all defects and irregularities discovered together with order for their remedy or removal passed by the Inspector, shall be sent to occupier or Manager of the factory and a copy of the said list or extract thereof shall be sent to the Inspector authorised in this behalf and the Chief Inspector.

(2) The Inspector may, in addition to and without prejudice to any other powers or duties which he is authorised to exercise under the Act or these rules, at each inspection see as to how far the defects pointed out at previous inspections have been removed and how far orders previously issued have been complied with.

6. The Inspector at each inspection shall enquire into all accidents which may have taken place since the last inspection, ascertain where the responsibility for their occurrence rests, and pass such orders or recommendations as may appear to him necessary for the prevention of such accidents.

7. (1) Where an inspection is made by the District Magistrate, he shall send a copy of his report to the Chief Inspector for such action as the later may consider necessary.

(2) Where an inspection is made by an Additional Inspector exercising all or any of the powers of an Inspector, he shall submit his report to the Inspector authorised in this behalf, for such action as the later may consider necessary.

(3) The District Magistrate or the Additional Inspector, as the case may be, shall not communicate his report direct to the factory concerned.

8. (1) The Inspector authorised in this behalf shall maintain a register in Form 'B'.

(2) On receiving a notice under subsection (1) of section 9, the Inspector authorised in this behalf shall, unless it appears to him that the premises do not constitute a factory, enter the particulars of the factory in respect of which the notice is received, in the register to be maintained under sub-rule (1).

(3) If the Inspector authorised in this behalf is 'satisfied, whether on receipt of a notice from the occupier of the premises or otherwise that any premises within the area of his jurisdiction have ceased to be used as a factory, he shall remove the entry relating thereto from the register maintained under sub-rule (1).

9. The Manager shall maintain a bound inspection book in Form 'C' and shall produce it before the Inspector or the Certifying Surgeon, when so required by the Inspector or the Certifying Surgeon, as the case may be.

10. The despatch through the post under registered cover of any notice, order or extract of an Inspectors report sent under the Act, or under these rules shall be deemed sufficient service. on the occupier or Manager of the factory of such notice or order or of any direction contained in such extract.

Certifying Surgeons and Persons Authorised to Exercise The Functions of a Certifying Surgeon

(Sections 12, 52 and 59)

11. (1) A Certifying Surgeon or a practitioner authorised under section 12 to exercise the powers of a Certifying Surgeon after charging a fee of rupees two per person shall-

(i) examine any child or adolescent desirous of being employed in a factory ;

(ii) examine any child or person in respect of whom a notice has been served upon the Manager and who is desirous of being re-employed ;

(iii) on the request of an Inspector, examine any person produced before him ;

and issue a certificate regarding the age and the fitness or otherwise of such child, adolescent or other person to work in a factory.

(2) The Certifying Surgeon or practitioner authorised as aforesaid shall fix such place and time as he may deem convenient for the attendance of persons desiring to obtain certificates of age and physical fitness, and shall give notice of such place and time to the Managers of factories for which he is appointed.

(3) Fee under sub-rule (1) shall be payable by the Occupier or Manager of the factory.

12. (1) Every Certifying Surgeon shall keep a bound book containing certificates numbered consecutively and printed on ledger paper, in Form 'D' in foil and counterfoil.

(2) Every certificate granted under sub-section (2) of section 52 to a person desirous of being employed in a factory shall be prepared by filling up the foil and counterfoil which shall also bear the signature or the left thumb-mark or the person in respect of whom the certificate is granted.

(3) The Certifying Surgeon shall if he is satisfied that the entries made therein are correct, 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 referred to in sub-section (2) of section 52.

(4) A Certifying Surgeon revoking a certificate under sub-section (3) of section 52 shall cause the word "revoked" to be stamped in red ink on the foil and counterfoil of such certificate.

(5) if the Certifying Surgeon refuses to grant any person a certificate under this rule, no fresh application for a certificate shall be made on behalf of such person until a period of three months has elapsed from the date of such refusal, unless the Certifying Surgeon, while refusing to grant the certificate, gives permission in writing for an application to be made at an earlier date.

13. Every practitioner authorised under sub-section (2) of section 12 to exercise provisionally the powers of a Certifying Surgeon shall grant certificate in the manner provided in rule 12 and the word "Provisional" shall be printed or stamped in red ink at the top of each foil and counterfoil of such certificates.

14. (1) Where a certificate granted under sub-section (2) of section 52 is lost the person to whom it was granted may apply to the Certifying surgeon for a copy of the certificate and the Certifying Surgeon, after such enquiry from the employer or if he is unemployed from the employer of such person and from such other sources as he deems fit, may grant a duplicate thereof to such person. The word "duplicate" shall be clearly written in red ink across such certificate and initialed by the Certifying Surgeon. The counterfoil in the bound book of forms shall be similarly marked "Duplicate" and initialed.

(2) For every copy of a certificate granted under sub-rule (1) a fee of twenty-five paise, which shall be credited to Government, shall be charged. The Certifying Surgeon shall maintain a register in Form 'E' of all fees paid for the issue of copies of certificates and shall initial each entry made therein.

(3) No duplicate of a certificate granted under section 52 shall be granted to any person otherwise than in accordance with the provisions of this rule.

15. (i) The Certifying Surgeon shall ordinarily visit every factory within the local limits for which he is appointed, in which children or adolescents are known to be employed, at least once in three months and shall give previous notice of his visit to the Manager of the factory proposed to be visited. At each of these visits the Manager shall produce before him at such time as the Certifying Surgeon may fix, all children or adolescents employed in the factory, whether actually at work or not.

(2) The Certifying Surgeon shall personally examine every child or adolescent who is in possession of a "Provisional" certificate granted under sub-section (2) of section 12, and shall, if he is satisfied that a certificate should be granted, countersign the certificate and cross out the word "provisional".

(3) If, on such examination, the Certifying Surgeon is of opinion that the person in possession of a "Provisional" certificate granted under subsection (2) of section 12 is under the age of twelve years or is not fit for employment in a factory, he shall impound the certificate, write on it the word "Cancelled" over his signature. He shall then forward the certificate, with such remarks as he considers necessary to the Chief Inspector or an Inspector authorised in this behalf and shall also inform the person who issued the certificate that it has been cancelled.

16. The Certifying Surgeon at his periodical visit shall satisfy himself as to the fitness of the children and adolescents employed in the factory and shall revoke the certificates of any whom he considers unfit.

17. The token giving a reference to the certificate granted to child or adolescent under section 52 which is required to be carried under clause (b) of section 51 shall show the number of the worker in the Register of Child Workers or Adult Workers, as the case may be.

Health and Safety

(Sections 13 and 14)

18. In every factory a register in Form 'F' shall be maintained for entering into it the dates on which lime washing, painting or varnishing is carried out.

19. No rubbish, filth or debris shall be allowed to accumulate or to remain in any part of a factory in such position that effluvia therefrom can arise within the factory.

20. In every factory all drains carrying waste or sullage water shall be constructed in

masonry or other impermeable material and shall be regularly flushed at least once a day and where possible connected with some recognized drainage line.

21. The floor of the rooms and the compound surrounding every factory shall be maintained in a strictly drained and clean condition.

22. Proper arrangements shall be made for maintaining in a reasonably clean and drained condition all washing and bathing places within a factory, the places where drinking water is distributed to the operatives of the factory and the area around such places.

Ventilation, Temperature, Dust and Fume and Artificial Humidification

(Sections 15, 16 and 17)

23. In every room of a factory ventilating openings shall be provided in the proportion of five square feet for each person required or permitted to work in such room and the openings shall be such as to admit a Continuous supply of fresh air:

Provided that the Chief Inspector May, in respect. of any factory or any room in a factory, for reasons to be recorded in writing, relax the requirements of this rule where, in his opinion, the same may be permitted without hazard to the health of the persons employed in such factory or working in such room.

24. In every factory where injurious, poisonous or asphyxiating gases, dust or other impurities are used for or are evolved from any process carried on, in such factory sill practicable measures to the satisfaction of Inspector shall be taken to protect the workers against the inhalation of such gases, dust or other impurities.

25. In every room in a cotton mill where slasher sizing is carried on, efficient arrangements for the removal of the steam given off in the process of drying the yarn shall be fitted and slasher sizing shall not be carried on in any room where any other process of manufacture is being performed.

26. There shall be no artificial humidification in any room or department of a cotton spinning or weaving factory-

(a) by the use of steam, during any period when the dry bulb temperature of the room exceeds 85 degrees.

(b) at any time when the wet bulb reading of the hygrometer in that room is higher than that specified in the following table 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 table, when that dry bulb reading does not exceed the wet bulb reading to the extent indicated in relation to the lower of the two dry bulb readings:-

TABLE

Dry Bulb	Wet bulb	Dry bulb	Wet bulb	Dry Bulb	Wet bulb	Dry bulb	Wet bulb
60.0	58.0	75.0	73.0	90.0	84.5	105.0	91.0
61.0	59.0	76.0	74.0	91.0	85.0	106.0	91.0
62.0	60.0	77.0	75.0	92.0	85.5	107.0	91.5
63.0	61.0	78.0	76.0	93.0	86.0	108.0	91.5
64.0	62.0	79.0	77.0	94.0	86.5	109.0	92.0
65.0	63.0	80.0	78.0	95.0	87.0	110.0	92.0
66.0	64.0	81.0	79.0	96.0	87.5	111.0	92.5
67.0	65.0	82.0	80.0	97.0	88.0	112.0	92.5
68.0	66.0	83.0	80.5	98.0	88.5	113.0	93.0
69.0	67.0	84.0	81.0	99.0	89.0	114.0	93.0
70.0	68.0	85.0	82.0	100.0	89.5	115.0	93.5
71.0	69.0	86.0	81.5	101.0	90.0	116.0	93.5

72.0	70.0	87.0	83.0	102.0	90.0	117.0	94.0
73.0	71.0	88.0	83.5	103.0	90.5	118.0	94.0
74.0	72.0	89.0	84.0	104.0	90.5	119.0	94.5
						120.0	94.5

Provided, however, that this rule shall not apply when-

- (i) the difference between the wet bulb reading, as indicated by the hygrometer in the room or department concerned and the wet bulb reading taken within a hygrometer outside the factory in the shade is less than 3.5 degree ; or
- (ii) the cooling properties of the air in the room or department as measured by the wet reading of a Kata-thermometer at a height of five feet in all usual working places within the room or department is greater than eleven mill-calories per square centimeter per second.

27. In all departments of cotton spinning and weaving mills in which artificial humidification is employed, hygrometer shall be provided and maintained in such position as may be approved by the Inspector and on the following scales: ---

(a) Weaving Department.---Two hygrometers 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 2,00,000 cubic feet, or part thereof in excess of 3,00,000 cubic feet.

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

28. When the Inspector is satisfied that in any department of a cotton spinning or weaving mill, the limits of humidity allowed by the table below rule 26 have, at no time during the immediately preceding twelve months been exceeded, he may, for any such department, if it not be a weaving department, grant exemption in Form 'G' from the maintenance of the hygrometer.

