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The Factories Act, 1904.

L.  $\frac{38}{1904}$

*Department of Labour,  
Perth, 19th January, 1905.*

IT is hereby notified that His Excellency the Governor in Council has been pleased to make the following Regulations under "The Factories Act, 1904."

EDGAR T. OWEN,  
Secretary for Labour.

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**Regulations under "The Factories Act, 1904."**  
(3 Edwd. VII., No. 22.)

IN pursuance of the powers and authorities conferred by "The Factories Act, 1904," and of every other power and authority enabling him in that behalf, His Excellency the Governor of Western Australia, by and with the advice of the Executive Council thereof, doth make the following Regulations, that is to say:—

*Section 2 of the Act.*

1. In the following Regulations and Forms the term "Inspector" shall mean an Inspector of Factories appointed under "The Factories Act, 1904," and shall include the Chief Inspector of Factories; the term "the Act" shall mean "The Factories Act, 1904"; and the term "factory" shall bear the meaning given in Section 2 of the Act.

## REGISTRATION OF FACTORIES.

*Sections 8 and 46 of the Act.*

2. Every application to the Minister for registration of a factory under "The Factories Act, 1904," shall be sent to the Chief Inspector of Factories, Perth, in the form numbered 1 in the schedule annexed hereto, and shall be signed by the occupier, that is to say, by the person or persons, company or association, occupying the factory, or by any agent, manager, foreman, or other person acting, or apparently acting, in the general management or control of the factory.

*Section 14 of the Act.*

3. When a factory has been registered, and subsequent to such registration there is a change in the occupancy of the factory, or in the nature of the work carried on therein, it shall be the duty of the occupier to apply within seven days, in the form numbered 1 described above, for a renewal of the registration, and unless and until such renewal is granted the factory shall be deemed to be unregistered.

*Sections 13, 15, and 46 and Schedule of the Act.*

4. (1.) Every application in form 1 must be accompanied by the registration fee, calculated in accordance with the schedule to the Act, as follows:—

	£	s.	d.
(a.) Where the maximum number of persons to be engaged in the factory does not exceed seven ... ..	0	5	0
Where such number exceeds seven, but does not exceed fifteen ... ..	0	10	0
Where such number exceeds fifteen, but does not exceed thirty ... ..	1	1	0
Where such number exceeds thirty ... ..	2	10	0

(b.) Where the occupier or intending occupier of a factory, or any person employed in or about a factory, is of the Chinese or other Asiatic race, there shall be paid a fee of Five pounds, and the registration of every such factory shall be renewed and such fee be paid annually: Provided always, that no such registration shall be made or renewed unless the occupier or employee who is of the Chinese or other Asiatic race did so occupy or was so employed before the 1st November, 1903.

(2.) With every application shall be sent a statutory declaration, in form numbered 2 in the schedule annexed hereto, by the applicant or applicants, verifying such application.

## CERTIFICATE OF REGISTRATION.

*Section 12 of the Act.*

5. The certificate of registration of a factory shall be as set forth in form numbered 3 in the schedule annexed hereto. The certificate of registration of a factory in which one or more persons of the Chinese or other Asiatic race is employed shall be as set forth in form numbered 4 in the schedule annexed hereto.

## CANCELLATION OF REGISTRATION.

*Section 56 of the Act.*

6. The cancellation of registration shall be in the form numbered 5 in the schedule annexed hereto.

## INSPECTORS OF FACTORIES.

*Sections 5 and 58 of the Act.*

7. The certificate of appointment of an Inspector shall be in the form numbered 6 in the schedule annexed hereto. An Inspector shall, if required, on applying for admission to a factory, produce to the occupier his certificate in the above-named form.

8. An Inspector in the performance of the duties of his office shall seek to avoid—

(a.) Any duplication of inspection and conflict with Inspectors under the Public Health or other Acts;

(b.) Unnecessarily harassing a factory owner or occupier; or unreasonably or unduly interfering with the work or processes being carried out in the factory:

Provided in every case that the avoiding of such matters shall not be taken to relieve him from the efficient discharge of his duties as Inspector of Factories in regard to any breach of this Act, and of any of the above-named Acts, so far as his powers allow.

