

FACTORIES (PRESCRIBED ABSTRACT) REGULATIONS, 1970 (LI 654)
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IN exercise of the powers conferred on the Minister responsible for Labour by section 8 (2) of the Factories, Offices and Shops Act, 1970 (Act 328), these Regulations are made this 12th day of August 1970.

Regulation 1—Prescribed Abstract.

The Abstract set out in the Schedule to these Regulations shall be the prescribed abstract of the Factories, Offices and Shops Act for the purposes of section 8 of that Act.

Regulation 2—Posting of Abstract.

The Abstract set out in the Schedule to these Regulations shall be kept posted in a prominent position in every factory.

SCHEDULE

**ABSTRACT OF THE FACTORIES, OFFICES AND SHOPS ACT, 1970, IN THE FORM
PRESCRIBED BY THE MINISTER RESPONSIBLE FOR LABOUR**

1. Registration of Factories. — Every person who occupies a factory on 1st April 1970 must apply to the Chief Inspector of Factories within one month for its registration. A Certificate of Registration will then be issued. (Section 2.)

Where a factory is first occupied after 1st April 1970, application for registration must be made to the Chief Inspector before work in the factory begins. A Certificate of Registration will then be issued. (Section 3.)

2. Notification of Accidents.— Where an accident in a factory causes the death of a person employed therein or prevents him from earning full wages at his work for more than three days, the occupier of the factory must immediately send full particulars of the accident to the Chief Inspector or the Inspector for the district.

If the person injured should subsequently die of his injuries, the occupier of the factory should immediately send written notice of the death to the Inspector for the district. (Section 10.)

3. Notification of Dangerous Occurrences.— All cases of explosion, fire, collapse of buildings, accidents to machinery or plant likely to cause risk of serious injury to employees, collapse, overturning or failure of cranes, derricks, winches, hoists, etc., and bursting of a revolving vessel, wheel, grindstone or grinding wheel occurring in a factory must be immediately reported by the occupier to the Inspector for the district. (Section 11.)

4. Notification of Industrial Diseases. — All cases of poisoning, anaemia, jaundice and certain other specified diseases must be immediately reported by the occupier to the Inspector for the district. (Section 12.)

5. Cleanliness. — Every factory must be kept clean. In particular, accumulations of dirt and refuse must be removed daily from floors and benches and from staircases and passages. The floor of

every workroom must be cleaned at least once a week, and all inside walls, partitions and ceilings must (a) if they have a smooth impervious surface be washed with hot water and soap or cleaned by other suitable method every twelve months, or (b) if kept painted with oil paint or varnished, be repainted or re-varnished every five years and washed with hot water and soap every 12 months, or (c) in other cases be whitewashed or colour washed every 12 months. (Section 13.)

6. Overcrowding. — A factory must not be overcrowded. There must be in each workroom at least 400 cubic feet of space for every person employed not counting space more than 14 feet from the floor. Workrooms must be at least nine feet high. (Section 14.)

7. Ventilation. — Adequate ventilation of all workrooms must be secured by the circulation of fresh air. Where dust or fumes are present which are likely to be harmful, or where any substantial quantity of dust is given off, all practicable measures must be taken to prevent the workers inhaling it, and where it is practicable localised exhaust ventilation must be provided and maintained. (Sections 15 and 23.)

8. Washing facilities. — Adequate and suitable washing facilities must be provided and kept clean for the use of all employees. (Section 16.)

9. Lighting. — There must be suitable and sufficient lighting, either natural or artificial, in every part of the factory, where persons are working or passing. (Section 17.)

10. Drainage of Floors. — Where wet processes are carried on there must be adequate drainage of the floor. (Section 18.)

11. Sanitary Accommodation. — Sufficient and suitable sanitary conveniences, separate for each sex, must be provided and kept clean. (Section 19.)

12. Drinking Water. — An adequate supply of wholesome drinking water must be provided. If the water is not a piped supply it must be kept in suitable vessels and renewed daily and all practicable steps taken to prevent contamination. (Section 20.)

13. Accommodation for Clothing. — Adequate and suitable accommodation for clothing not worn during working hours must be provided. (Section 21.)

14. Sitting Facilities. — Employees who have opportunities for sitting in the course of their work must be provided with suitable seats. (Section 22.)