29. A legible copy of the table below rule 26 shall be fixed near each hygrometer.

30. Correct wet and dry bulb temperatures, as indicated by each hygrometer maintained under the provisions of rule 27, shall be recorded thrice during each working day by competent persons appointed by the manager and approved by the Inspector. These temperatures shall be taken between 7-00 a.m. and 9-00 a.m., 11-00 a.m. and 2-00 p.m. (but not in the rest interval) and between 4-00 p.m. and 5-30 p.m. In extraordinary circumstances, such additional readings between such hours as the Inspector may specify shall be recorded. The temperatures shall be recorded on a chart approved by the Inspector and affixed close to the hygrometer and entered in a humidity register in Form 'H'. At the end of each month, the person taking the readings shall sign the register and certify the correctness of the entries. The chart and register shall at all times be available for inspection by the Inspector and copies of the entries made therein shall be sent to him whenever he so requires.

31. The entries made in the humidity register shall be deemed to be prima facie evidence of the temperatures and humidity of the department to which the entries relate, but an Inspector may at any time check the correctness of the readings by personal observation.

32. The cooling power of the atmosphere in each department shall be measured by taking readings of the wet Kata-thermometer in the close proximity of each hygrometer maintained in the department and at a height of five feet from the floor. Such readings shall be recorded every Tuesday and Friday at the time specified for taking hygrometer readings and shall be entered in the humidity register referred to in rule 30. The readings of the Kata-thermometer shall be taken by a competent person appointed by the Manager.

33. (1) Every hygrometer shall comprise of two mercurial or alcohol thermometers similar in construction and equal in dimensions, scale and division of scale. They shall be mounted on a wooden or metallic frame with a suitable receptacle containing water.

(2) The wet bulb shall be closely covered with a single layer of muslin kept wet by means of a cotton or woollen wick attached to it and dipping into the water in the receptacle. The muslin covering the wet bulb and the wick shall be suitable for the purpose, clean and free from greasy substances.

(3) No part of the wet bulb shall be within three and a half inches of the dry bulb or within three inches of the surface of the water in the receptacle, and the water receptacle shall be placed below the wet bulb, on the side away from the dry bulb.

(4) The bulbs shall be spherical and of suitable dimensions and shall, subject to the provisions of sub-rule (2), be freely exposed on all sides to the atmosphere.

(5) The bores of the stem shall be such that the top of the mercury or alcohol column shall be readily distinguishable and correct readings made at a distance of two 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 on the glass stem: each fifth and tenth degree shall be marked by longer marks than intermediate degrees and the temperatures marked opposite each tenth degree i.e. 50, 60, 70, 80, 90, 100, 110 and 120.

(8) The marking shall be accurate to within 0.2 degree at all readings between 50 and 120 degrees.

(9) A distinctive number shall be conspicuously marked upon each hygrometer employed in a department.

(10) The accuracy of each hygrometer shall be certified by the National Manufacturing Laboratory of the country of origin of hygrometer or such other authority as may be approved by the Chief Inspector and such certificate shall be attached to the humidity register.

34. Every hygrometer shall be maintained at all times during the period of employment in efficient working order so as to yield accurate readings and-

(a) the muslin covering and the wick of the wet bulb shall be renewed once a week.

(b) the receptacle shall be filled with distilled, boiled or pure rain water which shall be renewed once a day.

(c) no water shall be placed in the receptacle or applied directly to the wick or muslin during the period of employment.

35. If an Inspector gives notice in writing that a hygrometer 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 and a fresh certificate as required by sub-rule (10) of rule 33 secured in respect thereof, which certificate shall be kept attached to the humidity register.

36. (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, which shall be separated from the wall, pillar or other surface by an air space of at least one inch.

(2) No hygrometer shall be so fixed as to be in the direct draught from a fan, window or ventilating opening or at such a height that the head of the hygrometer is more than five feet and a half from the floor.

37. No reading shall be taken for record on any hygrometer within fifteen minutes of the renewal of water in the receptacle.

38. Where steam pipes are used for the introduction of steam into any room for the purposes of artificial humidification-

(i) all hangers supporting such pipes shall be separated from the pipes by an efficient insulator not less than half an inch in thickness,

(ii) such pipes shall be as short as is reasonably practicable, and

(iii) the diameter of such pipes shall not exceed one inch provided that the Chief Inspector

may for reasons to be recorded in writing permit the use of pipes with a diameter exceeding one inch.

39. All ducts for the introduction of humidified air, whether actually in use for that purpose or not, shall be kept clean.

Overcrowding and Lighting

[Sections 18, 19 and 33 (i)]

40. (1) The particulars of each room of the factory in which workers are regularly employed shall be entered in Form '1' which shall be shown to the Inspector when so required.

Lighting.

(2) As long as any workers are present in a factory the latrines, passages, stairs, hoists, factory ground and other parts of the factory in so far as entrance of the said places is not closed, shall be lighted in such manner that safety is fully secured in passing through or remaining in the same.

Artificial Lighting.

(3) Artificial lighting in accordance with the following standard shall be provided and used in the interior of Cotton Ginning Factories, at times when artificial lighting is necessary and is ordinarily used-

(a) by means of electricity to the satisfaction of the Inspector, one electric lamp of 60 watts per four gins;

(b) the main line shaft alley in Ginning Factory shall be sufficiently lighted at all times for a worker to carry on his duties inside it without the aid of lantern;

(c) adequate measures shall be taken so far as reasonably practicable to prevent the cause of eye strain, glare or risk of accidents to any person employed;

(d) so far as reasonably practicable arrangements shall be made by suitable screening or placing or other effective methods to prevent discomfort or injury by the reflection of light from smooth or polished surfaces into the eyes of the workers.

Drinking Water

(Section 20)

41. (1) In every factory there shall be provided free of charge for the use of the employees of the factory a supply of water fit for drinking at the rate of one gallon per day for every person employed in the factory.

(2) Such supply of water shall be derived from-

(i) any public water-supply ; or

(ii) wells including tube-wells, or tanks so situated, constructed and protected as not to be polluted or contaminated with organic or other impurities.

(3) Where drinking water for a factory is obtained from an intermittent public water-supply, such factory shall be provided with storage for water at the scale prescribed in sub-rule (1).

(4.) A well for the supply of drinking water to a factory or for the purpose of humidification in a factory -----

(i) shall not be constructed or located within fifty feet of any latrine, drain or other source liable to pollute the water in the well ;

(ii) shall be entirely closed and covered ;

(iii) shall be fitted with a reliable priming ; and

(iv) shall be provided with a dust and water proof trap door, having an opening not exceeding four square feet, and such trap door shall be kept locked and only opened for cleaning or inspection.

(5) The water required to be provided under sub-rule (1) shall be kept in clear, and suitable vessels, shall be renewed daily and all practicable steps shall be taken to preserve the water and the vessels in which it is contained from contamination.

(6) The temperature of the drinking water supplied to workmen shall at no time exceed 90 degrees.

(7) The Inspector may, by order in writing, require the Manager to obtain reports, at such times or at each intervals as may be specified in the order, regarding the fitness or otherwise for the purposes of drinking of the water supplied to workmen from the Director of Health Services. Sind or from a Health Officer of a local authority provided with the necessary facilities to carry out such tests, and the Manager shall comply with such order and send to the Inspector by registered post copies of such reports within seven days of their receipt by him.

(8) The Inspector may, if he thinks fit, himself take a sample of water from the water provided and supplied to workmen in any factory arid direct the Manager of such factory to obtain a report thereon and the Manager shall thereupon obtain a report can such sample and supply a copy of : such report to the Inspector ire the manner provided in sub-rule (7).

Provision for Washing Accommodation and Latrines and Urinals

(Section 21)

42. In every factory, the following facilities shall be provided for the washing of workers: -

(a) Where there is a continuous source of water supply from the public mains, one wash basin for the use of twenty persons and an additional wash basin for every additional twenty persons or any less number .shall be provided.

(b) Where there is no continuous source of water-supply stored water shall be provided at a scale of at least five gallons per worker per day, which would be supplied through wash basin to be provided on the above scales.

(c) Soap and towels shall be provided and kept available for workers free of cost at every wash basin and regular arrangements shall be made for replacement of used towels with clean towels daily.

(d) Separate washing accommodation with adequate privacy shall be provided for women workers, on the same scale as above.

43. Except in factories provided with water-flushed latrines connected with a water-borne sewerage system, all latriness shall be provided with receptacles on the dry earth system which shall be cleaned daily and kept in a strictly sanitary condition. The receptacle shall be tarred inside and outside at least once a year.

44. (1) Every factory shall be provided with urinals and latrines as specified in sub-rules (2) anal (3).

(2) The urinals and latrines on non-flush system accommodation shall be on the scale given below :-

(i) Latrines Number of Latrines

(a) Where the number of persons 5 employed does not exceeds 50.

(b) Where the number of persons 5 for the first 50 and 2 addi. employed exceeds 50. tional seats for every 50 persons

or any less number
in excess of
the first fifty.

(ii) Urinals Number of Urinals

(a) Where the number of persons 3 employed does not exceed 50.

(b) Where the number of persons 3 for the first 50 and 2 addi employed exceeds 50. tional urinals for every 50 persons

or any less number, in excess of

the first fifty.

(3) The latrines and urinals on flush system shall be on the following scale :-

(i) Latrines Number of Latrines

(a) Where the number , of persons 4

employed does not exceed 50.

(b) Where the number of persons 4 for the first fifty and an additional seat for every fifty persons or less in excess of the first fifty.

(ii) Urinals Number of Urinals

(a) Where the number of persons 2 employed does not exceed 50.

(b) Where the number of persons 2 for the first fifty and an additional seat for every fifty persons

or less in excess of the first fifty.

(4) The urinals and latrines required to be provided under this rule shall be located in accessible places within the precincts of the factory and each such urinal and a latrine shall be separated from an adjoining urinal or latrine by a partition wall not less than six feet in height.

45. (1) If females are employed, separate latrines screened from those for male and marked in the vernacular in conspicuous letters "For women only" shall be provided on the scale laid down in rule 44 and those for males shall be similarly marked "For men only".

(2) A poster showing the figure of a man and a woman shall also be exhibited at the entrance of latrines for the respective sex.

46. The walls of the latrines, unless made of corrugated iron, shall be lime washed inside and outside at least twice a year, the dates of such washing being noted in Form F' and the inside walls up to a height of three feet from the floor shall be made of non-absorbent impermeable material.

47. In factories employing hundred or more persons arrangements for one the disposal of excreta shall, where no such arrangement is made by the local sanitary authority, be made by means of a suitable incinerator approved by the District Medical Officer of Health or the Municipal Medical Officer of Health, as the case may be, in whose jurisdiction the factory is situated.

Spittoons

(Section 22)

48. In every factory at least one spittoon in one room for every twenty workers or below shall be provided at convenient places which must contain quick-lime or any disinfectant. The spittoons shall be kept clean and hygienic in all respects

Provided that in case of Food and Pharmaceutical Factories spittoons may be provided in the changing rooms and lavatories.

