

PUNJAB FACTORIES RULES, 1978

GOVERNMENT OF THE PUNJAB
LABOUR DEPARTMENT
NOTIFICATION
The 12th February 1978

NOIFICATION

No.5-2(Lab-II)/72.- Whereas in pursuance of the provisions of Section 79 of the Factories Act, 1934, the Governor of the Punjab was pleased to publish the Punjab Factories Draft Rules under Notification No. 5-2(Lab-II)/72, dated 27th April 1976 to elicit public opinion and whereas after consideration of the objections and suggestions received in pursuance of the said Notification, the said Rules have been finalized;

Now, therefore, in exercise of the powers conferred on him by Sections 9,11,13, 14,15,17,19,20,21,22,23,23-A, 24-A,25,26,31,32,33, 33-C,33-F,33-G,33-J,33-K,33-M, 33-P, 33-Q, 35-A, 39, 41, 43, 43(I), 43/2, 47, 48, 49, 49-F, 55, 59, 76 and 77 of the Factories Act, 1934 (Act No. XXV of 1934), and in supersession of the West Pakistan Factories Rules, 1962, the Governor of the Punjab is pleased to promulgate the said Rules throughout the Province of the Punjab with immediate effect.

Preliminary

1. Short title and extent.— (1) These Rules may be called the Punjab Factories Rules, 1978.

- (2) They shall extend to the whole¹ of the Province of Punjab.
- (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 annexed to these rules;
- (d) "artificial humidification" means the introduction of moisture into a room by any 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 fabric by water or steam in its passage through a machine:

Provided that the introduction² of air directly from outside through moistened mats or screens placed outside open windows and ventilation openings at times

¹ Printed in the Gazette Notification as "Shole".

² Printed in the Gazette Notification as "introrduction"

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 power" means the cooling power of the air in mili-calories per square centimeter per second as measured by a kata-thermo-meter;
- (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 the Punjab;
- (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 Zonal / Joint Director, Labour Welfare, Incharge of the Region concerned;
- (m) "Kata-thermometer" means the instrument invented by Professor Leonard Hill, M.B., F.R.S. and manufactured by John Hicks and Company, Haton Gardons³, London, for measuring the cooling power of the air;
- (n) "Manager" 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 (e) 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 pulleys⁴), coupling, clutch, strap, band, belt, chain, rope, or other device incidental to the transmission of motion⁵ between any prime mover and any machine or appliance or any means of which machine or appliance receives its motion; and
- (q) "Within reach" means within 6 feet or 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)

³ Printed in the Gazette Notification as "Cardon"

⁴ Printed in the Gazette Notification as "Puelleys"

⁵ Printed in the gazette Notification as "motin"

4. The Chief Inspector shall.-

- (i) be primarily responsible for the administration of the Act within the area for which he is appointed;
- (ii) Inspector shall make arrangements by 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. In addition to and without prejudice to any other powers or duties which he is authorised to exercise under the Act or these rules the Inspector may at each inspection note how far the defects pointed out at previous inspections have been removed and how far orders previously issued have been complied with. A list of all defects and irregularities discovered, together with orders for their remedy or removal passed by him, 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.

6. The Inspector at each inspection shall enquire into all accidents which may have taken place since the last inspection, as certain where may 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 copies of the report to the Chief Inspector and the Inspector of Factories of the area concerned, authorised in this behalf for such action as may be considered 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 of factories within his jurisdiction in Form 'B'.

(2) On receiving a notice under sub-section (1) of Section 9, or on receipt of a report from the Inspector of the area concerned to the effect that the premises constitute a factory, 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 a 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 pertaining to the same from the register maintained under section (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. (1) A Certifying Surgeon or a medical practitioner authorised under Section 12 to exercise the powers of a Certifying Surgeon may charge a fee of Rs. 5 per person and 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) A Certifying Surgeon or medical practitioner authorised as aforesaid shall fix such place and such 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.

11. (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 of the person in respect of whom the certificate is granted.

(3) A 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 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.

12. 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 11. The word "provisional" shall be printed or stamped in red ink at the top of each foil and counterfoil of such certificates.

13. (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 making such enquiry from the employer or if he is unemployed from the last 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

initialed⁶ by the certifying surgeon. The counterfoil in the bound book of forms shall be similarly marked "Duplicate" and initialed⁷.

(2) No duplicate⁸ of a certificate granted under section 52 shall be granted to any person otherwise than in accordance with the provisions of this rule.

14. (1) 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 six months and may 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, countersign⁹ 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 sub-section (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.

15. 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 certificate of any, whom he considers unfit.

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

HEALTH AND SAFETY

(SECTIONS 13 AND 14)

17. 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.

18. 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.

19. 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.

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

21. Proper arrangements shall be made for maintaining in a reasonably clean and

⁶ Printed in the Gazette Notification as "initialled"

⁷ Printed in the Gazette Notification as "initialled"

⁸ Printed in the Gazette Notification as "duplicate"

⁹ Printed in the Gazette Notification as "countersign"

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, DUST¹⁰, FUME AND ARTIFICIAL HUMIDIFICATION¹¹

(SECTIONS 15, 17 AND 33-J)

22. 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 the rules 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.

23. In every factory where injurious, poisonous or asphyxiating gases, dust or other impurities are used or are evolved from any process carried on, in such factory, all practicable measures to the satisfaction of Chief Inspector of Factories or Chief Medical Inspector or Inspectors authorised in this behalf shall be taken to protect the workers against the inhalation of such gases, dust or other impurities.

24. In every room in 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. Slasher sizing shall not be carried on in any room where any other process of manufacture is being performed.

25. 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 schedule in relation to the dry bulb reading of the hygrometer at that time; or as regards a dry bulb reading intermediate between any two dry bulbs readings indicated consecutively in the schedule, when the dry bulb reading does not exceed the wet bulb reading to the extent, indicated in relation to the lower of the two dry bulb readings.

SCHEDULE

| 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 |

¹⁰ Printed in the Gazette Notification as "DUSTAM"

¹¹ Printed in the Gazette Notification as "TUMIDIFICATION"

| | | | | | | | |
|------|------|------|------|-------|------|-------|------|
| 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 | 82.5 | 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 height¹² of five feet in all usual working places within the room or department is greater than eleven millicalories per square centimeter per second.

26. 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: - Once 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.

27. A legible copy of the schedule to Rule 25 shall be fixed near each hygrometer.

28. Correct wet and dry bulb temperatures, as indicated by each hygrometer maintained under the provisions of Rule 26, 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 a.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 closed¹³ to the hygrometer and entered in a humidity register¹⁴ in Form 'H'. At the end of each month, the person taking the readings shall sign the register¹⁵ and

¹² Printed in the Gazette Notification as "hight"

¹³ Printed in the Gazette Notification as "close"

¹⁴ Printed in the Gazette Notification as "registre"

¹⁵ Printed in the Gazette Notification as "reister"

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.

29. 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 observations.

30. 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.

31. (1) Every hygrometer shall comprise 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 single¹⁶ layer of muslin kept wet by means of a cotton or woolen 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 stem¹⁷ 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 up to 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 temperature 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.

¹⁶ Printed in the Gazette Notification as "single"

¹⁷ Printed in the Gazette Notification as "stem"

32. 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.

33. If an Inspector has given notice in writing that the 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 31 secured in respect thereof, which certificate shall be kept attached to the humidity register.

34. (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 ventilator opening or at such a height that the head of the hygrometer is more than five feet-and-a-half from the floor.

35. No reading shall be taken for record on any hygrometer within fifteen minutes of the renewal of water in the receptacle¹⁸.

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

- (i) all hangers¹⁹ supporting such pipes²⁰ shall be separated from the pipes by an efficient insulator not less than half an inch in thickness;
- (ii) 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.

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

OVERCROWDING

(SECTIONS 18, 33-J)

38. The particulars of each room of the factory in which workers are regularly employed shall be entered in a register in Form I, which shall be shown to the Inspector when so required.

LIGHTING

(SECTIONS 19, 33-J)

39. (1) As long as any worker is present in a factory latrines, passages, stairs,

¹⁸ Printed in the Gazette Notification as "recepticle"

¹⁹ Printed in the Gazette Notification as "hunger"

²⁰ Printed in the Gazette Notification as "pripes"

hoists, factory ground and other parts of the factory in so far as the 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.

(2) (a) The general illumination over these interior parts of the factory where persons are regularly employed shall not be less than 6 feet candles measured in the horizontal place at a level of 3 feet above the floor; provided that in any such part in which the mounting height of the light sources for general illumination necessarily exceeds 25 feet measured from the floor or where the structure of the room or the position or construction of the fixed machinery of plant prevents the uniform attainment of this standard the general illumination at the said level shall be less than 3 feet candles, and where work is actually being done the illumination shall not be less than 8 feet candles or the greatest reasonably practicable illumination below 8 feet candles.

(b) The illumination over all other interior parts of the factory over which persons employed pass shall, when and where a person is passing, be not less than 1 foot candle at floor level.

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

(3) (a) Where any source of artificial light in the factory is less than 14 feet above floor level no part of the source or of the lighting fitting having a lightness greater than 10 candles per sq. inch shall be visible to persons whilst normally employed within 100 feet of the source, except where the angle of elevation for the eye to the source or part of the fitting, as the case may be, exceeds 20 degrees.

(b) Any artificial light designed to illuminate particularly the areas or part of the area of work of a single operative or small group of operatives working near each other, shall be provided with a suitable shade of opaque material to prevent flare or with other effective means by which the light source is completely screened²¹ from the eyes of every person employed at a normal working place, or shall be so placed that no such person is exposed to glare therefrom.

(4) Adequate measures shall be taken, so far as reasonably practicable to prevent the formation of shadows which cause eye strain or risk of accident to any person employed.