9. Every Inspector shall be under the direction of the Chief Inspector.

10. Every Inspector shall keep a diary in which shall be entered daily the address and description of every factory visited, and the names of every person examined or interviewed, together with particulars of all defects and other matters requiring attention, and shall, every week, make a report, in writing, to the Chief Inspector.

11. The Chief Inspector shall, as soon as possible after the 30th June in every year, and whenever required by the Minister, make a report of the matters which have come under his notice in regard to the operation and working of the Act during the previous 12 months, or such period as shall be desired by the Minister.

#### REQUISITIONS BY INSPECTORS.

*Sections 10 and 53 of the Act.*

12. Every requisition by an Inspector shall be in writing, and shall be issued and signed only by the Chief Inspector, or an Inspector deputed by him so to do, and unless otherwise provided be in one of the forms numbered 7 and 16 in the schedule annexed hereto.

#### APPEAL FROM REQUISITION.

*Sections 10 and 53 of the Act.*

13. If the occupier of a factory—

(a.) Is dissatisfied with the requirements specified in a requisition served upon such occupier; or

(b.) Considers any requisition necessitating the expenditure of money exceeding Five pounds to be unreasonable,

he may appeal to the Magistrates of the Local Court of the District within which the factory is situated by delivering, within 14 days after the date of the requisition, to the Clerk of the Court and to the Inspector, a notice of appeal, in the form numbered 8 in the schedule annexed hereto, setting forth the grounds of appeal.

14. Upon the notice of appeal being delivered, and the time for the hearing of the appeal being fixed, the Clerk of the Court shall, by notice in the form numbered 9 in the schedule annexed hereto, notify the appellant and the Inspector of the date and time of hearing.

#### EXAMINATION BY AN INSPECTOR OF A PERSON IN A FACTORY.

*Section 16 (4) of the Act.*

15. Every examination and questioning by an Inspector of a person in pursuance of Subsection (4) of Section 16 of the Act shall be reduced to writing and entered by the Inspector on the form numbered 10 in the schedule annexed hereto, and the said statement shall be read over to the said person and be signed and all alterations initialled by the Inspector in the said person's presence. And the said person shall, in the presence of the Inspector, make and sign a declaration in the form set forth in the said form 10 verifying such statement.

16. Every employee in a factory shall, upon being required so to do by an Inspector, make and sign a declaration with regard to working hours, wages, etc., in the form numbered 11 in the schedule annexed hereto.

## RECORD OF EMPLOYEES IN A FACTORY.

*Section 19 of the Act.*

17. The record of employees in a factory shall be in the form numbered 12 in the schedule annexed hereto. A complete record in the said form shall at all times be kept at the factory.

## RECORD OF WORK GIVEN OUT.

*Section 38 of the Act.*

18. The record of work given out by the occupier of a factory shall be in the form numbered 13 in the schedule annexed hereto. A complete record in the said form shall at all times be kept at every factory where any or all of the work is let or given out in connection with textile or shoddy material to be done by any person elsewhere than in the factory.

## OVERTIME BOOK.

*Section 22 of the Act.*

19. The overtime book which the occupier of a factory is required by the Act to keep at all times shall contain a complete record of the matters set forth in form numbered 14 in the schedule annexed hereto. Whenever the Inspector so requires, an occupier shall verify the entries in the overtime book by a statutory declaration in the manner provided in the said form.

## NOTICE OF ORDINARY WORKING HOURS.

*Section 19 (2) of the Act.*

20. The notice of the working hours, etc., in a factory, required by Section 19 (2) to be kept posted up in some conspicuous place at or near the entrance of every factory and at other places as directed, shall be in the form numbered 15 in the schedule annexed hereto.

## CUBIC RESERVED SPACE.

*Section 27 (6, 7) of the Act.*

21. Every factory and portion thereof shall contain such cubic reserved space as shall be determined by the Chief Inspector, subject to the approval of the Minister; provided always, that such reserved space shall not be less than 350 cubic feet for each person employed at any one time therein. The space to be reserved shall not be deemed to be reserved unless it is kept properly lighted and ventilated and clear of all materials, goods, cases, furniture, fittings, and tools other than those actually used or required by the person for whom the space is to be reserved. In the calculation of cubic space the maximum height taken shall be 14 feet.

22. A requisition to the occupier, under Subsection (6) of Section 27 of the Act, with regard to space to be reserved, shall be in the form numbered 16 in the schedule annexed hereto.