Hygiene Card and Compulsory Vaccination and Inoculation

(Sections 23 and 23-A)

49. (1) Every factory shall provide to every worker Hygiene Card in form 'F-1' with the following particulars :---

(a) Name of worker with parent's name.

(b) Designation.

(c) Card No.

(d) Date of examination whether suffering from disease.

(e) Signature of Doctor.

(f) Thumb impression of Worker.

(2) The fee for examination under sub-section (1) of section 23 shall be rupees two per worker.

(3) Each worker in a factory shall be vaccinated and inoculated as under :-

(a) Small-pox.-Every two years.

(b) Cholera and typhoid.-Every year.

(4) The vaccinations and inoculations shall be arranged by the Manager of the factory.

Welfare Officer's Qualifications, Duties and Terms and Conditions

(Section 24-A)

50. (1) One Welfare Officer for (Subs for "every five hundred' by Noti. SO (L-II)-2-10/75 of 7th Sept. 1976, Sind Govt. Gaz. Pt. IV-A, p. 322.)[the first five hundred or part thereof] workers and one Assistant Welfare, Officer for every additional five hundred workers, or a fraction thereof, shall be appointed.

[(2) The Welfare Officer shall, unless appointed front amongst retired Commissioned Officers of the armed forces, be graduate, and preference will be given to: -(Sub-rule (2) subs. for the original, ibid.)

(a) Law Graduates, or M. A. in Social work from a recognised University ;

(b) diploma holders from NILAT, Karachi ;

(c) holders of diploma in labour laws from any University in Pakistan of holders of equivalent diploma from any other University ;

(d) persons having at least three years experience in Labour Department in grade 16 or above.]

(3) The Welfare Officer shall be primarily responsible to see that the benefits granted to workers under labour laws are given to them.

(4) The pay of Welfare Officer shall not be less than one thousand rupees per month while the pay of Assistant Welfare Officer shall not be less than seven hundred anti fifty rupees per month.

(5) The Welfare Officer and the Assistant Welfare Officer shall be entitled to benefits and facilities which may be admissible to other Officers of the establishment of the factory.

Precautions Against Fire

(Section 25)

51. (1) Every factory shall be provided with-

(d) ample supply of water maintained at a sufficient pressure to reach all parts of the factory building together with the necessary hose-pipes and hydrants for making effective use of the water during time dine the factory is in ,operations ; or

(b) buckets and chemical fire. Extinguishers at the following scale: -

(i) Buckets.

For floor space upto 6,000 square feet. Six buckets for every 1,600 square feet of floor or a part thereof, one additional bucket for every 6,000 square feet of floor in excess of the first 6,000 square feet.

The buckets shall be painted red and kept permanently on stands tilled with water or sand at the discretion of the Manager.

(ii) Chemical Fire Extinguishers of at least two gallon capacity of Soda compressed carbon dioxide type.

For floor space up to 6,000 square feet. -One extinguisher.

For every 6,000 square feet of floor -One additional extinguisher space in excess of the first 6,000.

(2) Where a factory consists of more than one storey, each storey shall be provided with at least one chemical fire extinguisher and have its own supply of buckets at the scale specified in sub-rule(1).

(3) All apparatus for extinguishing fires shall be kept in good order and shall be examined and tested after every six months.

52. Every building within the precincts of a factory of more than one storey shall be provided with at least two sets of stairs or steps, one of which shall be on the outside of the building so as to afford direct and unimpeded access to the ground level from every part of the factory in case of fire. The stairs or steps shall be permanently fixed and made of non combustible materials and shall be provided, with suitable and sufficient hand rails Provided that where workers are not employed in the second or a higher storey of a factory building an outside stair case will not be necessary.

53. Notwithstanding anything contained in rule 52, cotton ginning factories shall be provided

with at least two flights of stairs made of brick work or other fire resisting materials situated outside the building.

Fire Alarm.

54. In every factory a mechanically/electrically operated fire alarm shall be fixed and where this is not possible a fire bell shall be provided to give alarm in case of fire.

Fencing

[Sections 26, 31 and 33]

55. The following parts of transmission machinery shall be securely fenced if in motion and within reach of workers :-

- (i) All shafts, couplings, collars, clutches, toothed wheels, pulley driving straps, chains and ropes, except such as are in the opinion of the Inspector by construction or position equally safe to every person employed in the factory as they should be if securely fenced or guarded.
- (ii) All projecting set screws, keys, nuts or bolts on revolving parts, except any such as are counter-sunk or otherwise made equally safe.
- (iii) The underside of all heavy overhead main driving belts of ropes if there is any probability of persons having to pass under them.

56. The following parts of machine tools shall be securely fenced :-

The back gears, and change wheels of lathes, the back gear and level gearing of drilling machines, and the gear wheels of planning, shaping, slatting and milling machines which are within reach of workers.

57. Every platen machine and gelatine cutting machine in a printing work shall be fitted with an efficient finger guard.

58. All emery wheels and tool-grinding machines shall be fitted with strong iron hood guards and shall also have a plate glass shield so fitted as to prevent flying particles from entering into the operator's eyes.

59. All hoist gates shall be self locking and only capable of being opened when the case is opposite the floor.

60. (1) All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard with a riving knife at the back of the saw. The saw under the table shall be completely guarded.

(2) All band saws shall be fitted with expanded metal case guards enclosing the upper half of the machine. The saw under the table also be completely guarded.

61. All elevator passage ways and hoist ways shall be fenced.

62. (1) In every factory, all electrical circuits or part of such circuits or any object electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to any person, shall be protected adequately, either by non-metallic fencing or insulation or by both, in such manner as to remove danger of injury.

Provided that where switch gear is installed for the purpose of immediately removing the pressure on the occurrence of a fault, such mechanism shall be taken into account when considering the adequacy or otherwise of the protection furnished :

Provided further that in no case shall any conditions or combinations of conditions, which are subject to objection under any other enactment be accepted as adequate.

(2) Instructions both in English and the vernacular of the district for the restoration of persons suffering from electric shock shall be affixed in a conspicuous place in every factory using electric energy for lighting or power purposes.

63. Fencing pit.-All open tanks and vessels containing either chemicals or substances dangerous to human life or safety and all pits, tanks, gutters and excavations eighteen inches or more in depth within the precincts of any factory shall be securely fenced.

64. Fencing in Textile Mills.-In addition to the provisions hereinafter prescribed, the following provisions shall apply to textile factories to the extent indicated :-

- (i) In respect of blowing room machinery--

- (a) Beater covers and the door immediately above the dirt grid of all openers, combined openers and scutchers, scutcher lap machines, hard waste breakers and similar machines shall be fitted with an automatic locking arrangement which shall render it impossible to open the covers or the grid while the beater is still running or to restart the machinery until the doors have been closed.
- (b) The nip between the cage wheel and calender wheels shall be efficiently protected on all machines, preferably by spectacle guards extending round the outer edge of both wheels.
- (c) Fender guards shall be provided for the fan strap side of scutcher to guard the fan strap and slow motion strap ; provided that where the slow motion pulley is driven directly by a strap from the over head shaft, it shall be optional either to plate the wheel or to protect it by fender guard. If the strap is on the opposite side to the slow motion strap each strap shall be protected separately.
- (d) All lap rollers shall be provided with lap protectors.
- (e) Cotton openers, combined openers and scutchers, seutehers lap machines, hard waste breakers and similar machines shall be driven from countershafts provided with fast and loose pulleys and efficient belt shifters.
- (ii) In respect of carding machines-
 - (a) All feed roller wheels, daffer and barrow wheels, side shaft wheels, calender wheels and collar wheels shall be efficiently fenced.
 - (b) All cylinder doors shall be fitted with a safety automatic locking motion to prevent the doors from being opened until the cylinder has ceased to render it impossible to restart the machine until the doors have been closed.
- (iii) In respect of drawing frames-
 - (a) The roller gearing shall be effectively covered.
 - (b) The undershaft shall be encased in a metal sleeve or otherwise securely fenced.
- (iv) In respect of speed frames-
 - (a) Headstocks shall be fitted with an automatic locking arrangement which shall prevent the doors being open while the machinery is in motion and shall render it impossible to restart the machines until the doors have been closed.
 - (b) Bobbin skew gear wheels shall be covered over the top and these covers shall be extended both in front and behind round the edge of the wheels except in those cases where the spindles are not cleaned whilst the machinery is motion.
- (c) Spindles show gear wheels shall be effectively covered.
 - (d) Lifter rack wheels shall be securely fenced, the guard to be such that it will effectively protect the nip both as the rail rises and as it falls.
- (v) In respect of self-acting mules--
 - (a) Guards for middle back shaft scrolls shall be fitted with flanges to protect the intake of the bands and the side of the scroll. The guards for the middle draw band carrier pulley shall be either fixed to the bottom creel board, or be so fastened otherwise, they cannot readily be knocked aside. The side pieces of the guard shall be extended inwards, far enough completely to guard the nip between the band and the scroll.
 - (b) All headstocks shall be provided with strong sheet iron guard high enough to cover the rim pulleys and so shared as to prevent any moving portion of the machinery being reached from the back when the guard is in position.
 - (c) The guard for the end draw band pulleys shall be extended at least half an inch beyond the end of the pulley.
- (d) All quadrant pinions shall be securely fenced.

- (e) No person shall be allowed to be between the fixed and traversing parts unless the mule is stopped on the out-ward run.
- (f) All front and back carriage wheels shall be guarded by efficient top guards.
- (g) All spinning mules shall be driven from counter shaft which shall be provided with fast and loose pulleys and efficient belt shifter.
- (vi) In respect of ring and throstle and doubling frames-
 - (a) The outer ends of the frames shall be fitted in with metal plates.
 - (b) Guards made of strong rigid bars so placed that the vertical gap between them is not more than six inches shall be permanently and securely fixed, along the whole length of each ring frame and such guards shall not be removeable without the use of tools.
- (vii) In respect of calendering machines-All calendering machines shall be provided with an efficient nip-guard along the whole length on the intake side of each pair of bowls and shall be so fitted and maintained, while the machine is in use, as to prevent the access of any person's fingers to the point of contact of the rollers or bowls.
- (viii) All looms shall be fitted with shuttle guards.

Additional fencing in Cotton Ginning Factories.

65. In addition to the provisions hereinafter prescribed, the following provision: shall apply to Cotton Ginning Factories to the extent indicated: -

- (a) The line shaft or second motion in cotton ginning factories 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 cleaning, oiling or adjusting of belts and such openings shall be provided with gates or doors which shall be kept closed and locked.
- (b) The toothed rollers of the opener shall be guarded by securely fixing the machines, not more than eight inches above the lattice, a stout wooden plank or a strong metal guard not less than eighteen inches in width so arranged that in no circumstances can a man's hand get into the rollers.

EXPLANATION

If the guard can be removed or shifted from its position without the aid of tools, the toothed rollers of the opener shall not be considered to have been guarded for the purposes of this rule.