(5) Where²² the Chief Inspector is satisfied in respect of any particular factory or part thereof or in respect of any description of work room or process that any requirements of these rules is not practicable, he may, in writing exempt the factory or part thereof or description of work room or processes from such requirements to such extent and subject to such conditions as he may specify.

DRINKING WATER

(SECTION 20)

40. (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

²¹ Printed in the Gazette Notification as "screaned"

²² Printed in the Gazette Notification as "wehere"

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 obtained²³ 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 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 pump; and
- (iv) shall be provided with a dust and waterproof 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 (i) shall be kept in clean and suitable vessels, shall be renewed daily and all practicable steps shall be taken to preserve the water and the vessel in which it is contained free from contamination.

(6) The temperatures of the drinking water supplies 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 such 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 Regional Epidemiological Laboratories provided with the necessary facilities to carry out such test, 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 Inspector²⁴ 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 on such sample and supply a copy of such report to the Inspector in the manner provided in sub-rule (7).

PROVISIONS FOR WASHING ACCOMMODATION

(SECTION 21)

41. In every factory, the following facilities shall be provided for the workers:-

- (a) Where there is a continuous source of water supply from the public mains

²³ Printed in the Gazette Notification as "obtained"

²⁴ Printed in the Gazette Notification as "Inspector"

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 of at a scale of at least five gallons per worker per day, and 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.
- (c) Soap nail brushes and clean towels shall be provided and kept available for workers free of cost at every wash basin. Regular arrangement shall be made for the replacement of used towels with clean towels if and when the former appear unclean.
- (d) Separate washing accommodation with adequate privacy shall be provided for women workers²⁵, on the same scale as for the male workers.

LATRINES AND URINALS

42. 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 as soon as these are soiled and kept in a strictly sanitary condition. The receptacles shall be turned²⁶ inside and outside at least once a year.

43. (1) Every latrine shall be sufficiently ventilated and shall not be connected²⁷ with any work room except through the open air or through an intervening ventilated space;

Provided that in the case of work place in use prior to publication of these rules and mechanically ventilated in such manner that air cannot be drawn into the work place through the latrine and intervening ventilated space shall not be required.

(2) Every latrine shall be under cover and so partitioned off as to secure privacy and shall have a proper door and fastenings. Urinals shall be so placed or so screened²⁸ as not to be visible from other parts of the factory where persons work or pass.

(3) The latrines shall be so arranged as to be conveniently assessable to the persons employed at all times while they are at the factory.

(4) In cases where persons of both sexes are employed, the latrines for each sex shall be so placed or so screened²⁹ that the interior shall not be visible even when the door of any latrine is open, from place any where workers or the other sex have to work or pass and if the latrines for one sex adjoin those for the other sex, the approaches shall be separated.

(5) (i) Where the latrines and urinals are periodically flushed with water, latrines³⁰ and urinals may be provided at the following scale:

²⁵ Printed in the Gazette Notification as "work"

²⁶ Printed in the Gazette Notification as "tarred"

²⁷ Printed in the Gazette Notification as "communicated"

²⁸ Printed in the Gazette Notification as "sereened"

²⁹ Printed in the Gazette Notification as "scrneed"

³⁰ Printed in the Gazette Notification as "latrienes"

| No. of male workers | | No. of Seats | |
|---------------------|---|--------------|---|
| | | Latrines | Urinals |
| (a) | where the number of workers working at a time does not exceed 25. | 1 | 1 |
| (b) | where the number of workers working at a time does not exceed 100 | 1 | 1 (for every 25 workers or fraction thereof) |
| (c) | Where the number of workers working at a time does not exceed 1500. | 1 | 1 (for every 40 workers or fraction thereof after the first 100) |
| (d) | where the number of workers working at a time exceeds 1500. | 2 | 2 (for every 60 workers after first 100) |

(ii) Where the latrines and urinals are not periodically flushed with water and are provided on dry earth system the latrines/ urinals may be provided at the following scale: --

| No. of male workers | No. of ³¹ Seats | |
|---|----------------------------|---------|
| | Latrines | Urinals |
| (a) where the number of workers working at a time does not exceed 25. | 2 | 2 |
| (b) where the number of workers working at a time does not exceed 100 | 2 | 2 |
| (for every 25 workers or fraction thereof). | | |
| (c) Where the number of workers exceeds 1500. | 2 | 2 |
| (for every 50 workers or fraction thereof after the first100). | | |

(6) If females are employed, separate latrines, screened from these for males and marked in Urdu in conspicuous letters "For women only" shall be provided on the scale laid down in rule 43(5). Those for males shall be similarly marked "For men only". A poster showing the figure of a man and a woman shall also be exhibited at the entrance of latrines for each³² sex. 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 upon a height of three feet from the floor shall be made of non--absorbent impermeable materials.

44. In factories employing one hundred or more persons, unless otherwise

³¹ It appears in Gazette as "or"

³² Printed in the Gazette Notification as "ach"

arranged for by the local sanitary authority, arrangements for the disposal of excreta³³ shall be made by means³⁴ of a suitable incinerator which shall be got approved by the District Health Officer or the Municipal Medical Officer as the case may be in whose jurisdiction the factory is situated.

SPITTOONS

(SECTION 22)

45. In every factory at least one spittoon in one room for every 30 workers or below employed at a time shall be provided at convenient places which must contain quick lime or any other disinfectant. The spittoons shall be kept clean and hygienic in all respects:

Provided that in the case of factories where the number of workers employed exceeds 100, one such spittoon shall be provided for every 40 workers for the first 100 and the one spittoon³⁵ for every 50 workers or a fraction the after.

Provided further that in the case of a factory where the number of workers employed exceeds 500, one spittoon for every 60 workers after the first hundred shall be provided.

HYGIENE CARD

(Sections 23 and 23-A)

47. (1) Hygiene card under sub-section (1) of Section 23 of the Act shall be in Form 'F-1'.

(2) Each worker in a factory shall be vaccinated and inoculated for cholera and for small-pox, typhoid,³⁶ every year.

(3) Such a vaccination shall be arranged by the Manager of the factory at his or the occupier's expense.

(4) The fee for carrying out the medical examination under section 23 of the Act shall be Rs. 5 which will be borne by the Occupier or Manager of the factory.

WELFARE OFFICER

(SECTION 24-A)

48. (1) The Welfare Officer shall be a Graduate. Preference shall however be given to:-

- (a) Law Graduate, or
- (b) Diploma holders from MILAT Karachi or Industrial Relations Institute, Lahore, or
- (c) Holders of diploma in Labour Laws from any University in Pakistan or holders of equivalent diploma from any other University, or

³³ Printed in the Gazette Notification as "exereta"

³⁴ Printed in the Gazette Notification as "meanes"

³⁵ Printed in the Gazette Notification as "spitioon"

³⁶ It appear in Gazette as "typhid"

(d) Persons having at least 3 years experience in Labour Department in Grade-16 or above.

(2) A Welfare Officer shall primarily be responsible for ensuring that all statutory rights and benefits are provided to workers, apart from general welfare and observance of hygienic standards laid down in the Rules.

(3) Without prejudice to the generalities of the foregoing a Welfare Officer shall watch the interest and ensure the welfare of the workers in respect of:-

- (i) Payment of wages.
 - (ii) Minimum wages.
 - (iii) Overtime wages.
 - (iv) Holidays.
 - (v) Formation of management committee and joint management board.
- (4) A Welfare Officer shall:--
- (a) not have a salary less than Rs. 1,000 per month.
 - (b) not less than 25 years age.

PRECAUTIONS AGAINST THE FIRE

(Section 25)

49. (1) Every factory shall be provided with:--

- (a) an ample supply of water maintained³⁷ at a sufficient pressure³⁸ to reach all parts of the factory building together with the necessary hose-pipes³⁹ and hydrants for making effective use of the water during the time the factory is in operations; or
- (b) buckets and fire⁴⁰ extinguishers at the following scale:-
 - (i) Six buckets for floor space up to 6,000 square feet and one additional bucket for every 1,000 square feet, of floor space in excess of the first 6,000 square feet. The buckets shall be painted red and kept permanently on stand, filled with water or sand at the discretion of the manager.
 - (ii) Fire extinguishers of at least one gallon capacity for floor space 6,000 square feet, one fire extinguisher each of foam type of soda, compressed carbon dioxide and carbon tetra chloride type. One additional fire extinguisher each of foam type soda, compressed carbon dioxide and carbon tetra chloride type for every 6,000 square feet.

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

³⁷ Printed in the Gazette Notification as "matianed"

³⁸ Printed in the Gazette Notification as "pressure"

³⁹ Printed in the Gazette Notification as "bose pipes"

⁴⁰ Printed in the Gazette Notification as "fine"

(3) All apparatus for extinguishing fires shall be kept in good order and shall be examined and tested once in 14 months.

50. Every building⁴¹ 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 material and shall be provided with suitable and sufficient hand rails;

Provided that when workers are not employed in the second or a higher storey of factory buildings, an outside stair case will not be necessary.

51. Notwithstanding anything contained in rule 50, 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.

52. In all factories every window⁴² or door shall be so arranged as to open outside or should be sliding.

53. Fire-alarm.— In every factory a mechanically/ electrically operated fire alarm shall be provided to give alarm in case of fire.

FENCING

(Sections 26, 31 and 33-J)

54. The following parts of transmission machinery shall be securely fenced in motion and within the 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 or ropes if there is any probability⁴³ of persons having to pass under them.

55. The following parts of machine tools shall be securely fenced. The back gears and change wheels of lathes, the back gears and level gearing of drilling machines⁴⁴, and the gear wheels of planning, shaping, slotting and milling machines which are within the reach of workers.

56. Every platen machine and guillotine cutting machine in a printing press shall be fitted with an efficient finger guard.

57. All energy wheels and tool-grinding machines shall be fitted with strong iron hood guards and shall also have a plate glass shield⁴⁵ so fitted as to prevent flying particles from entering into the quarters.