15. Taking of Meals. — No person shall be allowed to take food or drink in any room where dust or fumes caused by any poisonous or otherwise injurious substance are present. (Section 24.)

16. Protective Clothing. — Suitable protective clothing must be provided for workers in any process involving excessive exposure to wet, or to any injurious or offensive substance. This protective clothing may include gloves, footwear, goggles or head coverings as may be necessary. (Section 25.)

17. Protection of Eyes. — In certain specified processes goggles or other effective screens must be provided to protect the eyes of workers.

Where electric arc welding is carried on the process must be screened so as to prevent persons (other than the persons engaged in the welding process) being exposed to the electric arc flash. (Section 25.)

18. Noise and Vibrations. — Noise and vibrations likely to affect the health of employees must be reduced as far as possible by appropriate and practicable measures. (Section 26.)

19. Prohibition of lifting excessive weights. — No person shall in the course of his work be required to lift, carry or move any load so heavy as to be likely to cause injury to him. (Section 27.)

20. First Aid. — In every factory there must be provided for every 150 persons employed a first-aid box or cupboard, of a prescribed standard, containing only first-aid requisites, and in charge of a responsible person who must always be readily available during working hours. A notice must be displayed in the premises stating the name of the person in charge of the box or cupboard. (Section 28.)

21. Prevention of Fire. — Every factory must have adequate means for fighting fire, which shall be kept in good condition and so placed as to be readily available for use. All stocks of highly inflammable substances must be kept in a fire-resisting store or in a safe place outside the building. (Section 31.)

22. Fire Alarms.— Where more than 20 persons are employed in one building, or where explosive or highly inflammable substances are stored or used in any building in which persons are employed, fire alarms or other effective warning devices clearly audible throughout the building must be installed, maintained in good condition and thoroughly tested every three months by a competent person. (Section 32.)

23. Safety Provisions Fire. — There must be adequate means of escape for all workers in case of fire, which shall be kept free from obstruction. Contents of rooms must be arranged to give a free passageway to the means of escape and whilst persons are inside the factory all doors affording a means of exit must not be fastened in such manner that they cannot be immediately opened from inside.

In the case of new factories, all doors affording a means of exit must either open outwards or be sliding doors.

All means of escape in case of fire must be clearly marked by a suitable notice.

Effective steps must be taken to ensure that all persons employed are familiar with the means of escape and the routine to be followed in case of fire. (Section 33.)

24. Construction of Floors, etc., and Precautions Against Falls. — Floors, passages, gangways, steps, stairs and ladders must be of sound construction and properly maintained. Handrails must be provided for stairs and openings in floors must be fenced so far as the nature of the work permits.

So far as is reasonably practicable there must be provided (i) safe means of access to every place at which any person has at any time to work, and (ii) fencing or other means for ensuring the safety

of any person who is to work at a place from which he could fall more than eight feet and which does not provide secure foothold and, where necessary, secure handhold.

Sufficient clear and unobstructed space must be maintained at every machine in motion to enable the work to be done without unnecessary risk.

Every teagle opening and other doorway used for hoisting or lowering goods must be fenced (except when the hoisting or lowering is going on at that opening) and be provided with a hand hold on each side of the opening. (Sections 34 and 35.)

25. Training and Supervision.— No person shall be employed at any machine or in any process likely to cause him injury unless he has been fully instructed as to the dangers likely to arise and the precautions which he must take, and he has received sufficient training or is under adequate supervision. (Section 36.)

26. Cleaning of Machinery. — No woman or young person shall be allowed to clean any part of a machine if they would thereby be exposed to risk of injury from any moving part of that machine or any adjacent machinery. No woman or young person shall be allowed to clean any part of a prime mover or of any transmission machinery while the prime mover or transmission machinery is in motion. (Section 37.)

27. Fencing of Dangerous Machinery. — Every dangerous part of any machinery must be securely fenced unless it is in such a position or of such construction as to be as safe to every person employed or working in the premises as it would be if securely fenced.

Certain parts which fall within the definition of "dangerous parts" requiring to be fenced are defined in section 38 (3) of the Act. (Section 38.)

All fencing must be substantially constructed and constantly maintained in an efficient state. (Section 40.)