## VENTILATION.

*Section 27 of the Act.*

23. Every factory or portion thereof shall, when required by an Inspector, be provided with means of ventilation by openings for the inlet and outlet of air in the proportion of not less than 12 square inches of inlet openings and 12 square inches of outlet openings, irrespective of doors or windows, for each person employed in such factory or portion thereof. Such space shall be calculated exclusive of all bars, ornamentation, or other obstruction thereto.

## HEATING APPLIANCES.

*Section 27 of the Act.*

24. Every heating appliance in any factory, whether used for warming the room or used in any manufacturing process, shall be provided with a flue of sufficiently large cross-section to carry off all the products of combustion, the size of which shall be determined by the Inspector, but shall in no case be of less than four inches internal diameter if circular, or the equivalent thereof if of other sectional shape.

## TEMPERATURE.

*Sections 27 and 43 of the Act.*

25. Whenever timber lining is ordered to be fixed for the purpose of reducing temperature, the same shall be of the size and description and so fixed as the Inspector may require.

26. Roof painting, when ordered under the provisions of Section 43, for the purpose of reducing temperature, shall consist of white paint, or whitewash, or other cooling substance.

## EMPLOYEES' HEALTH AND ARTICLES MANUFACTURED.

*Section 28 of the Act.*

27. The notice to be served upon an employee and occupier, in accordance with Section 28 of the Act, shall be in the form numbered 17 in the schedule annexed hereto, and be issued by the Chief Inspector, and the matter shall be forthwith reported to the Central Board of Health in the form numbered 18 in the Schedule annexed hereto.

The Medical Certificate shall be in the form numbered 19 in the schedule annexed hereto.

## NOTICE OF ACCIDENT.

*Section 35 of the Act.*

28. Every notice of the occurrence of an accident in a factory, causing death or serious bodily injury (that is, an injury which is likely to incapacitate the sufferer from work for at least 48 hours), shall be sent forthwith by the occupier to the nearest Inspector, in the form numbered 20 in the schedule annexed hereto.

## LAVATORIES, ETC.

*Sections 27 and 44 of the Act.*

29. Sufficient and separate lavatories shall be provided and shall consist of wash-basins with adequate water supply and fitted each with a trapped waste pipe connected with a drain wherever practicable. Those for use of females shall be in a room separate and distinct from those for use of males. The above requirements shall in all cases be fixed and maintained to the satisfaction of the Inspector.

30. There shall be provided to the satisfaction of the Inspector, and for the use of those employed in any factory, one closet for any number of males up to 20, and in the proportion of one closet for every 20 or portion of 20 thereafter. In addition, similar and separate provision to be made for females.

31. Where six or more males are employed, suitable and sufficient urinal accommodation shall be provided to the satisfaction of the Inspector, and wherever practicable shall be fitted with an automatic water flush and trapped waste.

32. All closets and urinals shall be kept clean and in good repair. The seats and floors of all closets shall be thoroughly scrubbed with water and soap once at least in every week, and the trap doors shall be kept closed. Disinfectants shall be used in all closets and urinals to the satisfaction of the Inspector.

## FURNITURE MANUFACTURED BY ASIATICS.

*Section 47 of the Act.*

33. All furniture manufactured in part or wholly by Asiatic labour, and all furniture sold, offered for sale, or sent out which is so manufactured, shall be legibly and permanently stamped, on some part of such furniture where it can be clearly and easily seen and read upon examining such furniture, with the words "Asiatic Labour." The letters in these two words must be all at least  $\frac{1}{4}$ in. long.

## INSPECTION OF DOCUMENTS.

*Section 60 of the Act.*

34. Documents relating to any registered factory in the custody of the Chief Inspector may be inspected at his office on application made by any person entitled to inspect the same during office hours, and on payment of the fee prescribed in Regulation 35, subject in every case to the approval of the Chief Inspector.

The Chief Inspector may dispense with the fee for inspection of documents in cases where he may consider it for the public interest so to do.

## FEES.

*Section 60 of the Act.*

35. The following fees shall be payable under the Act and these Regulations:—

	s.	d.
(a.) For every inspection, on the same day, of documents (whether one or more) in the custody of the Chief Inspector relating to one and the same matter...	1	0
(b.) For every copy or extract of any document not exceeding 216 words, 1s.; and if exceeding that number, 4d. per folio of 72 words.		
(c.) For a copy of the Act ... ..	1	0
(d.) Do. of these Regulations ... ..	0	6
(e.) The fees prescribed for registration of factories in the schedule to the Act, and set forth in Regulation 4 above.		