⁴¹ Printed in the Gazette Notification as "buildings"

⁴² Printed in the Gazette Notification as "every windows"

⁴³ Printed in the Gazette Notification as "probability"

⁴⁴ Printed in the Gazette Notification as "machines"

⁴⁵ Printed in the Gazette Notification as "shield"

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

59. (1) All circular saws of⁴⁶ 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 hand saws shall be fitted with expanded metal cage guards enclosing the upper half of the machines.-The saw under the table also be completely guarded.

60. (1) All elevator passage ways and hoist ways shall be fenced.

(2) *Fencing pits*:- 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.

61. (1) In every factory, all electrical circuits or part 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 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 fault⁴⁷, such mechanism shall be taken into account when considering the adequacy or otherwise of the protection furnished.

(2) Instructions in Urdu 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 purpose.

FENCING IN TEXTILE MILLS

62. In addition to the provisions hereinbefore prescribed the following provisions shall apply to textile factories to the extent indicated below:

(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 of 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 calendar wheel shall be efficiently protected by all machines, preferably by spectacle guards extending round the cutter 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 strip from the overhead shaft it shall be optional either to place the wheel or to protect it by a fender guard. If the strap is on the opposite side to the slow motion strap, each strap shall be protected separately.

⁴⁶ Printed in the Gazette Notification as "aof"

⁴⁷ Printed in the Gazette Notification as "faulta"

- (d) all lap rollers shall be provided with lap protectors; and
 - (e) cotton openers, combined openers and scutchers, lap machines, hard waste breakers and similar machines shall be driven by counter shafts 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, calendar wheels and collar wheels shall be efficiently fenced; and
 - (b) all cylinder doors shall be fitted with a safely automatic locking motion to prevent the doors from being opened until the cylinder has ceased to revolve and 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; and
 - (b) The under shaft shall be encased in a metal sleeve or otherwise securely fenced.
- (iv) In respect of speed frames:--
- (a) Head stocks shall be fitted with an automatic locking arrangement which shall prevent the doors being opened while the machinery is in motion and shall render it impossible to restart the machines until the doors have been closed;
 - (b) bobbin⁴⁸ skew gear wheels 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 in motion;
 - (c) spindle show gear wheels shall be effectively covered; and
 - (d) lifter rack wheels shall be securely fenced, the guard to be such that it shall 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 screal board, or be so fastened otherwise that 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;

⁴⁸ Printed in the Gazette Notification as "bobbine"

- (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 outward run;
 - (f) all front and back carriage wheels shall be guarded by efficient stop guards; and
 - (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 throttle⁴⁹ and doubling frames--
- (a) the outer ends of the frames shall be fitted in with metal plates; and
 - (b) guards made of strong rigid bars placed so that the vertical gap between them is not more than 6 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 tools.
- (vii) **In respect of calendaring machines:** All calendaring 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

63. In addition to the provisions herein before prescribed, the following provisions shall apply to cotton ginning factories to the extent indicated below:-

- (a) The line shaft or second motion in cotton ginning factories shall be completely enclosed by 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 18 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 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.

64. 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

⁴⁹ Printed in the Gazette Notification as "throstone"

machine is in motion.

PROTECTION OF PERSONS ATTENDING TO MACHINERY OR BOILERS

- 65. All important pulleys shall be provided with belt hangers or perches.
- 66. Suitable string gear shall be provided and used to move driving traps on all fast and loose pulleys.
- 67. Lubrication of bearings or gear wheels or replacing or adjusting of belts shall be done only by experienced and specially trained persons.
- 68. Service platforms and gangways shall be provided for overhead shafting and where required by the Inspector shall be securely fenced with guard vans and the boards.
- 69. No transmission machinery in motion shall be cleaned with cotton waste, rags or similar material held in the hand.
- 70. Every shafting ladder shall be fitted with either hoops or some effective non-skilled device.
- 71. (1) No person engaged in oiling or adjusting belts or in any work whatsoever within reach of unfenced transmission machinery shall be allowed to 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. Sweater Tightly fitted shirt worn inside the shorts | Vest (banyan) Cap | Shorts Loin cloth Turban without hanging ends |
|--|----------------------|---|

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

- 72. (1) Safe and convenient access shall be provided to all bearings.
- (2) The register of 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 in Form M.I.

PRESSURE PLANT (SECTION 33-C)

- 73. (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 permission has been received from the Boiler Inspector to do so.
- 74. 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)

75. A register shall be maintained by for every examination of a lifting machine made in pursuance of Section 33 (1) (a) (iii), containing the following particulars: —

- (a) The distinguishing number or marks, (if any) and a description sufficient to identify the lifting machine;
- (b) The working load or loads in the case of a crane with a variable operating radius, including load at various radii of the jib trolley or crane is to be stated according to specification laid down in rule 76;
- (c) Particulars of any defect found in the lifting machine, or in any Automatic indicator with which the machine is fitted, in either case affecting 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 "Note" is to be entered);
- (e) the name and address of the person carrying out the examination and the date of examination; and
- (f) the address of the factory and the name of the occupier.

MANNER OF TEST AND EXAMINATION BEFORE TAKING LIFTING MACHINE AND GEAR INTO USE

76. (1) Every inch with the whole of the gear accessory thereto (including derricks, goose, neeks, eye-bolt, eye-plots or other attachments) shall be attested with a proof load which shall not exceed the safe working load as follows: --

| Serial No. | Safe Working Load | Proof Load |
|------------|-------------------|------------------------|
| 1 | Upto 20 tons | 25 per cent in excess. |
| 2 | 20 to 50 tons | 5 tons in excess. |
| 3 | Over 50 tons | 10 per cent in excess. |

- (2) The Proof load shall be applied either. --
 - (i) by hoisting movable weights, or
 - (ii) by means of a spring or hydraulic balance or similar appliance, with the derrick at an angle to the horizontal shall be stated in the certificate of the test.

In the former case, after the movable weights have been hoisted the derrick shall be swung as far as possible in both directions. In the latter case, the roof load shall be applied with the derrick swung as far as practicable first in one direction and then in the other.

(3) Every crane and other hoisting machine with its necessary gear shall be tested with a proof load which shall not exceed the safe working load as follows: -

| Serial No. | Safe Working Load | | | Proof Load |
|------------|-------------------|------|------|------------------------|
| 1 | Upto 20 tons | ---- | ---- | 25 per cent in excess. |
| 2 | 20 to 50 tons | ---- | ---- | 50 tons in excess. |
| 3 | Over 50 tons | ---- | ---- | 10 per cent in excess. |

(4) The said proof load shall be hoisted and swung as far as possible in both directions. In the case of jib-crane, if the jib has a variable radius⁵⁰, it shall be tested with a proof load as stated above at the maximum and minimum radii of the jib. In the case of hydraulic Cranes or Hoists where owing to the limitation or pressure, it is impossible to hoist a load 25 per cent in excess of the safe working load, it shall be sufficient to hoist the greatest possible load.

(5) Every article of loose gear (whether it is necessary to a machine or not) shall be tested with a proof load at least equal to that shown against each article in the following tables:--

| Serial No. | Article of gear | | Proof Load |
|------------|-----------------|----------------------|--------------|
| 1 | Chain | | |
| 2 | Ring | | |
| 3 | Hook | Twice the safe | Working load |
| 4 | Shackle | | |
| 5 | Swivel | | |

| | Pulley Blocks | Proof load |
|---|---|--|
| 1 | Single sheave Block. | Four times the safe working load. |
| 2 | Multiple sheaves Block with safe working load upto and including 20 tons. | Twice the safe working load. |
| 3 | Multiple sheave Block with safe working load over 20 tons upto and including 40 tons. ⁵¹ | 20 tons in excess of the safe working load |
| 4 | Multiple Sheave Block with | One and a half times the safe |

⁵⁰ Printed in the Gazette Notification as "radius"

⁵¹ Printed in the Gazette Notification as "tos"

| | | |
|--|-----------------------------------|---------------|
| | safe working loads, over 40 tons. | working load. |
|--|-----------------------------------|---------------|

Provided that where Chief Inspector is of the opinion that owing to the size, design, construction material or use of any such loose gear or class of such gear, any of the above⁵² requirements are not necessary for the protection of the persons employed, he may do in writing exempt such gear or class of gears from such a requirement subject to such conditions as may be stated in the exemption.

(6) In the case of wire ropes, a sample shall be tested to destruction and the safe working load shall not exceed 1/5th of the breaking load of the sample tested.

HOISTS AND LIFTS

(SECTION 33-A)

76-A. The following conditions or limitations mentioned in column 2 against the class of descriptions of hoists or hoist-ways mentioned in column No. 1 shall be observed: -

| Column No. 1 Class or description of hoist or hoistway | Column No.2 Conditions or Limitations if any |
|--|--|
| 1. Hoistways of pavement hoists, that is to say, hoists in the case of which the top landing is the surface of a street or public place, or of a yard or other open space within a factory where persons are required to pass. | The hoistway shall be securely covered or securely fenced at the top landing except when and where access is required for persons, goods or material. Every gate shall be kept closed and fastened except when the cage or platform is at the landing. |
| 2. Hoistways of hoists of movable type which are used for the stacking, loading, or unloading of goods or materials but not for carrying persons and which do not pass through any floor. | |