28. Further Requirements in Connection with Transmission Machinery. — Devices or appliances for promptly cutting off the power from the transmission machinery must be provided in every room or place where work is carried on. Every machine driven by mechanical power must have an efficient starting and stopping device conveniently placed for the operator. Efficient mechanical appliances must be provided for moving driving belts to and from fast and loose pulleys. Driving belts must not rest or ride on revolving shafts when the belt is not in use. (Section 39.)

29. New Machines. — New power-driven machines must not be sold, let on hire, or used unless certain specified parts are effectively guarded. (Section 41.)

30. Vessels Containing Dangerous Liquids. — Fixed vessels, sumps, etc. containing scalding, corrosive or poisonous liquids must have the edge at least three feet above the adjoining ground or platform or must be fenced at least to that height or be securely covered. If this is impracticable, other suitable precautions must be taken. A warning notice of the danger, easily understood by employees, must also be attached to the plant or be posted nearby. (Section 42.)

31. Hoists and Lifts. — Every hoist or lift must be of good mechanical construction, sound material and adequate strength and be properly maintained. Safety devices, testing and the marking of safe working loads will be provided for by safety regulations made under section 51 of the Act, and such safety regulations must be strictly observed. (Section 44.)

32. Chains, Ropes and Lifting Tackle. — No chain, rope or lifting tackle used for raising or lowering persons or goods may be used unless it is of good construction, sound material, adequate strength and free from obvious defect. Safety measures to be observed, testing and the marking of safe working loads will be provided for by safety regulations made under section 51 of the Act, and such safety regulations must be strictly observed. (Section 45.)

33. Cranes and Lifting Machines. — All parts and working gear (including anchoring appliances) of cranes and other lifting machines must be of good construction, sound material and adequate strength and properly maintained.

Rails and tracks of travelling cranes and transporters must be of proper size and construction. If any person is working near the wheel track of an overhead travelling crane, steps must be taken to ensure that the crane does not approach within 20 feet.

Safety measures to be observed, testing and marking of safe working loads will be provided for by safety regulations made under section 51 of the Act, and such safety regulations must be strictly observed. (Section 46.)

34. Register to be kept. — A register of chains, ropes, lifting tackle and lifting machines, containing the particulars prescribed by safety regulations, must be kept. (Section 47.)

35. Precautions Against Gassing or Suffocation. — Special precautions are laid down for work in confined spaces where men are liable to be overcome by dangerous fumes or where the supply of air may be insufficient. (Section 48.) Further precautions will be laid down in safety regulations made under section 51 of the Act, and such precautions must be strictly observed.

36. Precautions Against Explosion of Inflammable Dust or Gas. — Precautions against explosion are laid down for certain processes and for welding or soldering on containers which have held any explosive or inflammable substance. (Section 49.)

37. Steam Boilers, Steam Receivers, etc.— Every part of every steam boiler and steam receiver shall be of good construction, sound material, adequate strength and free from patent defect. The outlet of every steam container must at all times be kept open and free from obstruction. Every steam boiler attendant must be properly instructed as to his duties.

Every air receiver and its fittings must be of sound construction and properly maintained. Detailed requirements as to cleaning, examination, testing, etc., will be laid down in safety regulations made under section 51 of the Act, and such requirements must be strictly observed. (Section 50.)

38. General Register. — The occupier must keep a general register in the prescribed form, in which he must enter the matters required to be entered by section 6 of the Act.

39. Duties of Persons Employed.— A person employed must not wilfully interfere with or misuse any means, appliance, convenience or other thing provided for securing health, safety or welfare and he must use any means or appliance for securing health or safety provided for his use. He must not wilfully and without reasonable cause do anything likely to endanger himself or others. (Section 78.)

40. Prohibition of Deductions from Wages. — The occupier must not make a deduction from wages in respect of anything he has to do or provide in pursuance of the Act, or permit any person in his employment to receive payment from other employees for such services. (Section 80.)

41. Inspection. — Factory Inspectors have power to inspect every part of a factory by day or by night. They may require the production of registers, certificates and other papers. They may question any person found in the factory, either alone or in the presence of any other person as they think fit and may exercise such other powers as are necessary for carrying the Act into effect, including the taking of samples for analysis. It is an offence to obstruct an Inspector in the execution of his duties. (Sections 75 to 77.)

JATOE KALEO

Minister of Labour

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