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[1967

FACTORIES AND SHOPS ACT, 1963-1965.

Department of Labour,
Perth, 13th September, 1967.

HIS Excellency the Governor in Executive Council, acting pursuant to the provisions of the Factories and Shops Act, 1963-1965, has been pleased to make the regulations set forth in the Schedule hereunder.

C. A. REEVE,
Secretary for Labour.

Schedule.

REGULATIONS

1. These regulations may be cited as the Factories, Shops and Warehouses (General) Regulations.

Revocation.

2. The Factories and Shops (General) Regulations, 1939 published in the *Government Gazette* on the 13th October, 1939 and amended from time to time thereafter by notice published in the *Government Gazette* and continued in force by section 4 of the Act are hereby revoked.

Interpretation.

3. In these regulations unless the contrary intention appears—
“Appendix” means Appendix to these regulations;
“the Act” means the Factories and Shops Act, 1963.

Prescribed Examination for Inspectors.

4. For the purposes of subsection (5) of section 12 of the Act, the prescribed examination is an examination in the following subjects:—

- (a) Arithmetic and Algebra; or Arithmetic or Elementary Mathematics at Junior Certificate standard;
- (b) English Expression I at the standard required by the Technical Education Division of the Education Department of Western Australia;
- (c) Industrial Hygiene, such examination being based upon the book “Health in Industry” by Donald Hunter, M.D., F.R.C.P. (published in 1959) and being at the standard required by the Royal Society for the Promotion of Health in its examinations held in this State;
- (d) Sanitary Engineering; such examination being based upon the textbook “Australian Sanitary Engineering Practice” by Randerson (8th edition but excluding chapters 12 and 13), at the standard required by the Royal Society for the Promotion of Health in its examinations in this State; or the examination conducted by the Royal Society for the Promotion of Health in Health Technology;

- (e) an examination conducted by examiners appointed by the Minister upon the provisions of the Act and the regulations in force under the Act; and
- (f) an examination conducted by examiners appointed by the Minister upon the provisions of the Industrial Arbitration Act, 1912; or the examination in Industrial Law I conducted by the Technical Education Division of the Education Department of Western Australia.

Meetings of Factory Welfare Board.

5. (1) The Chairman of the Factory Welfare Board shall cause—
- (a) notice of every proposed meeting, and a copy of the agenda thereof, to be posted or otherwise given to each member of the Board not less than three days before the day appointed for the holding of any Meeting of the Board;
 - (b) a record of the proceedings of every meeting, and any urgent matters attended to between meetings, to be kept in a minute book, which record shall, upon being confirmed at a subsequent meeting of the Board and endorsed to that effect by the Chairman, be evidence of the matters recorded therein.
- (2) Where a member of the Board wishes to procure the revocation of any resolution of the Board, he shall cause notice of his motion to that effect to be given to the secretary to the Board not less than fourteen days before the day appointed for the holding of the meeting at which he proposes to put that motion, and the secretary shall forthwith forward a copy of that notice to each other member of the Board.
- (3) A motion to revoke a resolution of the Board shall not be considered by any meeting of the Board unless the provisions of subregulation (2) of this regulation have been complied with.

Privileged Shops.

6. For the purposes of section 87 of the Act, the class of shop known as a mixed business shop having for sale therein goods of the following classes, namely—

- (a) food lines comprising cooked provisions, fruit, vegetables, confectionery, ice cream, non-intoxicating beverages, milk, butter, cheese, bread, fresh or frozen fish and poultry;
- (b) food and grocery lines not included in paragraph (a) of this regulation, but not including raw or uncooked meat;
- (c) tobacco, cigarettes, matches, personal smokers' requisites, books, stationery, newspapers and magazines;
- (d) such other goods in such quantities as the Retail Trade Advisory and Control Committee may determine, and no other goods, is prescribed as a privileged shop.

Stamping of Furniture.

7. (1) Every person who is required by Division II of Part VIII of the Act to stamp any furniture shall, by application in writing setting out his name and the address of his place of business, apply to the Chief Inspector for the assignment to him of a number for use by that person on stamps in accordance with these regulations.

(2) The Chief Inspector shall, upon receiving an application made pursuant to this regulation, assign a number to the applicant, and shall thereupon record in a register to be kept by him for the purpose, the name, and address of the place of business, of the applicant and the number so assigned.