⁵² Printed in the Gazette Notification as "agove"

| | |
|---|---|
| <p>3. Hoistways of hoists not of movable type which are used for the stacking, loading or unloading of goods or materials and which do not pass through any floor and in the case of which the height of travel of the cage or platform exceeding five feet.</p> | <p>The hoistway shall so far as is reasonably practicable⁵³, be protected at ground or floor level by an enclosure not less than 7 feet in height and fitted with a gate or gates in connection with which clause (4) shall apply, and if the hoist is used for carrying persons it shall be provided with a cage.</p> |
| <p>4. Hoistways of hoists not of movable type which do not pass through any floor, and in the case of which the height of travel of the platform does not exceed five feet.</p> | <p>A gate or⁵⁴ gates or other fittings shall be provided to prevent any person being endangered by the underside of the platform</p> |
| <p>5. Hoistways of hoists used solely for fitting material directly into a machine.</p> | |
| <p>6. Hoistways of hoists which are not used for carrying persons and into or from which goods or materials are not loaded or un-loaded except at a height of not less than 2 feet 9 inches above the level of the floor of ground where the loading or unloading is performed.</p> | <p>This exemption shall not apply to any gate unless there is a fixed enclosure not less than 2 feet 9 inches in height below the bottom of the gate and reaching down to the level of the floor or ground; and every gate to which this exemption does apply (i) shall be fitted with an efficient device to secure that the cage or platform cannot be raised or lowered unless the gate is closed, and will come to rest when the gate is opened or (ii) where it is not reasonably practicable to fit such a device, shall be kept closed and fastened except when the cage or platform is at rest at the gate.</p> |
| <p>7. Hoists which are not connected with mechanical power and which are not used for carrying persons and the enclosures of the hoistway of such hoists.</p> | |
| <p>8. Hoists mainly used for raising material for charging blast-furnaces or lime-kilns.</p> | |

⁵³ Printed in the Gazette Notification as "practicable"

⁵⁴ Printed in the Gazette Notification as "of"

| | |
|---|--|
| <p>9. Hoists used for the raising or lowering⁵⁵ or tipping or railway rolling stock.</p> | <p>So far as is reasonably practicable, means shall be provided at such entrance to the enclosure to prevent any person falling down the hoistway or being struck by any moving part of the hoist.</p> |
| <p>10. Drop-pit hoists used for raising or lowering wheels detached from railway rolling stock.</p> | |
| <p>11. Hoists in the case of which the doors of the hoistway are of solid construction and the interior surfaces of the said doors and of the said doors and of the hoistway opposite to any side of the cage in which there is an opening are, throughout the height of travel of the cage, smooth and flush with each other (save for any recess designed for working purposes and not more than half an inch in depth, and hand-grips not exceeding one inch in depth provided for loosing doors and so constructed as to prevent trapping).</p> | |

PITS, SUMPS, OPENING IN FLOOR, ETC.

(SECTION 33-E)

77. Every fixed vessel structure, sump or pit within the precincts of any factory of which the edge is less than 3 feet above the adjoining ground or platform shall, if it contains any scalding, corrosive or poisonous liquid, either⁵⁶ be securely covered or be securely fenced to at least that height or where by reason of the nature of the work neither⁵⁷ secure covering nor secure fencing is possible all possible steps shall be taken to prevent any person from falling the vessel structure, sump or pit.

CARRYING OF LOADS

(SECTION 33-F)

78. (1) No adult male worker shall carry any load beyond 200 Lbs.

(2) In case where a woman adolescent or child lifts or carries the weights by herself or himself, the weight carried or lifted shall not exceed than the weight indicated in the following table:

| Serial No. | Person employed | Maximum Weight |
|------------|-----------------|----------------|
| | | |

⁵⁵ Printed in the Gazette Notification as "lower-ing"

⁵⁶ Printed in the Gazette Notification as "eithther"

⁵⁷ Printed in the Gazette Notification as "neghter"

-
1. Women aged 17 years or above 50Lbs.
 2. Male adolescent aged over 15 and below 17 years 50Lbs.
 3. Female adolescent aged over 15 and below 17 years 40Lbs.
 4. Child aged 15 years and below 35Lbs.
-

(3) In cases where a workman, adolescent or child lifts or carries the weights in conjunction⁵⁸ with another person or persons, the total weight to be lifted or carried by them⁵⁹ shall⁶⁰ be the weight indicated in sub-rule (2) of this rule for the person participating in lifting or carrying multiplied by the number of persons who so participates.

PROTECTION OF EYE

(SECTION 33-G)

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

PRECAUTIONS AGAINST DANGEROUS FUMES

80. A confined space in which⁶¹ dangerous fumes are likely to be present to such an extent as involve risk of any person being overcome thereby shall unless there are other adequate means of egress, be provided with manhole, which may be rectangular, oval or circular in shape and shall not be less than eighteen inches long and sixteen inches wide or (if circular) not less than eighteen inches in diameter, or in the case of tank, wagons and other mobile plants not less than sixteen inches long and fourteen inches in diameter.

81. No child shall be employed in any of the operations specified in the Schedules appended to the following rules as adopted in the Punjab:--

- (i) West Pakistan Hazardous Occupations (Lead) Rules, 1963;
- (ii) West Pakistan Hazardous Occupations (Miscellaneous) Rules, 1963;
- (iii) West Pakistan Hazardous Occupations (Aerated Water) Rules, 1963;
- (iv) West Pakistan Hazardous Occupations (Chromium) Rules, 1963;
- (v) West Pakistan Hazardous Occupations (Sand Blasting) Rules, 1963;
- (vi) West Pakistan Hazardous Occupations (Cellulose Spraying)⁶² Rules, 1963;
- (vii) West Pakistan Hazardous Occupations (Sodium and Potassium Bichromate) Rules, 1963;
- (viii) West Pakistan Hazardous Occupations (Petrol Gas Generating Plant) Rules, 1963.

ACCIDENTS

⁵⁸ Printed in the Gazette Notification as "inconjunction"

⁵⁹ Printed in the Gazette Notification as "byntem"

⁶⁰ Printed in the Gazette Notification as "dhal"

⁶¹ Printed in the Gazette Notification as "wich"

⁶² Printed in the Gazette Notification as "sparying"

(SECTION 33-N)

82. Notices of accidents resulting in death or such severe injury that there is no reasonable hope 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, the 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 and Social Security Officer of the area.

83. In case of accident resulting in death notice in the mode and within the time specified in rule 82 (a) shall also be sent to the Officer-in-Charge of the Police Station of the area in which the factory is situated.

84. If the notice required to be given under⁶³ rule 82 or 83 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 shall be confirmed by a written report in such form within twenty four hours of the occurrence of the accident.

85. Notices of accidents of minor character which nevertheless prevents 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 latter by a general order so directs, to the Sub-Divisional Magistrate.

86. Final notice of an accident shall be submitted in Form 'J-II' within three months from the date of occurrence of the accident to⁶⁴ the Chief Inspector, the Inspector for the area in which the factory is situated, the District Magistrate, or if the District Magistrate so directs to the Sub-Divisional Magistrate and to the Commissioner appointed under the Workmen's Compensation Act, 1923 and the Social Security Officer of the area appointed under the Social Security Ordinance, 1965.

87. When an accident⁶⁵ 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 supplementary report which shall be sent forthwith to the authorities mentioned in rules 82 and 83.

88. (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 cooperation with the Police authorities or an official deputed⁶⁶ 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 under sub-rule (1) finds that the

⁶³ Printed in the Gazette Notification as "uder"

⁶⁴ Printed in the Gazette Notification as "ot"

⁶⁵ Printed in the Gazette Notification as "axident"

⁶⁶ Printed in the Gazette Notification as "depted"

accident has resulted from neglect on the part of the occupier or the Manager of the factory or any other person to observe any provision of the Act or the rules and orders made thereunder, and if he so considers necessary, 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 event of a fine being imposed and recovered; any portion of the fine should be paid to the person sustaining injuries in the accident or his dependents as compensation.

89. 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 any person, such fact shall be reported by the management within four hours of its occurrence to the authorities mentioned in clause (a) of rule 82.

PROCEDURE IN APPEALS

SECTION 33-P

90. An appeal presented under Section 33-P shall lie to the Chief Inspector 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.

91. 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.

92. An assessor appointed in accordance with the provisions of rule 91 shall receive a fee of thirty-two rupees and travelling expenses for assisting in the hearing of the appeal. Such fees and travelling expenses shall⁶⁷ 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 paid⁶⁸ in whole or part by the appellant.

PROVISIONS OF SHELTERS DURING REST

SECTION 33-Q

93. The occupier of every factory wherein more than 150 workers are ordinarily employed or which may be specified by Government in this behalf by a notification in the official Gazette, 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

⁶⁷ Printed in the Gazette Notification as "hall"

⁶⁸ Printed in the Gazette Notification as "apid"

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 roofs of such rooms or sheds shall not be corrugated sheeting or other metal unless covered by a suitable heat resisting material.

94. The occupier of every factory other than a seasonal factory wherein more than fifty women workers are ordinarily employed or which may be specified by Government in this behalf by a notification in the official Gazette 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 :--

(1) A floor space of not less than nine square feet shall be provided for each child accompanying a female employee.

(2) The height of the roof shall not be less than 12 feet from the floor.

(3) The room shall be provided with sufficient light and ventilation and its temperature shall not be such as to be injurious to the occupants.

(4) The structure shall be waterproof and sunproof, free from dirt vermin and damp and shall be maintained in a clean condition. The interior walls, ceiling etc., shall be lime-washed once in every 14 months. The wood work shall be painted or varnished at least once in every five years.

(5) The use of the rooms shall be restricted to children, their attendants and mothers of the children.

(6) The services of 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.

(7) A trained nurse and a female servant shall be employed by the Manager or occupier to attend the children, and such a nurse or servant shall always be present in the room or rooms during the working hours of the factory.

CERTIFICATE OF STABILITY

SECTION 33-Q

95. (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 sent to the Inspector authorised in this behalf.

(2) Such certificate shall be sent through the Inspector of the area concerned 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 alteration 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) an associate Member or Member of Institute of Engineering, Architects of Pakistan or
- (c) an Associate Member of the Civil Engineers; or
- (d) who possesses such qualifications as the Chief Inspector may approve.

96. (1) In every factory there shall be maintained in good working order First-aid appliances as specified in appendix-I. The appliances shall be placed under the charge of a responsible person who knows how 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 concerning such appliances.