36. All fees which may be received under or by virtue of the Act and these Regulations shall be paid into the Treasury to the credit of the General Revenue.

## MODIFICATION OF FORMS.

*Section 60 of the Act.*

37. When anything is required to be in any of the forms in the schedule annexed hereto, it shall be sufficient if it be to the like effect, and any such forms may be modified, by the authority of the Chief Inspector, to suit particular cases, and the Chief Inspector may require further evidence by statutory declaration, in addition to that prescribed by these Regulations, in any case in which to him it may seem expedient.

## PENALTY FOR BREACH OF REGULATIONS.

*Section 60 of the Act.*

38. Every person guilty of any breach of these regulations shall, for every such breach, be liable to a penalty not exceeding £5.

**SCHEDULE.**

FORM 1 (Regs. 2, 3, 4).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

*(Application to register a Factory.)*

[This Application to be sent to the Chief Inspector of Factories, Perth.]

To the Honourable the Minister for Labour.

1. Application to register a factory under the above-named Act is made by.....
2. The names in full of the occupier or occupiers are.....
3. The situation of the factory is.....
4. The name or style under which the business of the factory is carried on is.....
5. The nature of the work carried on in the factory is.....
6. The motive power (if any) used is.....
7. The maximum number of persons, including the occupier, to be employed, is as under:—

Where employed.	Under 14 years of age.		14 years of age or over.		Total all ages.	
	Males.	Females.	Males.	Females.	Males.	Females.
Workroom ... ..						
Office ... ..						
Yard ... ..						
Total ... ..						

NOTE.—If the occupier is married, the husband and wife must be counted together as one person (see s. 49 of the Act).

8. The following conveniences are provided:—

Nature of Convenience.	Number. For separate use of	
	Males.	Females.
Closets ... ..		
Lavatories or Wash-basins ... ..		
Urinals for Males ... ..		

9. The lift or elevator on the premises is worked by a male (*or* female) employee, whose age is .....
10. The factory is built of....., and the roof is of.....
11. The number of workrooms is..... and the dimensions are as below:—

Description and location of room.	Maximum number of persons to be employed in room.			Height. feet inches.	Length. feet inches.	Breadth. feet inches.	No. of Windows.	No. of Doors.	Number and size of Ventilators.	
	Males.	Females.	Total.						Inlet.	Outlet.

12. \*The precautions provided against fire and the means provided for extinguishing fires are.....
13. \*The means of escape in case of fire are.....

14. The following answers are supplied to the questions enumerated:—

- (a.) Is steam or other mechanical power or appliance used in preparing, working at, or manufacturing goods or packing them for transit?.....
- (b.) If so, of what description?.....
- (c.) Is a supply of pure drinking water provided for the employees?.....
- (d.) Is the occupier a person of the Chinese or other Asiatic race?.....
- (e.) If so, did he carry on the above-mentioned business in the factory before the 1st November, 1903?.....
- (f.) Is any person employed or engaged in or about the factory a person of the Chinese or other Asiatic race?.....
- (g.) If so, was he so employed or engaged in a factory on or immediately before the 1st November, 1903?.....

15. The number of outside workers (if any) employed (persons to whom work is let or given out) is—Males..... Females..... Total.....

16. With this application is sent a statutory declaration in Form 2, verifying the statements and answers contained therein.

(Signature or Signatures).....

Applicant.

Dated this.....day of.....190 .

\* This applies only to factories employing more than 25 persons.

FORM 2 (Reg. 4).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

DECLARATION TO ACCOMPANY APPLICATION FOR REGISTRATION.

I\*.....of†.....do solemnly and sincerely declare:—

- (1.) That I am occupier of the factory situated in.....Street,.....
- (2.) That the signature of.....to the application for registration of a factory annexed hereto is my signature.
- (3.) That to the best of my knowledge and belief the particulars contained in the said application for registration are correct and complete.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths and to substitute Declarations in lieu thereof."

Declared at.....in the State of Western Australia, this.....day of.....190 , before me.

†.....

....., J.P.

\* Name in full. † Address and occupation. ‡ Signature of declarant.