8. The stamping of any furniture that is required to be stamped by Division II of Part VIII of the Act shall be effected in accordance with the following provisions:—

- (a) Every stamp on furniture which is made of wood, or of which wood forms the principal part, shall be of indelible permanent ink or stain, or impression, and shall be of legible type, and any letters or figures on the stamp shall be of not less than eighteen points face measurement.
- (b) Every article of furniture which is manufactured from metal, reeds, rattan, cane or seagrass shall be deemed to be stamped in accordance with the Act if each such article has appended thereto a label of metal, wood, or other substantial material on which is stamped, embossed, or printed the expression required by these regulations in relation to that article.

- (c) Any label provided in accordance with paragraph (b) of this regulation shall, subject to paragraph (d) of this regulation, be nailed, riveted, screwed, tacked, or attached by other suitable means, firmly secured to or let into such articles in workmanlike manner, and, so far as reasonably possible, in a way that will not permit of the label or stamp being easily rubbed off, obliterated, or detached in the handling of such articles.
- (d) Of the methods of stamping referred to in paragraph (c) of this regulation, the one used in any particular case shall be the one most fitting to be used to secure permanency, having regard to the composition of the label required to be used, and the nature, composition, size, shape, or other characteristics of the particular article of furniture.
- (e) The stamp shall be so placed on a part of the furniture, and where the article of furniture consists of one or more parts that are ordinarily detachable from one another, also be so placed on each detachable part thereof, as to be easily and clearly visible.
- (f) Every stamp shall be oblong in shape and shall—
 - (i) in the case of furniture manufactured or wholly prepared in this State, contain the expression "MADE BY" followed by the number assigned to the person stamping the furniture, and an expression clearly indicating that the furniture was manufactured in this State;
 - (ii) in the case of furniture partly prepared in this State, contain the expression "PARTLY PREPARED BY" followed by the number assigned to the person stamping the furniture and an expression clearly indicating that the furniture was partly prepared in this State; or
 - (iii) in the case of furniture imported into this State, contain the expression "IMPORTED BY" followed by the number assigned to the person stamping the furniture and where the furniture was manufactured outside the Commonwealth, an expression clearly indicating the country in which the furniture was manufactured.

Prescribed Forms.

9. Subject to the succeeding provisions of these regulations, where a provision of the Act is specified in the first column of Appendix A, the form set out in Appendix B of which the number is specified in the third column of Appendix A opposite to that provision, is prescribed as the form to be used for the purposes of that provision in relation to the matter or thing described in the second column of Appendix A opposite that provision.

Prescribed Form of Certificate of Registration and Register.

10. (1) Where an application made in the form of Form 2 in Appendix B for the registration, or the renewal of the registration, of a factory, shop or warehouse results in the registering, or the renewing of the registration, of the factory, shop or warehouse, the Chief Inspector shall—

- (a) cause the application and one copy thereof to be imprinted with particulars of the amount of the fee paid in connection with the application;
- (b) cause the application so imprinted to be returned to the applicant; and
- (c) cause the copy so imprinted to be retained by the Chief Inspector, and, for the purposes of Section 23 of the Act—
 - (d) the application so imprinted is the prescribed form of certificate of registration or of renewal of registration as the case may be;
 - (e) the particulars contained on the copy of the application, including the particulars of the amount of the fee paid, are the prescribed particulars to be entered in the appropriate register by the Chief Inspector.

(2) The Chief Inspector shall cause copies of applications retained by him pursuant to paragraph (c) of subregulation (1) of this regulation to be kept in three distinct groups according to whether those copies relate to the registration of factories, or of shops or of warehouses, and each group of copies forms the prescribed register of factories, or of shops, or of warehouses, as the case requires.

APPENDIX A

Reg. 9

First Column	Second Column	Third Column
Provision of the Act for which Form in Third Column is prescribed	Description and Purpose of Form	Number of Form in Appendix B
Section		
14	Certificate of appointment of inspector	1
22 (a)	Application for registration as a factory, shop or warehouse	2
22 (b) (ii)	Certificate of local authority as to establishment and operation of factory	3
23 (1) (b)	Permit to use premises as factory, shop or warehouse	4
30	Temporary permit to use premises as factory, shop or warehouse	5
23 (4) and 29 (3)	Notice of Appeal	6
23 (5) and 29 (3)	Notice of time and place fixed for hearing of appeal	7
33 (1)	Time and wages book	8
33 (4)	Record of outworkers	9
34	Notice of change of occupancy of a factory, shop or warehouse	10
35	Notice of vacation of, or of ceasing to carry on business at, a registered factory, shop or warehouse	11
36	Notice of certain changes, etc. occurring in a registered factory, shop or warehouse	12
41 (2)	Application for registration as an outworker	13
41 (3)	Certificate of registration as an outworker	14
53 (1), (2)	Notice to produce certificate of fitness for work, and certificate of fitness for work	15
64	Notice of accident	16
88	Application for registration as a small shop	17
88	Certificate of registration as a small shop	18

APPENDIX B.