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

SECTION 39

NOTICE OF PERIODS FOR WORKS FOR ADULTS

- 97.** (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 when the periods are the same on such working day of the week;
 - (b) In Forms L (a) when all the adult workers in a factory are required to work within the same periods and when the periods are the same on five working days of the week and shorter on the sixth day;
 - (c) In Form L or Form 2 (a) as may be convenient a separate form being used for each group, when the adult workers have, in accordance with the requirements of sub-sections (4) and (5) of Section 39 been classified into groups which do not work on a system of shift.
 - (d) In Form L (b), when the adult workers have in accordance with the requirements of sub-section (6) of Section 39 been classified into groups working on shifts the relay not being subject to predetermined periodical changes⁶⁹ of shifts; the Form shall be accompanied by a supplementary notice in a form approved by the Chief Inspector showing which relays is working on each shift;
 - (e) in Form L (b), when the adult workers have in accordance with the requirements of sub-section (7) of Section 39 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 such work for women differ from the periods of work for men, separate notices shall be used for men and for women.
- (2) When in the opinion of the Chief Inspector or the Inspector the period for work in a factory, although legal cannot be conveniently displayed by any of the

⁶⁹ Printed in the Gazette Notification as "canges"

methods described in the foregoing rules, he may by⁷⁰ order in writing permit a notice in a form which appears to him suitable to be substituted and such form shall for that factory⁷¹ be deemed to be the prescribed form.

(3) The notice shall be pointed in bold letter of not less than an inch on a wooden or metal plate and shall be displayed in a conspicuous place near the main entrance⁷² to the factory.

SECTION 41

REGISTER OF ADULT WORKERS

98. (1) The register of adult workers prescribed under section 41 shall be in Form M, and shall be kept separately for each shift for a calendar year.

(2) A register of adult workers in respect of daily attendance of the workers shall be maintained in the prescribed form M, and the attendance shall be marked every day.

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

(4) The register prescribed under this rule shall always be available for inspection, and if it is not produced on demand being made therefore 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 POSITION OF SUPERVISION OR MANAGEMENT

[SECTION 43 (1)]

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

(1) General Manager, Workshop Superintendent, Works Manager, Manager, Assistant Manager, Departmental Head.

(2) Chief Engineer, Electrical Engineer, Foreman, Labour Officer, Inspector of Workshop, Engineering Branch Personal Officer, Chief Boiler Engineer, Assistant Engineer, Chargeman, Mechanical Engineer, Civil Engineer, Administrative Officer.

(3) Any other person who in the opinion of the Chief Inspector holds a position of supervision or management.

PERSONS HOLDING CONFIDENTIAL POSITION

100. All clerks not covered by the definition of worker, as given in clause (h) of Section 2, Accountants, Computer⁷³ Operators, Stenographers, Secretaries of the Managers and Assistant Managers and Time-Keepers shall be deemed to be employed in a confidential capacity.

101. A list showing the names and designations of all persons to whom the provisions of sub-section (1) of Section 43 have been applied shall be maintained

⁷⁰ Printed in the Gazette Notification as "be"

⁷¹ Printed in the Gazette Notification as "factor"

⁷² Printed in the Gazette Notification as "entrance"

⁷³ Printed in the Gazette Notification as "computers"

and when so required by the Inspector of Factories, produced before him.

EXEMPTIONS

[SECTION 43(2)]

102. Urgent repairs.— When the work in engineering or other workshops on the repair of plant used in manufacturing processes or on repairs in connection with the maintenance of a public service or in any factory on the repair of any part of the machinery, plant or structure of that factory, is of such a nature that delay in its execution would involve.--

- (i) substantial interruption to the manufacturing process in any factory; or
- (ii) substantial interruption to public service; or
- (iii) danger to human life or safety;

all adult male workers employed on such work shall be deemed to be employed on urgent repairs within the meaning of Section 43(2)(a) and shall be temporarily exempted from the provisions of Sections 34, 35, 36, 37 and 38 for the periods occupied in the completion of such repairs, subject to the following conditions:--

- (a) that the period of exemption for any one worker shall not exceed fourteen days in any calendar month;
- (b) that no worker shall be employed for more than fourteen consecutive days without one full days holiday;
- (c) that no worker shall be employed continuously for more than eight hours without a rest interval of at least one hour; and
- (d) that a notice stating the names of workers employed and the precise nature of work shall be sent to the Chief Inspector, the Inspector authorised in this behalf and the Inspector of the area concerned within four hours of the commencement of such employment and a copy of the said notice shall be affixed in a conspicuous place near the main entrance of the factory before the workers are put on such work.

PREPARATORY AND COMPLIMENTARY WORK

103. Adult male workers employed on dispatching and receiving of goods or solely on maintenance of work or as engine drivers, boiler attendants, mill-wrights, mates and oilmen shall be deemed to be employed on preparatory and complimentary work in all factories within the meaning of Section 43(2)(b) and as such shall be exempted from the provisions of Sections 34, 36, 37 and 38 subject to the following conditions: --

- (a) that no such worker shall be employed for more than eight hours continuously without a rest of one full hour; and
- (b) That no such worker shall be employed in any factory for more than sixty hours in any one week or for more than ten hours in any one day.

104. Intermittent work.---- Adult male workers employed as: —

- (1) Engine-drivers;
- (2) Foremen;

- (3) Mill-wrights;
- (4) Mill-wrights Mates;
- (5) Fitters;
- (6) Oilmen;
- (7) Electricians;
- (8) Carpenters;
- (9) Blacksmiths; and
- (10) Moulders.

shall be deemed to be employed on intermittent work in all factories within the meaning of Section 43(2)(c) and as such shall be exempted from the provisions of Sections 34, 35, 36, 37 and 38 subject to the following conditions:—

- (a) that no worker shall be employed for more than eight hours continuously without a rest of one full hour; and
- (b) that no worker shall be employed in any factory for more than sixty hours in any one week or for more than ten hours in any one day.

105. Continuous Processes.-- Adult male workers employed--

- (1) on the generation⁷⁴ of electricity;
- (2) on the manufacture of ice in ice factories;
- (3) on brewing in breweries;
- (4) on distillation in distilleries;
- (5) on the production of glass in glass works;
- (6) on distillation in rosin and turpentine factories;
- (7) on tanning in tanneries;
- (8) the manufacture of cement and asbestos⁷⁵ sheets and allied products in cement works;
- (9) in the operations of gur, sugar in factories and refineries;
- (10) on the operations of blast⁷⁶ furnaces in iron and steel factories;
- (11) on water works or water supply pumping station;
- (12) on the production of carbon dioxide gas in carbonic acid gas factories;
- (13) in the mineral oil refining process;
- (14) on oil pressing, oil refining and soap making in oil mills;
- (15) on the manufacture of paper and straw board in paper and straw board mills, ploy extrusion on paper board foils etc., in pulp, paper and board mills;
- (16) on the manufacture of chemicals in chemical works;

⁷⁴ Printed in the Gazette Notification as "generat;on"

⁷⁵ Printed in the Gazette Notification as "asbestor"

⁷⁶ Printed in the Gazette Notification as "blsts"

- (17) on pottery making in pottery works⁷⁷;
- (18) on the manufacture of starch in starch factories; .
- (19) on cupola on the foundry section of iron, brass and steel manufacturing operations;
- (20) on dyeing and bleaching section of textile mills;
- (21) in the preparation of oxygen and acetylene⁷⁸;
- (22) on the process of dehydration of meat, potatoes and other vegetables;
- (23) on shooting of films in studios;
- (24) on mixing, compounding, masticating, sole-pulling frictioning, cutting, passing and crushing of rubber and manufacturing of tyres⁷⁹ and tubes in rubber factories;
- (25) on machinery in cold storages;
- (26) on manufacturing of blades and razors;
- (27) on processing of soft fruits, juices and vegetables;
- (28) on refining, bleaching, filtering, hydro-generating and deodorizing and compression of Oxygen and the filling of cylinders in Vanaspati (Vegetable Oil and Hydro-generating Factories)
- (29) Fish canning and Fish-curing factories;
- (30) on manufacturing of glue and gelatine;
- (31) in electric transforming⁸⁰ factories;
- (32) in train gas lighting factories of Railway;
- (33) in Coal gas factories;
- (34) in natural gas refining;
- (35) on the manufacture of pharmaceutical products including vitamins and by-products in the pharmaceutical factories;
- (36) in oil tank installations;
- (37) on manufacturing of infant milk food and milk food products;
- (38) on production of Bituminising waxing, poly extrusion in films;
- (39) on manufacturing of enameled⁸¹ copper ,wires; and
- (40) on the manufacture of paints and varnishes shall be deemed to be employed on continuous processes within the meaning of Section 43(2)(d) and as such shall be exempted from the provisions of Sections 34, 35, 36, 37 and 38 subject to the following conditions namely:--
 - (a) that such workers shall ordinarily be employed on daily eight hours

⁷⁷ Printed in the Gazette Notification as "worksv"

⁷⁸ Printed in the Gazette Notification as "acetulene"

⁷⁹ Printed in the Gazette Notification as "ryres"

⁸⁰ Printed in the Gazette Notification as "transfeering"

⁸¹ Printed in the Gazette Notification as "enamalled"

- shifts;
- (b) that no such worker shall be employed for more than fourteen consecutive days without a compensatory continuous rest period of at least twenty-four hours.
 - (c) that when shifts are changed;
 - (i) no shift may be employed for more than sixteen hours in one day (that is to say, two periods of eight hours each with an interval of eight hours;
 - (ii) The system of shifts shall have been approved by the Inspector of the area concerned authorised in this behalf;
 - (iii) the persons who have worked double time shall at the next change of shifts have complete holiday of twenty-four consecutive hours; and
 - (iv) the average weekly hours of work in any period of three weeks shall not exceed fifty-six;
 - (d) that a note shall be maintained in the remarks column of the Register of Adult workers against the name of every worker in respect of whom the exemption is claimed to have been allowed or granted; and
 - (e) that the decision of the Chief Inspector shall be final as to whether the work of any such worker is or is not of the nature described in the exemption.