FORM 3 (Reg. 5).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

CERTIFICATE OF REGISTRATION OF A FACTORY.

I hereby certify that the premises occupied by....., for the purposes of....., situated in.....Street,....., in which.....persons are to be employed, have this day been duly registered as a factory under "The Factories Act, 1904," that the register number is ..... and that the prescribed fee of £..... has been received.

Given under my hand this.....day of....., 190 .

.....  
Chief Inspector of Factories, Perth, W.A.

NOTE.—Application for registration must be renewed as often as there is any change in the occupancy of the factory, or in the nature of the work carried on.



FORM 4 (Reg. 5).

The Factories Act, 1904 (3 Edw. VII., No. 22).

CERTIFICATE OF REGISTRATION OF A FACTORY.

I hereby certify that the premises occupied by....., for the purposes of....., situated in.....Street,....., in which the occupier or one or more of the persons employed is of the Chinese or other Asiatic race, have this day been duly registered as a factory under "The Factories Act, 1904," that the register number is....., and that the prescribed fee of £..... has been received.

Given under my hand this.....day of....., 190 .

..... Chief Inspector of Factories, Perth, W.A.

NOTE.—(1.) This certificate will continue in force for one year from the date thereof.

(2.) Application for registration must be renewed as often as there is any change in the occupancy of the factory, or in the nature of the work carried on.

FORM 5 (Reg. 6).

The Factories Act, 1904 (3 Edw. VII., No. 22).

CANCELLATION OF REGISTRATION OF A FACTORY.

The registration under "The Factories Act, 1904," of the factory, Register No....., situated in.....Street,....., and occupied by....., is by the authority of the Minister hereby cancelled on the following grounds.....

Dated this.....day of....., 190 .

..... Chief Inspector of Factories, Perth, W.A.

FORM 6 (Reg. 7).

The Factories Act, 1904 (3 Edw. VII., No. 22).

INSPECTOR'S CERTIFICATE.

This is to certify that.....has been appointed to be an Inspector under the provisions of "The Factories Act, 1904," and that he is duly authorised to exercise all the powers of an Inspector of Factories conferred by the said Act and the Regulations made thereunder.

Given under my hand this.....day of.....190 .

..... Minister for Labour.

FORM 7 (Reg. 12).

The Factories Act, 1904 (3 Edw. VII., No. 22).

REQUISITION BY CHIEF INSPECTOR.

Office of Chief Inspector of Factories,

Perth.....190 .

To....., occupier of factory situated in.....Street,.....

SIR,

1. Pursuant to "The Factories Act, 1904," and the Regulations in force thereunder, I have the honour to state that an inspection of the above-mentioned factory was made on.....190 , by Inspector....., who reports that the undermentioned alterations, etc., are necessary.

2. You are therefore required to make the said alterations, etc., in the said factory within..... days from the date hereof.

(Insert particulars.)

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

I have the honour to be,

Sir,

Your obedient servant,

..... Chief Inspector of Factories.

FORM 8 (Reg. 13).

The Factories Act, 1904 (3 Edw. VII., No. 22).

NOTICE OF APPEAL AGAINST REQUISITION.

No.....

In the Local Court of.....holden at.....

I....., whose name is written at the foot hereof, hereby appeal to the Magistrates of the above-named Local Court against the requisition of....., Inspector under "The Factories Act, 1904," dated the.....day of....., 190 , of which a copy is attached hereto, on the following grounds, that is to say:—

To.....,

Clerk of the Court,

or

Inspector of Factories

(as the case may be).

.....Appellant.

FORM 9 (Reg. 14).

The Factories Act, 1904 (3 Edw. VII., No. 22).

NOTICE OF HEARING OF APPEAL.

No.....

In the Local Court of.....holden at.....

.....Appellant.

.....Inspector.

In the matter of the above-named Act, and of an Appeal by the above-named appellant against a requisition by the above-named Inspector under the said Act:

TAKE NOTICE that the Court will proceed with the hearing in this matter at....., the .....day of....., 190 , at the hour of.....in the.....noon.

To....., Appellant.

To....., Inspector (as the case may be).

.....Clerk of the Court.

FORM 10 (Reg. 15).

The Factories Act, 1904 (3 Edw. VII., No. 22).

STATEMENT AND DECLARATION BY PERSON EXAMINED AND QUESTIONED.