Western Australia.

Factories and Shops Act, 1963.
(Section 13.)

Form 1.

CERTIFICATE OF APPOINTMENT OF AN INSPECTOR OF FACTORIES, SHOPS AND WAREHOUSES.

Chief Inspector of Factories and Shops,
Perth,.....19.....

THIS is to certify that.....
has been appointed an Inspector under the Factories and Shops Act, 1963 (as amended), and is authorised to exercise all the powers of an Inspector conferred by that Act and the Regulations in force thereunder.

Date.....

.....
Chief Inspector of Factories and Shops.

.....
Signature of Inspector appointed.

REGISTRATION OF FACTORY SHOP WAREHOUSE

W.A. FACTORIES AND SHOPS ACT, 1963 Form 2
(Section 22)

- NOTE : 1. Indicate type of premises by placing an X in appropriate square above.
 2. SEPARATE APPLICATION and fees required for each type of premises.
 3. Complete in ink and ensure CARBON COPY IS CLEAR. Write firmly.
 4. Complete ALL DETAILS on form.
 5. See back of forms for important information.

.....
Chief Inspector.

NAME of Occupier(s) or Proprietary Ltd. Company Name	Surname..... (block letters) (block letters)
	First Names..... (in full) (in full)
ADDRESS of Premises	
Type of Business	
Trading Name	
Motive Power (Factory) (indicate type of power and total horse-power)	
Date occupied and name of previous occupier (if changed since last registered)	

Ages and number of persons employed INCLUDING OCCUPIERS

Age ...	14	15	16	17	18	19	20	21 and over	Total
Male								Grand Total
Female									

REGISTRATION FEE (computed as per scale hereunder and enclosed. NOTE : Husband and Wife count as one)

No. Employed	Amount	No. Employed	Amount
	\$		\$
1 to 2	2.00	21 to 30	20.00
3 to 5	4.00	31 to 50	30.00
6 to 10	10.00	51 to 100	60.00
11 to 20	16.00		

Over 100 persons employed the fee is \$60 PLUS \$30 for every additional 50 persons employed or part of 50.

Chief Inspector of Factories and Shops,
184 St George's Terrace, Perth.

I/We apply to register the premises described above and declare that the particulars stated are true in all respects.

Date..... Signature(s).....

NOTE : Registration expires on the 31st December each year and is valid only with the imprint of the Cash Register.

IMPORTANT :

Certificates are valid to the 31st December each year.
 Renewal of registration is necessary before the 31st December.
 Where during the currency of this registration the number of persons employed is so increased as to require a larger registration fee, the occupier, WITHIN SEVEN DAYS, shall give written notice to the Chief Inspector of such increase of the persons employed, and pay the difference in the specified registration fee.
 Section 34 provides the person/s to whom this certificate is issued and any person/s becoming occupiers of the premises and not registered as such are LEGALLY REQUIRED to notify the Chief Inspector of Factories, 184 St George's Terrace, Perth, WITHIN FOURTEEN DAYS of change of occupier/s.
 PENALTY not exceeding ONE HUNDRED DOLLARS on first offence. TWO HUNDRED DOLLARS subsequent offence.

Western Australia.
 Factories and Shops Act, 1963.
 (Section 22 (b) (ii).)
 Form 3.

CERTIFICATE OF LOCAL AUTHORITY FOR FACTORY.

I, being the
 Town/Shire Clerk of the Municipality of.....
 HEREBY CERTIFY that the establishment and operation of the factory set
 out and delineated on plan number..... to be erected on Lot number
 (Address).....
 in the Ward of..... of this municipality
 is in conformity with existing town planning scheme and zoning by-laws of
 this local authority.
 Owner.....
 Occupier.....

Signature.....
 Date.....

Western Australia.
 Factories and Shops Act, 1963.
 (Sections 23, 24.)
 Form 4.

PERMIT TO USE PREMISES AS A FACTORY/SHOP/WAREHOUSE.
 PURSUANT to Sections 23 and 24 of the Factories and Shops Act, 1963 (as amended) permission is hereby given to to use premises situated at as a factory/shop/warehouse from to

This permit is issued subject to the following conditions:

.....

Number of employees
 Fee paid

Chief Inspector of Factories and Shops.

Western Australia.
 Factories and Shops Act, 1963.
 (Section 30.)
 Form 5.