106. Bakeries and dairies.— Adult male workers employed in bakeries and dairies shall be deemed to be employed in making or supplying articles of prime necessity⁸² which must be made or supplied every day within the meaning of section 43(2)(e) and as such shall be exempted from the provisions of Section 35: provided that no such worker shall be employed for more than fourteen consecutive days without a holiday for a whole day.

107. Tea factories— Adult male workers employed in tea factories shall be deemed to be employed in a manufacturing process which cannot be carried on except at times dependent on the irregular action of natural forces within the meaning of clause (g) of sub-section (2) of provisions of Section 43 read with sub-section (3) of that section and, as such shall be exempted from the provisions of Sections 35, 37, 39 and 40 on the conditions that:- --

- (i) the manager or the occupier of the factory, before⁸³ he avails himself of the exemption, has served on the Inspector authorised in this behalf or the Inspector of the area concerned and displayed in the factory a notice of his intention so as to avail himself and whilst he avails himself of the exemption shall keep the notice so displayed.
- (ii) an attendance register for such workers in Form 'N' is maintained and each period of work is entered wherein immediately after the period of work in respect of each worker has been completed; and

⁸² Printed in the Gazette Notification as "necessary"

⁸³ Printed in the Gazette Notification as "before"

- (iii) no such worker shall be employed for more than fourteen consecutive days without a holiday for a whole day.

FODDER PRESSES

108. Adult male workers employed on fodder pressing shall be deemed to be employed in a process which cannot be carried on except at times dependent on the irregular action of natural forces within the meaning of Section 43(2)(g) and as such shall be exempted from the provisions of Sections 35 and 37; provided that no such worker shall be employed for more than fourteen consecutive days without a holiday for a whole day.

ENGINE ROOMS AND BOILER HOUSES

109. Adult male workers employed in engine rooms and boiler house shall be exempted under Section 43(2)(h) from the provisions of Section 35 on the conditions that:--

- (i) no such workers shall be allowed to work for more than eight hours on a weekly holiday;
- (ii) the weekly hours of such workers do not exceed sixty hours in any factory; and
- (iii) no such worker shall be employed for more than fourteen consecutive days without a holiday.

110. In respect of adult male workers employed as foremen, machine men (operators and cleaners) shootingmen, mixer-men, oilers, packers and stitchers⁸⁴, flour godown coolies, salesmen and sweepers in the screen-room, mill and flour godowns of a flour mill, the following provisions shall apply: --

(1) Where the manufacturing process is carried on continuously throughout the day and all such workers in a factory are ordinarily employed on daily eight hours shifts, the provisions of Sections 34, 35, 36, 37 and 39 shall not apply on the conditions that--

- (a) on the notice of periods for work required under Section 39 the⁸⁵ Manager shall enter against each group of workers working under the provisions of this clause, the workers working under the provisions of clause (1) of Rule 110 of the Punjab Factories Rules, 1974; and
- (b) no such workers shall be employed for more than fourteen consecutive days without compensatory rest period of at least twenty-four hours at one time or alternatively.

(2) Where manufacturing process is carried on continuously throughout the day and all such workers in factory are not ordinarily employed in daily eight hours shift, the provisions of Sections 34 and 35 shall not apply on the conditions that:

- (a) on the notice of periods for work required under Section 39, the Manager shall enter against each group or groups of workers working under the provisions of this clause, the workers, working under the provisions of Rule 110 of the Punjab Factories Rules, 1974

⁸⁴ Printed in the Gazette Notification as "stichers"

⁸⁵ Printed in the Gazette Notification as "he"

- (b) no such workers shall be employed on a Sunday or the day fixed for the weekly holiday for more than six hours; and
- (c) every such worker shall be given a weekly rest period commencing on Sunday or the day fixed for the weekly holiday of not less than 24 consecutive hours.

111. The manager of every factory shall maintain⁸⁶ a record of all exemptions granted to the factory from any provisions of the Act in Form 'G' and such record shall be produced before the Inspector when he so requires.

112. Except in the case of workers exempted under Section 43(2)(a) the total overtime period of any adult worker exempted from the provisions of Section 34 shall not exceed twelve hours in any one week.

113. Fish curing and Fish canning factories: (1) Adult female workers employed⁸⁷ in the fish curing and fish canning factories shall be exempted from the provisions of Sections 34, 35, 36, 37, 38 and 45 (1) of the said Act, subject to the following condition:--⁸⁸

- (i) that no female worker shall be employed for more⁸⁹ than ten hours a day or sixty⁹⁰ hours a week;
- (ii) that the total spread-over of the working hours including rest interval shall not exceed twelve and-a-half hours in any day;
- (iii) that no adult female worker shall be employed between the hours of 7 p.m. and 6 a.m.
- (iv) that overtime wages shall be paid to the workers in accordance with the provisions of Section 47 of the said Act, and
- (v) that entries of overtime shall be made in the overtime Register in Form 'O'.

(2) This rule shall remain in force for a period of three years only with effect from the date of the publication of this notification and shall thereafter cease to operate.

OVERTIME REGISTER

SECTION 47

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

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

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⁸⁷ Printed in the Gazette Notification as "cemployed"

⁸⁸ Printed in the Gazette Notification as "conditions:"

⁸⁹ Printed in the Gazette Notification as "mo"

⁹⁰ Printed in the Gazette Notification as "sxy"

(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 be⁹¹ available for inspection⁹² 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 factory⁹³ at the time of demand or not.

RESTRICTIONS⁹⁴ ON DOUBLE EMPLOYMENT

SECTION 48

115. (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 does 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

116. The Compensatory holiday to be allowed under Section 35-A shall be so spaced that not more than two holidays are given in a week:

Provided that this rule shall not apply to factories engaged on continuous processes specified in rule 105.

117. (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 if⁹⁵ due. Any subsequent changes in respect of persons allowed compensatory holidays shall be made⁹⁶ not less than one week in advance of⁹⁷ such holidays.

(2) The holiday or holidays will be given before a worker is discharged or dismissed.

118. (1) The manager shall maintain a register of workers exempted from the provisions of Section 35 in Form 'P' and make an annual return of compensatory holidays in Form 'Q' 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 register regularly maintained for the factory, or return made by the manager given in respect of any or all of the workers in the factory, the particulars/ required for the

⁹¹ Printed in the Gazette Notification as "he"

⁹² Printed in the Gazette Notification as "Ins pection"

⁹³ Printed in the Gazette Notification as "actory"

⁹⁴ Printed in the Gazette Notification as "RESTIRCTION"

⁹⁵ Printed in the Gazette Notification as "of"

⁹⁶ Printed in the Gazette Notification as "m d"

⁹⁷ Printed in the Gazette Notification as "f"

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 places 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 Inspector⁹⁸ on demand.

HOLIDAY WITH PAY

(SECTION 49-F)

119. (1) The employer shall maintain a holiday with pay register in Form 'R' and make a return in Form 'S' 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, given 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 therefore 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.

120. (1) The employer shall provide each worker with a book called "Holiday Book" in Form 'T'. 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 reasons, 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 records, on payment of one Re.1.

121. (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 medical⁹⁹ practitioner stating¹⁰⁰ 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 a

⁹⁸ Printed in the Gazette Notification as "Insp ctor"

⁹⁹ Printed in the Gazette Notification as "medica"

¹⁰⁰ Printed in the Gazette Notification as "stat ng"

workman under this rule shall be borne by the employer.

122. The employers shall report as soon as possible to the Inspector all cases of involuntary¹⁰¹ unemployment indicating the total number of workers affected together with the cause or causes of unemployment. Entries of such unemployment should be made in the Holidays-with-Pay Register of the establishment and in the Holiday Book of the individual concerned.

123. 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 thereupon make an entry to that effect in the holidays-with-pay register in respect of that worker and in his holiday book.

124. Except in regard to the worker who has given notice of this intention not to avail himself of holidays in the year in which these accrue, 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 made in the Holidays-with-Pay Register and the Holiday Book of the worker concerned.

125. 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.

126. The employer may after the date fixed for holidays change it only after giving a notice of four weeks to the workers.

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

128. 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.

129. 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 dependents according to law or local practice.

130. (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 previous permission of Government.

Section 49-I

131. (1) In public utility services as mentioned in the schedule of the Industrial

¹⁰¹ Printed in the Gazette Notification as "involuntary".

Relations Ordinance, 1969, the provisions of Section 49-I of the Act 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.¹⁰² 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 one day's additional compensatory holiday with full pay and a substituted holiday in accordance with the provisions of Section 35.

(2) The above provisions shall also apply to all other factories if the worker wants encashment instead of compensatory leave.

(3) The Manager shall allow non-Muslim Workers intending to enjoy their festival holidays to adjust the same against the festival holidays declared under Section 49-I for others.

NOTICE OF PERIODS OF WORK FOR CHILDREN

SECTION 55

132. The notice of periods of work for children¹⁰³ provided under sub-section (1) of Section 56 shall be in the same form as that prescribed under rule 97 for adults.

REGISTER FOR CHILD WORKERS

133. (1) The register of child workers in all factories as provided under sub-section (2) of Section 56 shall be in Form 'U'.

(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 therefore 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

134. The abstract of the Act and of the Rules made thereunder provided under Section 76 shall be in the form given in Appendix III.

SUBMISSION OF RETURNS

SECTION 77

135. 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 in 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

¹⁰² Printed in the Gazette Notification as "holiday".

¹⁰³ Printed in the Gazette as "ch'ldren"

within fifteen days after the date of that season or of the last of those seasons as the case may be.

(2) A half-yearly return in duplicate in Form 'W' for the half-year, ending thirtieth 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.