- (c) The spur gearing at the side of the opener shall be completely covered by a strong metal guard.
- (d) The crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strong box guard and hinged top covers.

66. The cover to the blades of all saw gin machinery shall be fitted with an automatic locking device, so arranged as to make it impossible for the saw to be exposed whilst the machine is in motion.

Protection of Persons Attending to Machinery or Boilers

67. All important pulleys shall be provided with belt hangers or perches.

68. Suitable string gear shall be provided and used to move driving straps on all fast and loose pulleys.

69. Lubrication of bearings or gear wheels or replacing or adjusting of belts shall be done only by experienced and specially trained persons.

70. Service platforms and gangways shall be provided for overhead shafting and where required by the Inspector, shall be securely fenced with guard rails and the boards.

71. No transmission. machinery in motion shall be cleaned with cotton waste, rags or similar material held in the hand.

72. Every shifting ladder shall be fitted with either hoops or spine effective non-skid device,

73. (1) No person engaged in oiling or adjusting belts or in any work whatsoever within reach of unfenced transmission machinery shall be allowed tar work whilst wearing loosely fitting clothes.

Explanation.--All garments other than those specified below shall be considered loosely fitting clothes for the purpose of this rule : ---

Boiler suit.

Shorts.

Tightly fitting shirt worn inside the shorts-

Loin cloth.

Vest (banyan).

Sweater.

Cap. ,

Turban without hanging ends.

(2) Every person required or engaged to oil or adjust belts or to do any work whatsoever within reach of any unfenced transmission machinery shall be provided by the manager free of cost with light loin-cloth or shorts.

74. Safe and convenient access shall be provided to all bearings.

75. (1) All water level gauge glasses of boilers of which the maximum pressure exceeds 100 lbs. per square inch shall be securely guarded.

(2) No additional weight shall be placed on the safety valve of any boiler unless written authority has been received from the Boiler Inspector to do so.

76. All sizing cylinders, kiers, digesters, steam jacketed pans and other vessels worked under pressure shall be fitted with safety valves pressure gauges.

Cranes and other Lifting Machinery (Section 33)

77. A register shall be maintained by (Subs for "the Inspector authorised in this behalf" by Noti. SO (L-II) 2-10/75, Sept. 3, 1981; Sind Govt. Gaz. Pt. IV-A, Sept. 10, 1981, p. 54 =1982 PLS 30.)[the Manager] for every examination of a lifting machine containing the following particulars :--

(a) The distinguishing number of mark, if any, and a description sufficient to identify the lifting machine.

(b) The safe working load or loads in the case of a crane with a variable operating radius, including a crane, derricking jib, the safe working load at various radii of the jib, trolley, or crab is to be stated.

(c) Particulars of any defect found in the lifting machine, or in any automatic indicator with which the machine is fitted, in either case affects the safety of the machine.

(d) The repairs, if any, required, either--

(i) immediately. or

(ii) within a specified time (which must be stated), to enable the lifting machine to continue to be used with safety (if no such repairs are required the word "None" is to be entered).

(e) The name and address of the person carrying out the examination and the date of the examination.

(f) The address of the factory and the name of the occupier.

Protection of Eyes

(Section 33-G)

78. Every worker in respect of any manufacturing process, which involves risk of injury to the eye, shall be provided with effective screen and goggles for the protection of eyes.

Precautions Against Dangerous Fumes

(Section 33-K)

79. The minimum dimensions of the manhole referred to in subsection (1) of section 33-K shall-

(1) In relation to the confined space be not less than eighteen inches long and sixteen inches wide in case of a rectangular manhole and not than eighteen inches in diameter in case of a circular or oval manhole.

(2) In relation to tank wagons and other mobile plant not less than sixteen inches long and

fourteen inches wide in case of rectangular manhole and fourteen inches in diameter in case of circular manhole.

Accidents

(Section 33-N)

80. Notice of accidents resulting in death or such severe injury that there is no reasonable hope that the injured person will be able to return to work within forty, eight hours shall be sent--

(a) by telegram, telephone or special messenger, within twenty four hours of the occurrence, to the Chief Inspector, Inspector for the area in which the ,factory is situated and the District Magistrate, or if the District Magistrate so directs, to the Sub Divisional Magistrate ; and

(b) by registered post, within twenty-four hours of the occurrence, to the Commissioner appointed under the Workmen's Compensation Act, 1923.

81. In case of accident resulting in death notice in the made and within the tithe specified in clause (a) of rule 80 shall be sent to the officer-in charge of the Police Station for the area in which the factory is situated.

82. If the notice required to be given under rule 80 or 81 is sent by a special messenger it shall be in Form 'J-I' (First Accident Report) and if it is sent by telegraph or telephone it shall be confirmed by a written report in such form within twenty four hours of the occurrence of the accident.

83. Notice of accidents of minor character, which nevertheless prevent the injured person from returning to work within forty eight hours of the occurrence of the accident shall be given in Form 'J-I' within twenty four hours of the expiry of that time to the Inspector and to the District Magistrate or, if the later by a general order so directs, to the Sub-Divisional Magistrate.

84. Final notice of an accident shall be submitted in Form 'J-II' within three months from the date of occurrence of the accident to the Chief Inspector, the Inspector for the area in which the factory is situated, the 'District Magistrate, car if the District Magistrate so directs, to the Sub Divisional Magistrate and to the Commissioner appointed under the Workmen's Compensation Act. 1923.

85. When an accident. which has been reported to the Inspector, as "Slight" is afterwards known to be "Serious" or "Fatal" the manager shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in rules 80 and 81.

86. (1) If the Inspector has reason to believe that a fatal or serious accident has occurred in any factory, whether he has. received a notice thereof or not he shall, as soon as possible proceed to make an investigation on the spot, either by himself or in co-operation with the Police authorities or an official deputed by the District Magistrate or with both in order to determine the cause of and the responsibility for the accident.

(2) If the Inspector on an investigation undo sub-rule (1) finds that time accident has resulted from neglect oar the part of the occupier or the manager of the factory or any other person to observe any provision of the rules and orders made thereunder, and if he so considers nece..... shall sanction the prosecution of the person at fault.

(3) In case where the Inspector considers prosecution under the Pakistan Penal Code necessary, he shall make a reference to the District Magistrate for taking suitable action.

(4) The Inspector shall, while forwarding a case to the District Magistrate for prosecution, record his opinion whether in the a event of a fine bring imposed and recovered, any portion of the fine should be paid to the person sustaining injuries in the accident or his dependents as compensation.

87. When is any factory there occurs, any explosion, fire, callapse of building or serious defects in the machinery or aslant, which might have caused of might cause injury to any person, such fact shall be reported by the manager within four hours of its occurrence to the authorities mentioned in clause (a) of rule 80.

Procedure in Appeals

(Section 33-P)

88. An appeal presented under section 33-F shall lie to the Director of Labour Welfare, Sind and shall be in the form of a memorandum setting forth concisely the grounds of objection to order and bearing a Court-fee stamp in accordance with the Court-fees Act, 1870 and shall be accompanied by a copy of the order appealed against.

89. On receipt of the memorandum the appellate authority, shall, if it thinks fit, or if the appellant has requested that the appeal be heard with the aid of assessors call upon the body; if any, declared to be the body representative of the industry concerned under sub-section (2) of section 33-P to appoint an assessor within a period of fourteen 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 on such date to assist in the hearing of the appeal.

90. An assessor appointed in accordance with the provisions of rule 89 shall receive a fee of thirty two rupees and travelling expenses for assisting in the hearing of the appeal. Such fees and travelling expenses shall be paid 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 of the assessors shall be paid in whole or part by the appellant.

Provision of Shelters during Rest, Certificate of Stability and First Aid

(Section 33-Q)

91. The occupier of every factory wherein more than 150 workers are ordinarily employed, shall provide free of cost one or more suitable rooms or sheds for the use of workers during periods of rest. Such rooms or sheds shall be adequately lighted and properly ventilated so as to admit fresh air at all times. The rooms or sheds shall not be less than ten feet high and the floor space in them shall not be less than six square feet for each worker to be accommodated. The roof of such rooms, or sheds shall not be of corrugated sheeting or other metal unless covered by a suitable heat resisting material:

Provided that the provisions of this rule shall not be applicable to a factory where a canteen has been provided for workers.

92. The occupier of every factory---other than a seasonal factory wherein more than fifty women workers are ordinarily employed shall provide a suitable room or rooms for the use of children under the age of six years belonging to such women and the room or rooms so provided shall conform to the following conditions :-

- (i) A floor space of not less than nine square feet shall be provided for each child accompanying a female employee.
- (ii) The height of the roof shall not be less than ten, feet from the floor.
- (iii) The rooms shall be provided with sufficient light and ventilation and its temperature shall not be such as to be injurious to the occupants.
- (iv) The structure shall be waterproof and sunproof, free from dirt, vermin and damp and shall be maintained in a clean condition. The interior walls, ceilings, etc., shall be lime-washed once in every twelve months. The wood work shall be painted or varnished at least once in every four years.
- (v) The use of the rooms shall be restricted to children, their attendants and the mothers of the children.
- (vi) The services of a sweeper at frequent intervals shall be available to attend to the general cleanliness of the room or rooms and sanitary utensils shall be provided therein to the satisfaction of the Inspector.
- (vii) A trained nurse and a female servant shall be employed by the manager or occupier to attend to the children, and such a nurse or servant shall always be present in the room or rooms during the working hours of the factory.

93. (1) In any building or part of a building which is erected or made use of as a factory after the commencement of the Act, no work on any manufacturing process with the aid of power shall be commenced until a certificate of stability of the building or part of the building, as the case may be, in Form 'K' signed by a person possessing the qualifications specified in sub-rule (4) has been approved by the Chief Inspector.

(2) Such certificate shall be sent through the Inspector authorised in this behalf and shall be accompanied by the plans if the building or part thereof which is erected or made use of as a factory, showing its extent and construction and the position of machinery, plant and tanks.

(3) No addition or alternation shall be made to such building or part thereof or such machinery, plant or tanks, unless a fresh certificate in respect of such addition or alternation has been approved in the manner specified in sub-rule (1).

(4) The certificate shall be signed by a person who is--

(a) a member of the Royal Institute of British Architects ; or

(b) a member of the Indian Institute of Architects ; or

(c) an Associate Member of the Institute of Civil Engineers ; or

(d) a member of the Institution of Structural Engineers, or who possesses such qualification as the Chief inspector may approve.

94. (1) In every factory there shall be maintained in good working order first aid appliances as specified in Appendix 'I'. The first aid appliances shall be placed under the charge of a responsible person who knows to use them, and shall be kept in a readily accessible place within the factory so as to be immediately available during working hours. The words 'First Aid' shall be clearly painted on the box or other receptacle containing such appliances.

(2) Every person sustaining an injury within a 'factory shall, unless he desires otherwise, be administered 'First Aid' as per Appendix 'H'.