Situation of factory.....

Name and occupation of person examined and questioned.....

Name of Inspector.....

To the Chief Inspector of Factories.

The above-named Inspector, having on the.....day of....., 190 , examined and questioned the above-named person, pursuant to section 16 of the above-named Act, hereby supplies the following statement of the matters respecting which the said person was examined, and the answers and information given by the said person.

STATEMENT.

....., Inspector.

DECLARATION.

I hereby declare that to the best of my knowledge and belief the above-written statement of this my examination and questioning before Mr. Inspector....., made this..... day of....., 190 , and the information given by me, as set forth therein, are true.

Declared before me at.....)

Western Australia, this..... day of....., 190 ,

....., Inspector.

\*....., Declarant.

\* Signature of person examined and questioned.

FORM 11 (Reg. 16).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

DECLARATION REGARDING WORKING HOURS, ETC., BY EMPLOYEE.

- I....., residing at....., hereby declare as follows:—
- (1.) That I am employed by....., at the factory situated..... as a.....
  - (2.) That my age is.....years.
  - (3.) That during the week commencing on Monday the.....day of....., 190 , I worked the following hours in such employment:—

Day of week.	From		To		Hours allowed for meals.	Total hours worked...
	a.m.		p.m.			
Monday ... ..						
Tuesday ... ..						
Wednesday ... ..						
Thursday ... ..						
Friday ... ..						
Saturday ... ..						

- (4.) That my wages are.....per week, and that I received £.....as my pay for the week mentioned.

Declared before me at.....  
 Western Australia, this.....  
 day of....., 190 ,  
 ....., Inspector. } \* ....., Declarant.

\* Signature of employee.

FORM 12 (Reg. 17).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

RECORDS OF EMPLOYEES IN A FACTORY.

(To be kept in the factory, correctly filled up.)

Name of Occupier.....Registration No.....  
 Situation of Factory.....  
 Nature of Work carried on.....  
 Record of persons employed on the above premises:—

Name of Employee.	Date of Engagement.	Kind of work done by each Employee.	Age of Employee (Males).									Age of Employee (Females).								
			Under 14	14	15	16	17	18	19	20	21 and over.	Under 14	14	15	16	17	18	19	20	21 and over.
Total Males												Females								

Ordinary working hours per week.	Rate of wages per .....	If piecework, rate per .....	Rate for overtime.	If left, date of leaving employment.	Remarks.

I hereby certify that the above record is, to the best of my knowledge and belief, correct and complete in every particular.

Date....., 190 ,

.....Occupier.

FORM 13 (Reg. 18).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

RECORD OF WORK GIVEN OUT.

(To be kept in the factory, correctly filled up.)

Name of Occupier.....Registration No.....  
 Situation of Factory.....  
 Nature of Work carried on.....  
 Record of persons employed on work let or given out in connection with the  
 above-named Factory:—

Name of employee.	Address of employee.	Address or place where work is done.	Week ending.	Quantity of work given out per week.	Description or kind of work given out.	Rate of payment.	Remarks.

I hereby certify that the above record, is to the best of my knowledge and belief, correct and complete in every particular.

.....Occupier.  
 Date....., 190 .

FORM 14 (Reg. 19).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

RECORD OF OVERTIME.

Name of Occupier.....Registration No.....  
 Situation of Factory.....  
 Nature of Work carried on.....  
 Overtime worked by Employees in the above-named Factory.

Name of employee.	Male or Female, and age.	Hours of overtime worked during week ending						Total for week.	Rate of payment.
		Monday.	Tuesday.	Wednesday.	Thursday.	Friday.	Saturday.		

I, ....., of ....., occupier of the above-named factory, solemnly and sincerely declare that the above table contains a correct and complete record of the overtime worked during the period named, by each and every employee of the said factory.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of an Ordinance made and passed in the eighteenth year of the reign of Her late Majesty Queen Victoria, No. 12, intituled "An Ordinance for the Abolition of unnecessary Oaths, and to substitute Declarations in lieu thereof."

Declared at....., in the State }  
 of Western Australia, this.....day }  
 of....., 190 , before me, } .....  
 ..... J.P. } Signature of Declarant.

FORM 15 (Reg. 20).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

NOTICE OF WORKING HOURS.

To be kept posted up in Factory.