136. Repeal.-- The West Pakistan Factories Rules, 1962, as applicable to Punjab, 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) Permanent staff (including clerical establishment)
 - (b) Men
 - (c) Women.....
 - (d) Children
 - (e) All other type of Labour (including contractor's Labour)
11. Number of gins (in case of cotton ginning factories only)
12. Date of its functioning.....

(Signature of Occupier)

(Signature of Manager).....

(Date of Despatch of Notice).....

FORM 'B'
(RULE 8)
REGISTER OF FACTORIES

| Serial No. | District | Name of Factory with location | Postal Address | Nature of moving power on | Nature of work carried on | Name of occupier | Name of Manager | Date of Inspection |
|------------|----------|-------------------------------|----------------|---------------------------|---------------------------|------------------|-----------------|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |

.....

FORM 'C'
(RULE 9)
INSPECTION BOOK

| Serial No. | Name and address of factory | Date of inspection | Irregularities noticed | Remarks | Signature of the Inspecting officer |
|------------|-----------------------------|--------------------|------------------------|---------|-------------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |

FORM 'D'
(RULE 11)

**CERTIFICATE OF AGE GRANTED 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(1)).....
4. Father's Name..... Son / daughter of
5. Sex and caste or religion..... (Caste, etc.)
6. Residence..... residing at..... who
..... is desirous of being employed in a factory, and that his /
..... her age, as nearly as can be ascertained from
..... examination, is years, and that he /
..... she is fit for employment as a child / an adult in a factory.
His/her descriptive marks are.
7. Age certified.....
8. Physical fitness.....
9. Distinctive marks.....
Thumb impression Examining Thumb impression Examining Surgeon
Surgeon Surgeon (Countersigned)
(Countersigned) Certifying Surgeon
Certifying Surgeon

FORM 'E'
(RULE 13 (2))

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

| Date | Serial No. | Number of previous certificate | Name of person to whom granted | Amount of fee charged | Initial of certifying surgeon |
|------|------------|--------------------------------|--------------------------------|-----------------------|-------------------------------|
| 1 | 2 | 3 | 4 | 5 | 6 |

Paid into Treasury.....

Date

Signature of Certifying Surgeon.....

FORM 'F'
(RULES 17 & 45)
LIME-WASHING, PAINTING OR VARNISHING

| Part of Factory, name or particulars of room | Parts, Lime- washed, painted or varnished, <i>e.g.</i> , 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 |
|--|---|--|--|--|---------|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | | | | | |

Day

Month

Year

FORM F-I
(Rule 47(1))
HYGIENE CARD

CardNo. Designation

Name of worker

Father's name.....

Ticket number of worker.....

| Date of examination | Whether free from any contagious disease or not | Remarks- brief description of disease in case, it is detected | Thumb-impression or signature of worker | Signature of doctor |
|---------------------|---|---|---|---------------------|
| 1 | 2 | 3 | 4 | 5 |

FORM 'G'
[RULE 111]
EXEMPTIONS

| Section or rule from which exemption is granted | Subject dealt-with | Extent of and reason for exemption | Date and number of order | Signature of Occupier or Manager | Remarks |
|--|-----------------------|--|--------------------------------|--|---------|
| <hr/> | | | | | |
| <hr/> | | | | | |

FORM 'H'
(Rule 30)
HUMIDITY REGISTER

Name of Factory Month

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

Year Hygrometer position
.....
.....

| 1 st Reading | | | 2 nd Reading | | | 3 rd Reading | | | Average | | | Wet Kata Readings | | | Average | |
|-------------------------|----------|----------|-------------------------|----------|----------|-------------------------|----------|----------|-------------------|----------|----------|-------------------|-------------------------|-------------------------|-------------------------|----|
| Date | Dry bulb | Wet bulb | Relative humidity | Dry bulb | Wet bulb | Relative humidity | Dry bulb | Wet bulb | Relative humidity | Dry bulb | Wet bulb | | 1 st reading | 2 nd reading | 3 rd reading | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| ----- | | | | | | | | | | | | | | | | |
| Monthly | | | | | | | | | | | | | | | | |
| Average | | | | | | | | | | | | | | | | |

I certify that the above hygrometrical and Wet Kata readings recorded during the month of19 ...are correct.

Signature of Controller

FORM 'I'
(*RULE 38*)
PARTICULARS OF ROOM

| Name or Particulars of room | Dimensions of Room in feet | | | Total floor area in square feet | Floor area occupied by machinery in the room | Breathing space (contents in | Maximum No. of persons who may be employed | Signature of Occupier or Manager | Remarks |
|-----------------------------|----------------------------|---------|--------|---------------------------------|--|------------------------------|--|----------------------------------|---------|
| | Length | Breadth | Height | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

**REGISTER FOR INSPECTION FOR HOIST AND LIFT UNDER RULE(84) FORM
J-L**

| Serial No. | Name of the Machinery | Date of manufacture and the name of the supplier | Repairing carried out if any | Safe Working load | Remarks |
|------------|-----------------------|--|------------------------------|-------------------|---------|
|------------|-----------------------|--|------------------------------|-------------------|---------|

(3)For the existing Form J, the following form shall be substituted namely:

FORM 'J-I'

[RULES 82 & 83]

NOTICE OF ACCIDENT

First Accident Report

[To be submitted within 24 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 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) Causes of accident.
 (b) Nature of injuries.

8. Names and addresses of witnesses to the accident:

(1).....

(2).....

9. Name and address of the medical office under whose treatment the injured person has been placed

10. Date and time of dispatch of report.....

Signature of Owner/ Manager.

(4)After Form J-I, substituted as above the following new Form J-II shall be added namely:

FORM 'J-II'

(RULE 86)

NOTICE OF ACCIDENT

Final Accident Report

To be submitted within 3 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) services rendered:
 - (i)
 - (ii)
 - (iii)
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 Nature of accident (Please tick applicable):
 - (i) Death
 - (ii) Permanent total disablement
 - (iii) Permanent partial disablement
 - (iv) Injury causing absence from work exceeding 20 days.
 - (v) Injury causing absence from work for more than 48 hours and upto 20 days.
 - (vi) Injury causing less than (48 hours absence) if this sub-item is ticked please do not fill up items 6 to 10)

6.B.II 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--

- | | |
|---------------------------------|----------------------|
| Right arm above or at the elbow | one eye |
| Left arm above or at the elbow | Thumb |
| Right arm below the elbow | All toes of one feet |

| | |
|--------------------------|------------------------------------|
| Left arm below the elbow | One phalanx of thumb |
| Leg at or above the knee | Index finger |
| Leg below the knee | Great toe |
| Hearing-Permanent total | Any finger other than index finger |

*Loss of any limb or member also includes loss of its use.

7. Classification by type of accident (Please tick applicable ;)

- (i) Fall of persons
- (ii) Falling objects
- (iii) Stamping on strike against or struck by objects excluding falling objects
- (iv) Electricity
- (v) Poison, corrosive and harmful substances including radiation
- (vi) Explosion
- (vii) Fire
- (viii) Irruption of water
- (ix) Suffocation by gases
- (x) Any other type (specify *e.g.*, over exertion/strenuous movement, etc.)

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

- (i) Prime mover
- (ii) Transmission Machinery
- (iii) Lifting Machinery
- (iv) Working Machinery
- (v) Other equipment and Installations
- (vi) Rail transports
- (vii) Other transport and haulage
- (viii) Hand tools
- (ix) Any other agency (specify *e.g.*, water transport, pressure vessels, furnaces ovens, kilns, etc.)

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

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

11 Name and address of the Medical Officer under whose treatment, the injured person has been placed.

Date of dispatch of report

Signature of Owner/Manager

For use by Chief Inspector of Factories

Secretary to Government of the Punjab,
Labour and Human Resource Department

FORM 'K'

[RULE 95(1)]

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 on
6. Approximate area of the factory building
7. Approximate area of the premises
8. The number of floors on which workers will be employed
9. Details and strength of materials used
10. Details of iron work with measurement of spans and loads carried by stanchion and pillars.

Certified that the undersigned has carried out a detailed survey of the building and materials referred to above and is satisfied that the margin of safety in accordance with the recognized 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 building reasonable stability and to provide the maximum safety in working the machines housed in the buildings.

Signature-----

Designation-----

FORM 'L'

(RULE 97)

Notice OF Periods for Work Adults / Children

Name of factory.....

Place where situated

Hour of starting work.....

Hour of closing work

Period of rest interval.....From.....To.....

Weekly holidays given on

Date:

Signature of Manager.....

FORM 'L (a)'

(RULE 97)

NOTICE OF PERIODS FOR WORK FOR ADULTS

Name of factory

Place where situated

On ordinary days—

Hours of starting work.....

Period of rest interval

On half holiday which is given on—

Hours of starting work

Hours of closing work.....

Weekly holidays given on

Date:

Signature of Manager.....

FORM 'L (b)'

(RULE 97)

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'

[RULE 98(1)]

REGISTER OF ADULT WORKERS FOR THE YEAR

Working hours: FromTo.....