Notice of Periods for Works for Adults

(Section .39)

95. (1) The notice of periods for work for adults shall be-

(a) in Form 'L' when all the adult workers in a factory are required to work within the same periods and the periods are the same on each working day of the week ;

(b) in Form 'L (a)' when all the adult workers in a factory are required to work within the same periods and the periods are same on five working days in the week and shorter on the sixth day ;

(c) in Form 'L' or Form 'L(a)' as may be convenient, a separate form being used for each group, when the adult workers have been classified into groups which do not work on a system of shifts ;

(d) in Form 'L(b)' when the adult workers have been classified into groups working on shifts the relays not being subject to predetermined periodical changes of shifts the form shall be accompanied by a supplementary notice in a form approved by the Chief inspector showing which re-lay is working on each shift ;

(e) in Form 'L(b)' when the adult workers have been classified into groups working on shifts the relays being, subject to predetermined periodical changes of shifts the form shall be accompanied by a supplementary notice showing the system of rotation of-relays and the method of determining which relay should be working on any specified shift on any day:

Provided that if the periods of work for women differ from the periods of work for men, separate notice shall be used, for men and for women.

(2) When in the opinion of the chief inspector or the Inspector the periods for work in a factory, although legal cannot be conveniently displayed by any of the methods described in the foregoing rules he may by order in writing, permit a notice in a form which appears to him suitable to be substituted and such form shall for that factory be deemed to be

prescribed from.

(3) The notice shall be painted in bold letters of not less than half an inch in a wooden or metal plate and shall be displayed in the conspicuous places near the main entrance to the factory.

Register of Adult Workers

(Section 41)

96. (1) (i) The register of adult workers shall be in Form 'M' and shall be kept separately for each shift for a calendar year.

(ii) Such register of adult workers in respect of daily attendance of the workers shall be maintained in Form 'M-1' and the attendance shall be marked every day.

(2) Such register shall be preserved for three years in non-seasonal factories and for at least one year beginning from the date of the commencement of the season in seasonal factories.

(3) The register prescribed under this rule shall always be available for inspection, and if it is not produced on demand being made therefor by the Inspector, the manager shall be deemed to be responsible for its non-production, whether he was present in the factory at the time of demand or not.

Persons Holding Positions of Supervision or Management

[Section 43 (1)]

97. The following persons shall be deemed to hold positions of supervision or management in a factory :--

(1) Manager.

(2) Any other person who, in the opinion of the Chief Inspector holds a position of Supervision or management.

98. All clerks, accountants, computers and time-keepers shall be deemed to be employed in a confidential capacity.

99. A list showing the names and designations of all persons, to whom the provisions of subsection (1) of section 43 have been applied shall be maintained and when so required by the Inspector, produced before him.

Exemptions

[Section 43 (2)]

100. The exemptions from the provisions of the Factories Act, 1934 shall be allowed in accordance with the Sind Factories (Adult Exemption) Rules, 1973.

Overtime Register

(Section 47)

101. (1) The manager of every factory in which workers are exempted under sections 43 or 44 from the provisions of sections 34 or 36 shall keep a register in Form 'N' showing the normal piece-work rate of pay or the rate of pay per hour, per day or per week of all exempted workers.

(2) The overtime hours or work per day and per week of and the payment therefor to, all exempted workers shall be correctly entered in the register required to be maintained under this rule.

(3) The register shall not be destroyed until after the expiry of three years from the date of last entry therein.

(4) The register shall always be available for inspection by the Inspector and if not produced on demand being made therefor by the Inspector, the manager shall be deemed to be responsible for its non-production, whether he was present in the factory at the time of demand or not.

Restrictions on Double Employment

(Section 48)

102. (1) The Inspector may sanction the employment of adult male workers in more than one factory on the same day if he is satisfied-

(a) that the total working hours of such workers on any one day do not exceed ten; and

(b) that they receive weekly holiday prescribed under section 35.

(2) A note over the initials of the Inspector shall be made in the remarks column of the Register of Adult Workers against all male workers permitted to work in more than one factory under sub-rule (1).

Compensatory Holidays

(Section 35-A)

103. The compensatory holidays to be allowed under section 35-A shall be so spaced that not more than two holidays are given in a week.

104. (1) The manager shall display at the place at which the notice of periods for work prescribed under section 39 is displayed, on or before the end of the month a list of persons entitled to compensatory holidays in the following month, specifying the dates on which the holidays fall due, and any subsequent changes in respect of persons allowed compensatory holidays shall be made not less than one week in advance of such holidays.

(2) The payment in lieu of holiday or holidays shall be given under sections 35 to 39 before a worker is discharged or dismissed.

105. (1) The manager shall maintain a register of workers exempted from the provisions of section 35 in Form 'O' and make an annual return of compensatory holidays in Form 'P' within a period of two months at the end of the year in non-seasonal and the end of the season in seasonal factories

Provided that, if the Chief Inspector is of the opinion that any muster roll or register regularly maintained for 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 35-A, 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.

(2) The register maintained under sub-rule (1) shall be preserved for a period of three years from the last entry borne on it and shall be produced before the Inspector on demand.

Holidays with Pay

(Section 49-F)

106. (1) The employer shall maintain a holidays with pay register in Form 'Q' and make a return in Form 'R' not later than the 1st March of the year subsequent to that to which it relates:

Provided that if the Chief Inspector is of the opinion that any muster roll or register regularly maintained for the factory, or return made by the employer, gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of Chapter IV-A of the Act, he may, by order in writing, direct that such muster roll 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.

(2) The register maintained under sub-rule (1) shall be preserved for a period of three years from the last entry borne on it and shall be produced before the Inspector on demand.

(3) The register shall always be available for the inspection by the Inspector, and if not produced on demand being made therefor by the Inspector, the manager shall be responsible for its non-production, whether he was present in the factory at the time of demand or not.

107. (1) The employer shall provide each worker with a book called "Holiday Book" in Form 'S'. The book shall be the property of the worker and the employer or his agent shall not demand it except to make entries of the date of holidays or interruptions in service, and shall not, for any reason keep it for more than a week at a time.

(2) If a worker loses his "Holiday Book" the employer shall provide him with a duplicate thereof, duly completed from his record, on payment of one rupee.

108. (1) A workman who is absent from work for reasons of health shall, if so required by

his employer in writing, submit a medical certificate signed by a registered medical practitioner stating the cause of the absence and the period for which the worker will, in the opinion of the medical practitioner, be unable to attend to his work.

(2) When an employer provides medical facilities for his employees, workers living in a colony attached to the factory shall obtain such certificate from the factory doctor.

(3) The charges for a certificate required to be produced by workmen under this rule shall be borne by the employer.

109. The employer shall report as soon as possible to the Inspector all cases of involuntary unemployment indicating the total number of workers effected together with the cause or causes of unemployment. Entries of such unemployment shall be made in the Holidays with pay register of the establishment and in the Holiday Book of the individual concerned.

110. Before or on the completion of period of twelve months continuous service in the factory, as defined in section 49-B, a worker may give notice to the employer of his intention not to avail himself of holidays falling due in the following period of twelve months and the employer shall thereon make an entry to that effect in the Holidays with pay Register in respect of that worker and in his Holiday Book.

111. Except in regard to the worker who has given notice of his intention not to avail himself of holidays in the year in which these occur, the employer shall fix the dates on which holidays with pay shall be allowed to each worker including the worker who has accumulated his holidays over two periods of twelve months each. Any such date shall not be earlier than four weeks from the date on which the date so fixed is notified unless the worker agrees to take the holiday earlier, and shall be entered in the Holidays with pay Register and the Holiday Book of the worker concerned.

112. As far as circumstances permit, when a husband and wife are employed in the same factory, they shall be allowed holidays on the same day.

113. The employer may alter the date fixed for holidays only after giving a notice of four weeks to the worker.

114. A worker may exchange the period of his leave with another worker subject to the approval of the employer.

115. The second half of the pay due for the period of holidays shall be paid to the worker with the first payment of wages after he resumes work.

116. If a worker dies before he resumes work, the balance of his pay for the period of holidays shall be paid within a period of one week of the receipt of the intimation of his death to his nominee and in the absence of a nominee to his dependants according to law or local practice.

117. (1) Where a factory is exempted under section 49-G from the provisions of Chapter IV-A of the Act, the manager of the factory shall maintain a register showing in respect of each worker the holidays due and taken and the pay granted for the holidays taken and shall display at the main entrance of the factory a notice giving details of the system prevailing in the factory for the holidays with pay and shall send a copy' of the same to the Inspector.

(2) Leave rules, applicable to workers in a factory approved by Government when granting exemption to the factory under section 49-G shall not be altered without the previous permission of Government.

Industrial Relations Ordinance, 1969

118. (1) In public utility services specified in the Schedule to the Industrial Relations Ordinance, 1969, the provision of section 49-A regarding festival holidays shall apply to only those workers who are granted this facility by the manager through a notice displayed on the Notice Board prior to such holiday. All other workers shall attend to their normal duties. In such public utility services, a worker may be paid at twice the rate of ordinary pay for work performed on a festival holiday or he may be granted two compensatory holidays at the option of the worker.

(2) This rule shall also apply in respect of all other factories if the worker wants encashment instead of compensatory leave.

(3) Seasonal factories shall give 50% of all types of leave as provided for in Chapter IV-A of the Act.

(4) The manager may allow non-Muslim workers intending to enjoy their festival holidays to adjust the same against the festival holidays declared under section 49 .1 for Muslims.

Notice of Periods of Work for Children

(Section 55)

119. The notice of periods of work for children shall be in the same form as that prescribed under rule 95 for adults.

Register of Child Workers

(Section 56)

120. (1) The Register of Child Workers in all factories shall be in Form 'T'.

(2) The register shall be maintained for three years in non-seasonal factories while in seasonal factories it shall be maintained at least for one year beginning from the date of the commencement of the season.

(3) The register shall always be available for inspection by the Inspector, and if not produced on demand being made therefor by the Inspector, the manager shall be responsible for its non-production, whether he was present in the factory at the time of the demand or not.

Display of Factory Notices

(Section 76)

121. The abstract of the Act and of the Rules made thereunder shall be in the form given in Appendix III'.

Returns

(Section 77)

122. Submission of Returns under section 77.---The manager shall furnish the following returns to the Chief Inspector on or before the date specified in respect of each return :-

(1) On or before the fifteenth of January each year, an annual return to duplicate in Form 'V':

Provided that in case of a factory in which work is carried on only during a certain season or seasons of the year, the manager shall submit the annual return within fifteen days after the close of that season or of the last of those seasons as the case may be.

(2) A half-yearly return in Form 'W' for the half-year, ending thirteenth of June and thirty-first of December on or before the fifteenth of July and the fifteenth of January respectively following half-year to which it relates:

Provided that in the case-of a factory in which the work is carried on only during a certain season or seasons of the year, the half-yearly return shall not be furnished.

(3) Before the end of every calendar month, a return giving notice of the days on which it is intended to close a factory during the succeeding month.