PERMIT TO USE PREMISES AS A FACTORY/SHOP/WAREHOUSE.
 PURSUANT to Section 30 of the Factories and Shops Act, 1963 (as amended), permission is hereby given to to use premises situated at as a Factory/Shop/Warehouse from to

Chief Inspector of Factories and Shops.

Date.....

Western Australia.
Factories and Shops Act, 1963.
(Sections 23 (4), 29 (3).)

Form 6

NOTICE OF APPEAL.

Clerk of the Local Court,
.....

NOTICE of appeal is hereby given against the decision of the Chief Inspector of Factories to—

- (a) Refuse to Register
 - (b) Refuse to renew Registration of
 - (c) Refuse to grant a permit relating to
 - (d) Cancel registration of
 - (e) Prohibit the use of
- } Strike out those not applicable.

premises at to be used as a—

- Factory
 - Shop
 - Warehouse
- } Strike out those not applicable.

for the following purposes (describe business activity sought to be carried on)

The grounds upon which this appeal is made are—

.....
.....

Signature of Occupier(s) or Owners.

Date.....

OFFICE USE ONLY.

Received at the office of the Clerk of the Local Court at a.m./p.m.
on 19.....

Signature

Note: This appeal must be lodged within fourteen (14) days after the decision of the Chief Inspector of Factories has been communicated to the occupiers or owners. The grounds of appeal must be stated with reasonable detail.

Western Australia.
Factories and Shops Act, 1963.
(Sections 25 (5), 29 (3).)

Form 7.

NOTICE OF HEARING.

IN the matter of the appeal by..... against
the decision of the Chief Inspector of Factories to—

- (a) Refuse to Register
 - (b) Refuse to renew Registration of
 - (c) Refuse to grant a permit relating to
 - (d) Cancel registration of
 - (e) Prohibit the use of
- } Strike out those not applicable.

premises at.....

TAKE NOTICE that this appeal will be held at the Local Court
..... at..... o'clock in..... noon on
the..... 19.....

Clerk of the Court

Dated.....

Western Australia
Factories and Shops Act, 1963
(Section 33 (4))

Form 9

RECORD OF OUTWORKERS

Name of Occupier.....
Address.....

Full name and address of outworker	Address where work is done	Certificate Number	Week Ending	Description and Quantity of work for Week	Rate of payment and amount received

Western Australia.
Factories and Shops Act, 1963.
(Section 34.)
Form 10.

NOTICE OF CHANGE OF OCCUPANCY OF FACTORY SHOP OR
WAREHOUSE
(Indicate premises by X in square.)

Chief Inspector of Factories,
184 St. George's Terrace,
PERTH.

NOTICE is hereby given that on the.....19.....,
.....entered into occupation
of.....premises situated at.....

.....
previously occupied by.....
The number of persons proposed to be employed on the premises is.....
males.....females.....

Name in Full.....
Nature of business.....

Date Signatures {
(See note) {

Note; This notice must be signed by both the registered occupier and the
person now becoming the occupier of the above premises, or in lieu thereof
a separate notice must be given by each of the occupiers.

Western Australia.
Factories and Shops Act, 1963.
(Section 35.)
Form 11.

NOTICE ON VACATING OR CEASING TO CARRY ON BUSINESS AT
REGISTERED FACTORY SHOP OR WAREHOUSE
(Indicate premises by X in square.)

Chief Inspector of Factories,
184 St. George's Terrace,
PERTH.

NOTICE is hereby given that the business located at.....
.....
and registered in the name of.....

- 1. was vacated by me/us on the.....
 - 2. ceased to operate from the.....
- } Strike out that not applicable.

My/our address is now.....

Date..... Signature(s).....

Western Australia.
Factories and Shops Act, 1963.
(Section 36.)
Form 12.

NOTICE OF CHANGE, ETC., WITHIN REGISTERED
FACTORY SHOP OR WAREHOUSE
(Indicate premises by X in square.)

Chief Inspector of Factories,
184 St. George's Terrace,
PERTH.

NOTICE is hereby given that a change has taken place in the business and/or premises located at..... and registered in the name of..... The change is as follows (complete only those factors that have changed from present registration):—

1. Nature of work or business is now.....
2. Size of premises has varied (give brief details).....
3. Number of employees has increased to *.....
males..... females.....

Date..... Signature.....

* If number of employees involves a higher registration fee according to the prescribed scale, the additional fee must be enclosed.

OFFICE USE ONLY.

Received..... Receipt No.....
Date..... Signature.....

Western Australia.
Factories and Shops Act, 1963.
(Section 41 (2).)
Form 13.