Name of factory1st period

For the month of.....Rest interval

Place where situated2nd period

| Serial No. | Name | Father's Name | Address | Age | Caste or religion | Nature of work | Signature of Manager / Inspector | Remarks |
|---------------|------|------------------|---------|-----|-------------------------|----------------------|---|---------|
|---------------|------|------------------|---------|-----|-------------------------|----------------------|---|---------|

FORM 'M-I'
[RULE 98 (2)]
ATTENDANCE REGISTER

Shift.....
.....

| Serial No. | Serial No. from | Name | Father's name | Designation Attendance | Signature of the Manager |
|------------|-----------------|------|---------------|---|--------------------------|
| | Form M Register | | | Occupation 1 2 3 4 5 6 7 8 9 10 11 | |

FORM 'N'

[RULE 107 (ii)]

REGISTER OF ADULT WORKERS EMPLOYED IN TEA FACTORIES

Name of factory.....For week ending

| Sr. No | Name | Nature of work | Group No. | Period of work | Sunday | | Monday | | Tuesday | | Wednesday | | Thursday | | Friday | | Saturday | | Record of transfer from one group to another | Remarks |
|--------|------|----------------|-----------|----------------|--------|-----|--------|-----|---------|-----|-----------|-----|----------|-----|--------|-----|----------|-----|--|---------|
| | | | | | in | out | in | out | in | out | in | Out | in | out | in | out | in | out | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |

1st

2nd

3rd

4th

1st

2nd

FORM '0'
[Rule 114 (1)]

OVERTIME MUSTER - ROLL FOR PERSONS ON EXEMPTED WORK

Month ending

| Worker's No. in Register | Name | Department | Date on which overtime has been taken | Extent of overtime on each occasion | Total overtime worked | Normal hours | Normal rate of hours | Normal earnings | Overtime earnings | Total earnings |
|--------------------------|------|------------|---------------------------------------|-------------------------------------|-----------------------|--------------|----------------------|-----------------|-------------------|----------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |

FORM 'P'

[RULE 118(1)]

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

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

FORM 'Q'

[RULE 118 (a)]

COMPENSATORY HOLIDAYS--ANNUAL RETURNS

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. Number of workers exempted from section 35 of the Factories Act.

Men

Women.....

- (1) Same month.
- (2) Following month.
- (3) Third month.
- (4) Fourth month.

FORM 'R'

(Rule 119(1))

REGISTER OF HOLIDAYS WITH PAY

Part I – Adults

Part II – Children

Factory

Department

| 1 | 2 | 3 | 4 | 5 | 6 Interruption | | | | 10 Others | 11 Holidays w.e.f | 12 Whether Holidays not desired during the next 12 months | 13 Date from which the worker is allowed leave | 14 Remunerat ion paid | | 16 Name of the nominee | 17 Discharg ed worker | | 19 Dates on which the worker has been allowed | 20 Remarks |
|---|---|------|---------------|----------------------------|-----------------------|------------------|--------------------------|--------------------------|-----------|-------------------|---|--|-----------------------|---------------|------------------------|-----------------------|--|---|------------|
| | | | | | 6 | 7 | 8 | 9 | | | | | 14 | 15 | | 17 | 18 | | |
| | Serial No. in the register of adult / child workers | Name | Father's name | Date of entry into service | Sickness and accident | Authorized leave | lockout and legal strike | Involuntary unemployment | | | | | First moiety | Second moiety | | Date of discharge | Date and amount of payment in lieu of holidays | (a) Casual leave (b) Sick leave (c) Festival Holidays | |

FORM 'S'
[RULE 119(a 1)]
HOLIDAYS WITH PAY--ANNUAL RETURN

Return for the year ending 31st December 19

Name of Factory.....

Return for the year ending 31st December.

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 to avail themselves of holidays during the year in which holidays occurred.

Men

Women

Children.....

FORM 'T'
(RULE 120)
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 'U'
(RULE 133)

REGISTER OF CHILD WORKERS UNDER SECTION 56 OF THE ACT

Working hours For the month of

From to.....

Ist period

Rest period Name of factory

2nd period place where situated

| Serial No. | Name | Father's Name | Caste or Religion | Nature of work | Group | Relation | Provincial Certificate | Certifying Surgeon's Certificate |
|------------|------|---------------|-------------------|----------------|-------|----------|------------------------|----------------------------------|
| | | | | | | | Number Date | No. Date |

Form 'V'
[RULE 135 (1)]
ANNUAL RETURNS

Name of factory Return of the year ending
 31st December 19

Seasons ending

Name of Manager

Name of Occupier

1. District
2. Postal Address
3. Nature of Industry
4. Average number of workers employed...

| | |
|---------|------------|
| Adults: | Men |
| | Women..... |

| | |
|-------------|--------------|
| Adolescent: | Male |
| | 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?

34

35

10. Were the majority of workers exempted
 for the provisions of sections ?

36

37

38

11. Was the factory exempted under the second proviso to section 41(I) ?

12. Was the factory exempted under section 45(2)?

Dated

Signatures of Manager

FORM 'W'
[RULE 135(2)]
HALF YEARLY RETURN

For the Half-year ending 30th June, 19
31st December, 19

Name of Factory

Name of Occupier

Name of Manager

1. District
2. Postal Address
3. Nature of Industry
4. Average number of workers employed daily:

| | |
|---------|------------|
| Adults: | Men |
| | Women..... |

| | |
|--------------|--------------|
| Adolescents: | Male |
| | Female |

| | |
|-----------|-------------|
| Children: | Boys |
| | Girls |

Dated 19

Signature of Manager

APPENDIX I

[RULE 96(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 Urdu 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 salvolatile, 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 Urdu 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) of small sterilized dressings for fingers.
- (iii) A sufficient number (not less than six) of medium size sterilized dressings for hands and feet.
- (iv) A sufficient number (not less than six) of large sterilized dressings for three parts of the body.
- (v) A sufficient number of sterilise dressings (small and large) for burns.
- (vi) A sufficient supply of sterilised cotton wool in $\frac{1}{2}$ oz. packets.
- (vii) A bottle of salvolatile, 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) A tourniquets.
- (xiii) Six roller bandages.
- (xiv) Three triangular bandages.

(xv) Safety pins.

Note : (1).-- Items (xi) to (xvi) 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 Urdu 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) of 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 $\frac{1}{2}$ oz. packets.
- (viii) A bottle of salvolatile 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) A tourniquet.
- (xiii) One dozen roller bandages.
- (xiv) Half dozen triangular bandages.
- (xiv) (xv) Safety pins.

Note (1).-- Item (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 dressing contained in first-aid boxes or cupboard shall be those designated in and of a grade of quality not lower than standard prescribed by the

British Pharmaceutical Code, 1923.

(f) Notices in Urdu shall be affixed 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.

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APPENDIX II

[RULE 96(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 pick 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 affected 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.

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APPENDIX III

(*RULE 134*)

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 midnight 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 a factory, and there make such examination of the premises, works, machinery, and plant and of all registers or other prescribed records as may be necessary for the purpose 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.

CONDITIONS OF HOURS EMPLOYMENT

(SUBJECT TO ANY EXCEPTION OR EXEMPTION -PERMITTED UNDER THE ACT OR THE RULES THEREUNDER)

9. *No 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 person 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 hours of work for adult workers shall be so arranged that along with the interval for rest they shall not spread over more than ten and-a-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 the 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 be 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 workmen, 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 of the hazardous operations specified (under section 33-Q)of the Act.

(3) No woman or child shall be employed in any part of a factory for passing cotton in which a cotton opener is at work, save in circumstances mentioned in proviso to Section 32 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, or 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 the 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.

19. All beams, rafters, doors and other wood work in every factory shall if not lime-washed as required above, be painted or varnished once in seven years and shall be kept clean.

20. *Cleanliness.*--every factory shall be kept clean free from effluvia arising from any rain, 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 recognized drainage line.

22. *First-aid appliance.*-- In every factory there shall be maintained in a readily accessible place first-aid appliance approved by the Inspector. The appliance shall be kept in good order and they shall be placed under the charge of a responsible person who understands how to use them and 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. *Overcrowding.*-- A factory shall not be 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 by the worker with injurious, poisonous or any other obnoxious substances is carried on, there shall be provided a sufficient supply of water and soap for the use of 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:

Where the latrines and urinals are periodically flushed with water, latrines and urinals be provided at the following scale:

| No. of male workers | No. of Seats | |
|---|--|---------|
| | Latrines | Urinals |
| (i) Where the number of workers working at a time does not exceed 25. | 1 | 1 |
| (ii) Where the number of workers working at a time does not exceed 100. (for every 25 workers or fractions thereof) | 1 | 1 |
| (iii) Where the number of workers working at a time does not exceed 1500 (for every 40 workers or fraction thereof after first 100). | 1 | 1 |
| (iv) Where the number of workers working at a time exceeds 1500. | (for every 60 workers after first 100). | |

Where the latrines and urinals are not periodically flushed with water enter provided on dry earth system the latrines/urinals may be provided at the following scale:--

| No. of male workers | No. of Seats | |
|--|--------------|---------|
| | Latrines | Urinals |
| (i) Where the number of workers working at a time does not exceed 25. | 2 | 2 |
| (ii) Where the number of workers working at a time does not exceed 100. (for every 25 workers or fraction thereof). | 2 | 2 |
| (iii) Where the number of workers exceeds 1500. (for every 50 workers or fraction thereof after the first 100). | 2 | 2 |

29. If females are employed, separate latrines screened from those for males and

marked in the vernacular in conspicuous letters "For women only" shall be provided on the scale given above. Those for males shall be marked similarly "For men only".

SAFETY OF EMPLOYEES

30. *Precaution 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 staircase shall be so constructed as to be easily opened from the inside.

31. No woman or child be allowed to clean or oil any parts 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 bearing 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 belts 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. | Vest (Banyan). |
| Shorts. | Sweater. |
| Tightly fitting shirt worn inside shorts | Cap. |
| Loin Cloth. | 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 shifting.

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

ACCIDENTS

36. *Report of accidents.*-- 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 twenty-four hours of the occurrence to

a) the Chief Inspector, the Inspector for the area and the District Magistrate or if the latter by general order so directs 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 also 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. Notice of accidents of a minor character but which nevertheless prevent the injured persons 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, or if the latter by general order so directs, the Sub-Divisional Magistrate.

39. 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 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 plants 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 tools 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.

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 hoists 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 un-climbable 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 a 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 hand get into 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 strong box guards and hinged top covers.

54. The cover to the blades of all saw gain 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 machinery, until the doors have been closed.

(2) The nip between the cage wheels and calender wheel 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 or restart the machines 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 restart the machine until the doors have been closed.

58. All quadrant 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.

(4) 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 with whole length of each ring frame and such guards shall not be removable without the use of 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 a 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 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.

By the order of the governor of the Punjab

Secretary to Government of the Punjab, Labour Department

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