Repeal

123. The West Pakistan Factories Rules, 1962 as applicable to Sind are hereby repealed.

FORM 'A'

(Rule 3)

NOTICE OF OCCUPATION

1. Name of occupier
2. Name of factory
3. Location of the factory
4. Full postal address of factory
5. Nature of moving power used
6. Amount of moving power used
7. Nature of work carried on
8. Name of Manager for the purpose of the Factories Act
-

.....

 9. Time of beginning and ending work on each day showing the period of rest interval

 10. Greatest number of persons simultaneously employed anywhere within the precincts of
 the factory on any one day in the year

 (a) Clerical establishment
 (b) Workers :-
 (i) Men
 (ii) Women
 (iii) Children
 11. Number of gins (in case of cotton ginning factory only)

 12. Date of its functioning
 (Signature of
 Occupier).....

 (Signature of
 Manager) ...

 (Date of despatch of
 Notice).....

FORM 'B'
 (Rule 8)
REGISTER OF FACTORIES
PART I—Non –Seasonal
PART II---II-- Seasonal

Serial No.	District	Name of Factory With location	Postal address	Nature of moving power	Nature of work carried on	No. of workers	Name of Occupier	Name of Manager	Date of Inspection
1	2	3	4	5	6	7	8	9	10

FORM 'C'
 (Rule 9)
INSPECTION BOOK

Serial No.	Name and address of factory	Date of Inspection	Irregularities noticed	Remarks	Signature of Inspecting
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FORM 'D'
 (Rule 12)

CERTIFICATE UNDER SECTION 52 (2) OF THE FACTORIES ACT, 1934

1. Serial No Serial No.....
 2. Date..... Date
 3. Name..... I hereby certify that I have personally examined (name)
 4. Father's name
 5. Sex and caste or Son/daughter of.....(Caste, etc.)
 religion
 6. Residence residing at.....who
 factory, and that his/her age as nearly
 is desirous of being employed in a
 as can be ascertained from my exam-
 7. Age certified ination is..... years, and that
 he/she is fit for employment as a
 8. Physical fitness..... child/as adult in a factory. His/her
 descriptive marks are -
 9. Distinctive marks
 Thumb impression. Thumb impression.
 Examining Surgeon. Examining Surgeon.
 (Countersigned) (Countersigned)
 Certifying Surgeon. Certifying Surgeon.

FORM 'E'

[Rule 14 (2)]

REGISTER OF FEES PAID FOR THE ISSUE OF DUPLICATE CERTIFICATE UNDER SECTION 52 OF THE FACTORIES ACT

Date	Serial No.	No. of previous certificate	Name of person to whom granted	Amount of fee charged	Initials of Certifying Surgeon

Paid into Treasury.

Date Signature of Certifying Surgeon

FORM 'F'

(Rules 18 & 46)

LIME-WASHING, PAINTING OR VARNISHING

Part of factory e.g., name or particulars of room	Parts lime washed painted or varnished e.g walls ceilings wood-work etc	Treatment whether lime-washed painted or varnished	Date on which lime-washing painting or varnishing was carried out (according to the English Calendar)	Signature of Occupier or Manager	Remarks

FORM 'G'

(Rule 28)

EXEMPTIONS

Section or Rule from which exemption is granted	Parts lime washed painted or varnished e.g walls ceilings wood-work etc.	Treatment whether lime-washed painted or varnished.	Date on which lime washing painting or varnishing was carried out (according to the English Calander)	Signature of occupier or manager.
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FORM 'H'
(Rule 30)
HUMIDITY REGISTER

Name of factory..... Month.....

Place.....Number of operatives employed in the Department

Department Number of Hygrometers.....

Year..... Hygrometer position

1 st Reading			2 nd Reading			3 rd Reading			Average			Wet Kata reading			
Date	Dry bulb	Wet bulb	Relative humidity	Dry bulb	Wet bulb	Relative humidity	Dry bulb	Wet Bulb	Relative humidity	Dry bulb	Wet bulb	Relative humidity	1 st reading	2 nd reading	3 rd reading

Monthly
Average

I certify that the above Hygrometerical and Wet Kata Readings recorded during the month of are-correct

Signature of
Controller
.....
.....
.....
.....

FORM 'I'
Rule 4 (1)

Name or particulars of room in factory	Dimensions of room in feet	Total floor area in square feet	Floor area occupied by machinery in the room	Breathing space (cubic contents in cubic feet)	Maximum number of persons who may be employed in the room	Signature of Occupier or Manager	Remarks
	Length Breadth Height						

FORM 'J-I'
(Rules 82 and 83)
NOTICE OF ACCIDENT
FIRST ACCIDENT REPORT

(To be submitted within twenty-four hours from the time of occurrence of the accident).

1. (a) Name and address of the factory.

- (b) Telephone No.
- 2. Name and address of owner/occupier.
- 3. Principal product(s)/services rendered
 - (i)
 - (ii)
- 4. Particulars of the injured person:
 - (a) Name with father's name.
 - (b) Address : (i) Present
 - (ii) Permanent
 - (c) Age.
 - (d) Sex.
 - (e) Occupation.
- 5. Date and time of accident.
- 6. Branch/Department/Place where accident occurred.
- 7. Brief description of
 - (a) Cause of accident.
 - (b) Nature of injuries.
- 8. Names and addresses of witnesses to the accident
 - (1)
 - (2)
- 9. Name and address of the medical officer under whose treatment the injured person has been placed.
- 10. Date and time of despatch of report.

FINAL ACCIDENT REPORT

(To be submitted within three months from the date of occurrence of the accident).

1. (a) Name and address of the factory.
(b) Telephone No.
2. Name and address of owner/occupier.
3. Principal product(s)/service rendered
 - (i)
 - (ii)
 - (iii)
4. Particular of the injured person.
 - (a) Name with father's name.
 - (b) Address : (i) Present
(ii) Permanent.
 - (c) Age.
 - (d) Sex.
 - (e) Occupation.
5. Nature of accident (please tick applicable).
 - (i) Death.
 - (ii) Permanent total disablement
 - (iii) Permanent partial disablement
 - (iv) Injury causing absence from work exceeding; twenty days.
 - (v) Injury causing absence from work for more than forty eight hours and upto twenty days.
 - (vi) injury causing less than forty eight hours absence
(if this sub-item is ticked please do not fill up items 6 to 10)--.
6. If the accident resulted in permanent partial disablement to the injured person tick one or more (as may be the case) .in the following list of injuries.
(Loss of any limb or member also includes loss of its use.)Loss of—
Right arm above or at the elbow c
Left arm above or at the elbow c
Right arm below the elbow c
Left arm below the elbow c
Leg at or above the knee c
Leg below the knee c
Hearing-Permanent total c
One eye c
Thumb c
All toes of one foot c
One phalanx of thumb c
Index finger c
Great toe c
Any finger other than index finger c
7. Classification by type of accident (please tick applicable). c
 - (i) Falls of persons c
 - (ii) Falling objects c
 - (iii) Stamping or strike against or struck by objects excluding falling objects. c
 - (iv) Electricity. c
 - (v) Poison, corrosive and harmful substances, including radiation. c
 - (vi) Explosion c

- (vii) Fire c
- (viii) Irruption of water c
- (ix) Suffocation by gases c
- (x) Any other type (specify e. g., overexertion/
strenuous movement, etc). c

8. Classification by agency of accident (please tick applicable): ---

- (i) Prime movers c
- (ii) Transmission machinery c
- (iii) Lifting machinery c
- (iv) Working machinery c
- (v) Other equipment and installations c
- (vi) Rail transport c

- (vii) Other transport and haulage c
- (viii) Hand tools c
- (ix) Any other agency (specify c. x., water transport,
pressure vessels, furnaces, ovens, kilns, etc.)

9. Period (working hours) of absence from duty in the case of non-fatal
accident

In case of injury involving absence of more than ninety days entry in item 9 be made as: -
the injured person is till absent" instead of writing number of days.

10. Name and address of the medical officer under whose treatment the injured person has
been placed.

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Date of despatch of report

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For use by Chief Inspector of Factories

FORM 'K'

[Rule 93]

CERTIFICATE OF STABILITY

1. Town and district in which factory is situated.
2. Full postal address.
3. Owner of building.
4. Company,, firm or occupier by whom the factory will be operated. .
5. Nature of work to be carried «n.
6. Approximate area of the factory building.
7. Approximate area of the premises.
8. The number of floor on which workers will be employed.
9. Details and strength of materials used.
10. Details of iron work, with measurment of spans and loads carried by stanchion pillars.

Certified that the undersigned has carried out a detailed survey of the buildings and materials referred to above and is satisfied that the margin of safety is in accordance with the recognised standards required by the Architects and Builders Association and further that the erection has been carried out in such a way as to give the buildings reasonable stability and to provide the maximum safety in working the machines housed in the building.

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FORM 'L'
(Rule 95)

NOTICE OF PERIODS FOR WORK FOR ADULTS/CHILDREN

Name of factory
Place where situated
Hours of starting work
Hours of closing work
Period of rest interval From To
Weekly holiday given on

Date Signature of Manager

If this notice relates to the working hours of adults, the word "children" should be struck out and in case it is meant for children, the word "adult" should be struck out.

FORM 'L-(a)'
(Rule 95)

NOTICE OF PERIODS FOR WORK FOR ADULTS/CHILDREN

Name of factory
Place where situated

On ordinary working days---

Hour of starting work
Hours of closing work

Period of rest intervalFrom..... To

On half holiday which is given on-

Hour of starting work
Hour of closing work

Weekly holidays given on :

Date Signature of Manager

If this Notice relates to the working hours of adults, the word "children" should be struck out and in case it is meant for children, the word "adults" should be struck out.

FORM 'L (b)'
(Rule 95)

NOTICE OF PERIODS FOR PERSONS WORKING BY SHIFTS

Name of factory
Place where situated

Shift Begins at _____ Ends at _____ Interval _____

Date..... Signature of Manager

FORM 'M'

			been worked	occasion								
--	--	--	-------------	----------	--	--	--	--	--	--	--	--

FORM 'O'
(Rule 105)

REGISTER OF WORKERS EXEMPTED FROM THE PROVISIONS OF SECTION 35 OF THE FACTORIES ACT

Serial No.	No. in the register of workers	Name	Group or Relay No	No. and date of exempting order	Year	January to March	April to June	July to September	October to December	January to March	April to June	July to September
1	2	3	4	5	6	7	8	9	10	11	12	13

FORM 'P'
(Rule 105)

COMPENSATORY HOLIDAYS ANNUAL RETURN

For the year ending 31st December, 19 for the season ending

Name of Factory

Name of occupier..... Name of Manager.....

1. District.
2. Postal Address.
3. Nature of Industry.
4. No. of workers, exempted from section 35 of the Factories Act.
Men.....
Women , ,

FORM 'Q'
(Rule 106)
REGISTER OF HOLIDAYS WITH PAY
PART I-ADULTS
PART II-CHILDREN

Factory
 Department.....