Name of Occupier..... Registration No.....  
 Situation of Factory.....  
 Nature of Work carried on.....  
 Name of Inspector for District.....

TABLE OF ORDINARY WORKING HOURS IN THE ABOVE-NAMED FACTORY.

Days.	Employees.	From.	To.	Time allowed for meals, during which the employees may leave the Factory.	Day on which employees are allowed the half-holiday.
Monday ...	Males under 14 ...				
	Males, 14 and over ...				
	Females under 14 ...				
	Females, 14 and over ...				
Tuesday...	Males under 14 ...				
	Males, 14 and over ...				
	Females under 14 ...				
	Females, 14 and over ...				
Wednesday	Males under 14 ...				
	Males, 14 and over ...				
	Females under 14 ...				
	Females, 14 and over ...				
Thursday	Males under 14 ...				
	Males, 14 and over ...				
	Females under 14 ...				
	Females, 14 and over ...				
Friday ...	Males under 14 ...				
	Males, 14 and over ...				
	Females under 14 ...				
	Females, 14 and over ...				
Saturday	Males under 14 ...				
	Males, 14 and over ...				
	Females under 14 ...				
	Females, 14 and over ...				

Holidays allowed during the year.....

Date....., 190 . . . . . Occupier.

FORM 16 (Regs. 12 and 22).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

REQUISITION DETERMINING RESERVED SPACE.

To....., occupier of factory situated in.....

Street, .....

As Inspector under the above-named Act, and with the approval of the Honourable the Minister, I give you notice that you are hereby required to reserve, within the meaning of the Act, for the use of every person working in your factory, not less than.....feet cubic space, and to make such structural or other alterations as will in my opinion provide the said cubic space. (*Specific alterations may be here specified.*)

Dated this..... day of.....190 . . . . .

.....Chief Inspector of Factories.

FORM 17 (Reg. 27).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

NOTICE REGARDING HEALTH OF EMPLOYEE.

Situation of Factory.....Registration No.....

Name of Occupier.....

Nature of Work carried on.....

To.....an employee in the above-named factory.

As Inspector under the above-named Act, I hereby require you, in accordance with Subsection (1) of Section 28 thereof, to submit yourself for examination to.....registered medical practitioner of....., in order to determine whether you are in a state of health such as will be likely to convey germs of disease or other contamination to any article of food manufactured, handled, or delivered in connection with the said factory.

2. This Act requires you now to cease work until production to the Inspector of a medical certificate in form No. 20.

Dated this.....day of.....190 .

.....Chief Inspector of Factories.

FORM 18 (Reg. 27).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

REPORT BY INSPECTOR TO AUTHORITY UNDER PUBLIC HEALTH AND OTHER ACTS.

Situation of Factory.....

Name of Occupier.....

To the.....Authority under the.....Act.

In pursuance of the provisions of section.....of "The Factories Act, 1904," I hereby report the following matters in connection with the above-mentioned factory, in order that you may take all necessary action.

*(Specify particulars.)*

Date.....190 ,

.....  
Chief Inspector of Factories.

FORM 19 (Reg. 27).

*The Factories Act, 1904 (3 Edw. VII., No. 22).*

CERTIFICATE UNDER SECTION 28 (3) OF THE ACT.

I, being a duly Registered Medical Practitioner, certify that....., employed at..... has been personally examined by me, and that his state of health is not such as to be likely to convey germs of disease or other contamination to any articles of food.

Signature.....

Address.....

Date.....

FORM 20 (Reg. 28).

The Factories Act, 1904 (3 Edw. VII., No. 22).

NOTICE OF ACCIDENT.

Situation of Factory.....Registration No.....

Name of Occupier.....

To the Inspector of Factories at

(1.) I hereby give you notice that on this .....day of.....190 , at the hour of..... in the.....noon, an accident occurred at the above factory, whereby.....persons were killed, and .....persons were injured in such a manner that it is likely they will not be able to work for at least 48 hours from the time of the accident.

(2.) The nature of the accident was.....

(3.) The names and addresses of the persons killed are.....

(4.) The persons killed have been removed to.....

(5.) The names and addresses of the persons injured are.....

(6.) The persons injured have been removed to.....

(7.) The cause of the accident, so far as is known, is.....(any other particulars may be added).

Dated this.....day of.....190 .

.....Occupier.

INSPECTOR'S REPORT.

.....Inspector.