Serial No	Sr.No on the Register of Adult/Child Workers	Name	Father's Name	Date of entry into service	Interruption					
					Sickness and accident	Authorised leave	Lockout or legal strike	Involuntary unemployment	Others	
1	2	3	4	5	6	7	8	9	10	1

FORM 'R'
(Rule 106)

HOLIDAY WITH PAY-ANNUAL RETURN

Name of factory Return for the year ending 31st December.

19

Name of Occupier..... Name of Manager

District

Postal address

Nature of industry

Total number of persons employed during the year

Men

Women.....

Children.....

Number of persons who completed twelve months continuous service during the year

Men.....

Women

Children.....

Number of persons who were granted holidays during the year

Men

Women

Children

Number of persons who gave notice not to avail themselves of holidays during the year in which holidays accrued.

Men

Women.....

Children

FORM 'S'
(Rule 107)

HOLIDAY BOOK

Will be the same as the Register of Holidays with Pay; will be made out for each worker on a thick bound sheet.

FORM 'T'
(Rule 120)

REGISTER OF CHILD WORKERS UNDER SECTION 56 OF THE FACTORIES ACT

For the month of

.....

Working hours.

From To.....

1st period : Name of factory :.....

Rest interval Place where situated

2nd period

Serial No	Name	Father's Name	Caste or Religion	Nature of work	Group	Relay	Provisional Certificate	Certifying Surgeon's Certificate	Remarks
							No. Date	No. Date	

FORM 'U'

[Rule 122 (1)]

ANNUAL RETURN

Name of Factory. Return for the year ending 31st December, 19
Season ending

Name of Occupier. Name of Manager.

1. District.
2. Postal Address.
3. Nature of Industry.

Adults.

Men.
Women.
Adolescents.

4. Average number of workers employed. (Male.
daily. Female.

Children.

Boys.
Girls.

5. Normal hours worked per week.
6. Number of days worked in the year.
7. What rest intervals were given to adults ?
8. What rest intervals were given to children ?
9. Were week days sometimes substituted for ,Sundays as weekly holidays ?

3
4
3
5

10. Were the majority of workers exempted 36
from the provisions of sections- 37

38

11. Was the factory exempted under the second proviso to section 41(1) of the Factories Act ?

Dated Signature of Manager

FORM 'V'

[Rule 122 (2)]

HALF-YEARLY RETURN

For the Half-year ending 30th June
19

31st
Decem

ber,
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 Male.
daily. Female.

Dated Signature of Manager

APPENDIX I

[Rule 94 (1)]

- (a) In factories employing more than 9, but less than 21 workers, each first-aid box or cupboard shall contain--
 - (i) Printed instructions in English and in the language commonly in use in the District where the factory is situated for treatment of different types of injuries as per Appendix-II.
 - (ii) A sufficient number (not less than six) of small (sterilized) dressings for fingers.
 - (iii) A sufficient number (not less than three) of medium size (sterilized) dressings for hands and feet.
 - (iv) A sufficient number (not less than six) of small (sterilized) dressings for other parts of the body.
 - (v) A sufficient number of sterilized dressings (small and large) for burns.
 - (vi) A two per cent alcoholic solution of iodine or a one per cent aqueous solution of gentian violet.
 - (vii) A bottle of sal volatile, having the dose and mode of administration indicated on the label.
 - (viii) Eye drops.
- (b) In factories employing more than 20, but less than 51 workers, each first-aid box or cupboard shall contain--
 - (i) Printed instructions in English and in the languages commonly in use in the District, where the factory is situated, for the treatment of different types of injuries as per Appendix-II.
 - (ii) A sufficient number (not less than a dozen) small sterilized dressings for fingers.
 - (iii) A sufficient number (not less than six) of medium (sterilized) dressings for hands and feet.
 - (iv) A sufficient number (not less than six) of large (sterilized) dressings for other parts of the body.
 - (v) A sufficient number of sterilized dressings (small and large) for burns.
 - (vi) A sufficient supply of sterilized cotton wool in 1/2 oz. packets.
 - (vii) A bottle of sal volatile, having the dose and mode of administration indicated on the label.
 - (viii) A two per cent alcoholic solution of iodine.
 - (ix) Eye drops.
 - (x) A supply of suitable splints and cotton wool or other material for paddings.
 - (xi) A supply of adhesive plaster.
 - (xii) Atourniquets.
 - (xiii) Six roller bandages.
 - (xiv) Three triangular bandages.

(xv) Safety pins.

Note 1.--Items (x) to (xv) need not be included in the first-aid box or cupboard where there is a properly equipped ambulance room, or where at least one box, containing such items and placed and maintained in accordance with the requirements, is separately provided.

Note 2.-Each first-aid box or cupboard shall be distinctively marked with the words "First-aid".

(c) For factories employing more than 50 workers-

(i) Printed instructions in English and in the languages commonly in use in the District, where the factory is situated for treatment of different types of injuries as per Appendix-II.

(ii) A sufficient number (not less than two dozen) small sterilized dressings for fingers.

(iii) A sufficient number (not less than one dozen) of medium size sterilized dressings for hands and feet.

(iv) A sufficient number (not less than one dozen) of large sterilized dressings for other parts of the body.

(v) A sufficient number of sterilized burn dressings (small and large).

(vi) A two per cent. alcoholic solution of iodine.

(vii) A sufficient supply of sterilized cotton wool in 1/2 oz. packets.

(viii) A bottle of sat volatile, having the dose and mode of administration indicated on the label.

(ix) Eye drops.

(x) A supply of suitable splints and cotton wool or other material for paddings.

(xi) A supply of adhesive plaster.

(xii) Atourniquets.

(xiii) One dozen roller bandages.

(xiv) Half dozen triangular bandages.

(xv) Safety pins.

Note 1.-Items (x) to (xv) need not be included in the first-aid box or cupboard where there is a properly equipped ambulance room or where at least one box, containing such items and placed and maintained in accordance with the requirements, is separately provided.

Note 2.-Each first-aid box or cupboard shall be distinctively marked with the words -First-aid."

(d) For factories in which owing to the nature of the manufacturing process additional materials or appliances are necessary for the treatment of injuries such additional materials or, appliances (including a stretcher) shall be maintained as the Inspector may, by written order, require.

(e) All materials for dressings contained in first-aid boxes or cupboard shall be those designated in and of a grade of quality not lower than the standard prescribed by the British Pharmaceutical Code, 1923.

(f) Notices in Urdu and in the languages commonly in use in the District shall be axed and maintained in every work-room, stating the nearest first-aid box or cupboard in respect of that room, also warning workers of the dangers of neglecting even small injuries and urging them to obtain proper treatment.

APPENDIX II

[Rule 94 (2)]

1. Treat every scratch or slight wound immediately.

2. Apply iodine solution over the broken surface once and allow to dry.

3. Do not attempt to wash the wound.

4. Apply a sterilized dressing. A bandage can be applied over this dressing, if necessary. Do not touch the part of the sterilized dressing which is put next to the wound.

5. Iodine sterilizes the wound and makes any dirt harmless.

6. Hands are never free from germs, and should never touch the wound or the part of the

dressing to be applied to the wound.

A Burn or a Scald

7. Cover the injured part with a dry sterilized burn dressing.

Acid Burns

8. Ointment or oil, such as carron oil, should not be used for a first aid dressing. Carron oil is not sterile. Its use may also interfere with any subsequent treatment by a doctor or in the ambulance room.

9. Do not prick a blister, except under medical advice, it is not part of the first-aid treatment.

10. Flood the burn with cold water.

11. Sprinkle the burnt area (after flooding) with powder bicarbonate of soda.

12. Apply a "sterilized dressing" of suitable size.

13. Iodine should never be used for burns or dermatitis.

Eye Injuries

14. Prevention is better than cure and, therefore, if your work entails danger to the eyes, wear goggles, goggles have saved hundreds of eyes, thousands have been lost for want of them.

A Foreign Body in the Eye

15. Apply two or three eye drops to the effected eye-ball. Cover with an eye shade and go to a doctor at once.

16. Do not try to remove any particle which cannot be brushed away.

Note.-The treatment recommended should be carried out immediately. The longer the delay the greater the risk of blood poisoning.

It is first-aid treatment and is not intended to replace any subsequent treatment which may be necessary by a doctor or in the ambulance room.

APPENDIX III

(Rule 121)

ABSTRACT OF THE FACTORIES ACT, 1934 AND RULES

Definitions

1. "Adolescent" means a person who has completed his fifteenth but has not completed his seventeenth year.

2. "Adult" means a person who has completed his seventeenth year.

3. "Child" means a person who has not completed his fifteenth year.

4. "Day" means a period of twenty-four hours beginning at midnight.

5. "Occupier of a factory" means the person who has ultimate control over the affairs of the factory.

6. "Week" means a period of seven days beginning at mid-night on Saturday night.

7. "Worker" means a person employed in any manufacturing process, or in any work required for the proper carrying on of a manufacturing process.

Powers of Inspector

8. An Inspector may, together with such assistants, if any, as he may think fit to bring, enter any place within the area for which he is appointed, which is or which he has reason to believe to be used as factory, and there make such examination-of the premises, works, machinery and plant and of all registers or other prescribed record as may be necessary for the purposes of the Act, and he may take on the spot or otherwise such evidence of any person as he may think necessary to examine. He may also exercise such other powers as may be necessary for carrying out the purposes of this Act.

Hours and Conditions of Employment

(Subject to any exception or exemption permitted under the Act or the Rules thereunder).

9. Non-seasonal factories.-----No adult worker shall be employed in a non-seasonal factory for more than nine hours in any one day or for more than forty-eight hours in any one week:

Provided that in factories working continuously (day and night), for technical reasons the

average weekly working hours of an adult worker in any period of three weeks shall not exceed fifty-six hours.

10. Seasonal factories.---No adult worker shall be allowed to work in any seasonal factory for more, than ten hours in any day or for more than fifty hours in any week: ,

Provided that no woman shall be allowed to work for more than nine hours in any day.

11. Rest intervals.-----No person shall be employed in any factory for more than six hours at a stretch without having had a rest interval of at least one hour.

12. Spread over.----The hour of work for adult workers shall be so arranged that alongwith the interval for rest they shall not spread over more than ten and half hours or where the factory is a seasonal one for more than eleven and half hours in any one day.

13. Weekly holiday.-----No person shall be employed on a Sunday unless-

(a) he has had or will have a holiday for a whole day on one of the three days immediately before or after that Sunday; and

(b) the manager of the factory has, before that Sunday or the substituted day, whichever is earlier--

(i) delivered a notice to the Inspector of his intention to employ the worker on Sunday and of the day which is, to be substituted therefor, and

(ii) 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.

14. For adolescents and children.----- (1) No child who has not completed his twelfth year shall be allowed to work in any factory.

(2) No adolescent or child shall be employed in any factory unless he is in possession of a certificate of age and fitness from the certifying surgeon.

(3) No child worker shall be employed for more than five hours in any one day, and the hours of work shall be so arranged that they shall not spread over more than seven and a half hours in any one day:

(4) No child shall be employed in any factory on any day on which he is known to have already worked in another factory.

15. For women, adolescents and children.----- (1) No woman or child shall be employed in any factory before 6-00 a. m., or after 7-00 p. m,

(2) No woman or child shall be employed in any part of a factory for pressing cotton in which a cotton opener is at work, save in circumstances mentioned in proviso to section 29 of the Act..

16. (1) The hours of work of all persons employed in a factory shall be fixed before hand and no person shall be employed except during such hours.

(2) Any change in the hours of work shall be notified to the Inspector before the change is actually made and except with the previous sanction of the Inspector, no such change shall be made until one week has elapsed since the last change.

17. If a child over the age of six years is found inside any room or part of a factory in which children are employed, and in which any manufacturing process or work incidental to any manufacturing process is being carried on, he, shall, until contrary is proved, be deemed to be employed in a factory.

Sanitary Conditions

18. Lime washing.-----In every factory the inside surface of all walls of the rooms in which persons are employed, and all ceilings or, tops of such rooms (whether such walls, ceilings, or tops, be plastered or not) and all passages and staircases shall be completely lime-washed at least once every year:

Provided that the provisions of this paragraph shall not apply to,--

(i) walls or tops of rooms which are made of galvanized iron tiles or glazed bricks;

(ii) walls in oil mills below the height of five feet from the ground;

(iii) any other factory or parts thereof in which lime-washing or painting is, in the opinion of the Chief Inspector, not necessary for satisfying the requirements of section 13 of the Act in

regard to cleanliness.

20. Cleanliness. (Rule 19 missing from the Sind Gov. Gaz. of 20 Nov, 1975.)-----Every factory shall be kept clean free from effluvia arising from any drain, privy or other nuisance. All refuse likely to be injurious to health shall be removed with as little delay as possible.

21. Drainage.--All drains carrying waste or sullage water shall be constructed in masonry or other impermeable material and shall be regularly flushed and, where possible, connected with some recognised drainage line.

22. First-aid appliances.-----In every factory there shall be maintained in a readily accessible place first-aid appliances approved by the Inspector. The appliances shall be kept in good order and they shall be placed under the charge of a responsible person who understands how to use them who shall be readily available during working hours.

23. Ventilation.-----Every factory shall be ventilated in such a manner as to render harmless, as far as practicable, any gases, vapours, dust or other impurities generated in the course of work carried on therein that may be injurious to health.

24. Lighting.-----Every factory shall be sufficiently lighted during all working hours.

25. Over-crowding.--A factory shall not be so overcrowded while work is carried on therein as to be dangerous or injurious to health of the persons employed therein.

26. Drinking water.-----In every factory there shall be maintained a sufficient and suitable supply of water fit for drinking for the use of the persons employed in the factory. A tap or taps connected with any public water works from which a sufficient quantity of water can at all times be drawn as required, shall be deemed a sufficient supply. Wells or tanks shall be protected from pollution or contamination by organic matters or other impurities, and shall not be constructed within fifty feet of latrines or drains.

27. Washing facilities.---In every factory in which any process involving contact with the workers with injurious, poisonous or other obnoxious substances is carried on, there shall be provided a sufficient supply of water and soap for the use of the workers.

28. Latrines and urinals.-----There shall be provided within the precincts of every factory, latrines and urinals in an accessible place detached from the other factory buildings, and accommodation therein shall be not less than the following scale: -

(1) Latrines:-----5 for the first 50 and 2 additional seats for every 50 persons or any less number in excess of the first fifty.

(2) Urinals.-----3 for the first 50 and 2 additional urinals for every 50 persons or any less number in excess of the first fifty.

29. If females are employed separate latrines screened from those for males and marked in the vernacular in conspicuous letter "For women only" shall be provided in the scale given above. Those for males shall be similarly marked "For men only".

Safety of Employees

30. Precautions against fire.-----All factories of more than one storey shall be provided with two sets of stairs or steps one of which shall be on the outside of the building. The doors and windows leading to the external stair case shall be so constructed as to be easily opened from the inside.

31. No woman or child shall be allowed to clean or oil any part of the mill gearing or machinery of a factory while the same is in motion.

32. Any machinery or part thereof which is required to be protected by fence or guard shall be stopped before the fence or guard is removed, except where the machinery is under repair, or is under examination in connection with repair or is necessarily exposed for the purpose of cleaning or lubricating or for altering the gearing or arrangements of the parts of the machinery.

33. Lubrication of bearings or gear wheels or replacing or adjusting of belt shall be done only by experienced and specially trained persons.

34. No person engaged in oiling or adjusting belt or in any work whatsoever within reach of unfenced transmission machinery shall be allowed to work while wearing loosely fitted clothes.

Explanation.---All garments other than those specified below shall be considered loosely fitting for the purpose of this rule: -

Boiler suit.

Shorts.

Tightly fitting shirts worn inside shorts.

Loin cloth.

Vest (banyan).

Sweater.

Cap.

Turban without hanging ends.

35. (1) Safe and convenient access shall be provided to all bearings and service platforms or gangways shall be provided for overhead shafting.

(2) Every shafting shall be provided with hooks or other non-skid device.

36. Report of accident.-----Notice of accidents, resulting in death or causing such severe injury that there is no reasonable hope that the injured person will be able to return to work within forty-eight hours shall be sent by telephone or by special messenger within twenty-four hours of the occurrence to-

(a) the Chief Inspector, the Inspector for the area and the District Magistrate, or if the District Magistrate by general order so directs, to the Sub-Divisional Magistrate; and

(b) by registered post within twenty-four hours of the occurrence to the Commissioner appointed under the Workmen's Compensation Act, 1923.

37. In case of any accident resulting in death, notice shall be sent within twenty-four hours and by similar agency to the officer-in charge of the police station for the area in which the factory is situated.

38. Notices of accidents of a minor character but which nevertheless prevent the injured person from returning to work within forty-eight hours of the occurrence shall be given within twenty-four hours of the expiry of that time to both the Inspector and the District Magistrate, if the later by general order so directs, to the Sub-Divisional Magistrate.

39. When an accident which has been reported to the Inspector as "Slight" the manager shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in paragraphs 36 and 37 above.

40. Collapse of building and accidents to plant or machinery.---When in any factory there occurs any explosion, fire, collapse of building or serious defects in the machinery or plant which might have caused or might cause injury to persons, such occurrence shall be reported by the manager within four hours of its occurrence to the authorities mentioned in paragraph 36 (a).

Fencing and Guarding of Machinery

41. (1) All fly-wheels, lifts and hoists shall be fenced.

(2) All shafts, couplings, pulley straps, ropes and other transmission machinery shall be kept securely fenced.

(3) All important pulleys shall be provided with belt hangers or perches.

(4) Suitable striking gear shall be provided and used to move driving belt on all fast and loose pulleys.

42. All emery wheels and tool grinding machines shall be fitted with strong iron hood guards and also have a plate glass shield so fitted as to prevent flying particles from entering into the operator's eyes.

43. All hoist gates shall be self-locking and only capable of being opened when the cage is opposite the floor.

44. All circular saws of more than six inches in diameter shall be provided with a strong metal hood guard with a riving knife at the back of the saw. The saw under the table shall also be completely guarded.

45. All band saws shall be fitted, with expanding metal cage guards enclosing the upper half

of the machine. The saw under the table shall also be completely guarded.

46. All elevator passage ways and hoist ways shall be fenced.

47. In every factory all electrical circuits or parts of such circuits or any objects electrically connected with them whether commonly or occasionally in an electrified condition, which by reason of their position could cause injury to the person, shall be protected adequately to the satisfaction of the Inspector, either by non-metallic fencing or insulation or by both, in a manner as to remove danger of injury.

48. Open tanks, and vessels containing chemicals or substances dangerous to life and all pits, tanks, gutters and excavations eighteen inches or more in depth, shall be securely fenced.

Special Provisions for Guarding of Machinery in Cotton Ginning Factories

49. The line shaft or second motion in Cotton Ginning Factories 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 cleaning, oiling or-adjusting of belts and such openings shall be provided with gates and doors which shall be kept closed and locked.

50. The main line shaft alley shall be sufficiently lighted at all times for a workman to carry on his duties inside it without the aid of lantern.

51. The toothed rollers of the opener shall be guarded by securely fixing across the machines, not more than eight inches above the lattice, a stout metal guard not less than eighteen inches in width so arranged that in no circumstances can a man's band get into the rollers.

52. The spur gearing at the side of the opener shall be completely covered by a strong metal guard.

53. The crank shaft pulleys and roller pulleys of all gins shall be securely guarded by strongbox guards and hinged top covers.

54. The cover to the blade of all saw machinery shall be fitted with an automatic locking device so arranged as to make it impossible for the saws to be exposed whilst the machine is in motion.

Special Provisions for Guarding of Machinery in Textile Factories

55. (1) Beater covers of blowing room machinery and the door immediately above the dirt grid shall be fitted with an automatic locking arrangement which shall render it impossible to open the cover of the grid doors while the beater is still running or to restart the machine, until the doors have been closed.

(2) The nip between the cage wheels and calender wheels shall be efficiently protected on all machines preferably by "spectacle" guards, extending round the outer edge of both wheels.

56. (1) All feed rollers wheels, doffer and barrow wheels, side shaft wheels, calender wheels and collar wheels of carding machinery shall be efficiently fenced.

(2) All cylinder doors of carding machines shall be fitted with a safety automatic locking device such as to prevent the door from being opened until the cylinder has ceased to revolve and to render it impossible to restart the machine until the door has again been closed.

57. Headstocks of speed frames shall be fitted with an automatic locking in arrangement which shall prevent the door being opened while the machinery is in motion and shall render it impossible to re-start the machine until the doors have been closed.

58. All quarrant pinions of self-acting mules shall be securely fenced.

59. (1) The other ends of the ring frames shall be fitted in with metal plates.

(2) Guards made of strong rigid bars placed so that the vertical gap between them is not more than six inches shall be permanently and securely fixed along the whole length of each ring frame and such guards shall not be removable without the use of the tools.

Register of Workers

60. Register of workers.---In every factory there shall be maintained a register in the prescribed form of all persons employed therein. This register shall be kept up-to-date by

marking the attendance of each workman within half an hour of the commencement of each period of work.

Notice of Periods for Work

61. Notice of periods for work.----A notice of periods for work of all persons employed shall be maintained up-to-date and affixed at conspicuous place near the main entrance of every factory.

Compensatory Holidays

62. At the place at which the notice for periods of work is displayed, the manager shall also display on or before the end of the month, a list of persons entitled to compensatory holidays in the following months specifying the dates on which the holidays fall due.

63. In every factory there shall be maintained a register in the prescribed form in respect of compensatory holidays.

Holidays with Pay

64. A notice giving full details of the system prevailing in the factory for holidays with pay shall be displayed at the main entrance of the factory.

65. In every factory there shall be maintained a register of holidays with pay in the prescribed form and each worker shall be provided with a Holiday Book in the form prescribed.