APPLICATION FOR REGISTRATION AS AN OUTWORKER.

Chief Inspector of Factories and Shops,
184 St. George's Terrace,
PERTH.

I,
Surname (block letters). First Names.

of..... hereby apply for registration as an outworker in accordance with the provisions of the Factories and Shops Act, 1963. Particulars regarding my engagement and work are as follows:—

Name of Company, Firm or Person hiring the work to me.	
Type of work hired out to me.	
Address where work is carried out.	
Details of materials or accessories supplied by me as a part of the work (any item supplied at my own expense).	
Rate of payment in cash or kind for the work.	

I declare the above particulars to be true in all respects.

Date..... Signature of Applicant.
Signature of Employer.

Western Australia.
Factories and Shops Act, 1963.
(Section 41 (3).)

Form 14.

CERTIFICATE OF REGISTRATION AS AN OUTWORKER.

THIS is to certify that.....
of.....
has been duly registered as an outworker in accordance with Section 41
of the Factories and Shops Act, 1963.

This certificate is issued in accordance with the details supplied by the
abovenamed in his application dated.....and is
subject to the following conditions:

Certificate expires.....

Date.....

Chief Inspector of Factories and Shops.

Western Australia.
Factories and Shops Act, 1963.
(Section 53.)

Form 15.

Factories and Shops Branch,
184 St. George's Terrace, PERTH.

Date.....

TO.....
(Name of Employee.)

IN accordance with Section 53 of the abovenamed Act you are hereby notified
that it is my opinion that you are under the age of sixteen years and physically
unfit to perform the employment in which you are engaged, that is.....

You are therefore required to produce to me within.....
(Specified time.)
a certificate in writing hereunder from a medical practitioner certifying as
to your fitness for this employment.

Inspector.

(Perforations.)

CERTIFICATE OF FITNESS FOR WORK.

I have this day personally examined.....
(Name of person.)

and certify that:—

- (i) I am satisfied by the production of a certificate of birth or other
sufficient evidence that the abovenamed is of the age of.....;
and
- (ii) I have found him/her not to be incapacitated by disease or otherwise
for working daily for the time allowed by law at.....

(Name of factory, shop or warehouse.)

(Date.)

Medical Practitioner.

(Address.)

Western Australia.
Factories and Shops Act, 1963.
Form 16.

To the Chief Inspector of Factories,
184 St. George's Terrace, Perth:

NOTICE OF ACCIDENT.

FACTORY:

Name of occupier.....
Address of factory.....

INJURED PERSON:

Name of injured person..... Male/Female
Address of injured person or place to where removed.....
Occupation
Year born..... Date first employed.....

ACCIDENT:

Date of accident.....
Ceased work at..... a.m./p.m. after working..... hours
on that date.
Witness (if any) of accident.....
Work on which engaged at time of accident.....
Cause of accident.....

INJURY:

Part of body injured.....
Nature of injury.....
Extent of injury.....
Medical attention { On job.....
 { Doctor.....
 { or..... Hospital

Action taken to prevent recurrence of accident.....
Date..... Signature.

Western Australia.
Factories and Shops Act, 1963.
(Section 88.)
Form 17.

APPLICATION AND DECLARATION FOR REGISTRATION OF A
SMALL SHOP.

I/We (a).....
being the occupier/s of a registered shop, certificate numbered.....
trading as (b).....
situated at (c).....

hereby apply for registration of the shop designated as a SMALL SHOP in
accordance with Section 88 of the Factories and Shops Act, 1963.

Date..... Signature.
..... Signature.

- (a) Full Christian and Surnames are necessary.
- (b) Trade or advertised name, if any.
- (c) Full address and street number/s are necessary.

Western Australia.
Factories and Shops Act, 1963.
(Section 88.)

Form 18.

SMALL SHOP CERTIFICATE OF REGISTRATION.

THE premises situated at.....
and conducted by the following named person/s.....

.....
are hereby registered as a **SMALL SHOP** in accordance with Section 88 of the Factories and Shops Act, 1963, under the conditions stated and signed by the above applicant/s in the form of application.

IMPORTANT NOTE:

- (a) Change of type of goods sold or more than two persons conducting the business immediately cancels this registration.
- (b) This permit is not transferable.
- (c) Change of ownership or nature of business must be notified to the Chief Inspector of Factories, 184 St. George's Terrace, Perth, within fourteen (14) days.

.....
Chief Inspector of Factories and Shops.

FACTORIES AND SHOPS ACT, 1963-1965.

Department of Labour,
Perth, 13th September, 1967.

HIS Excellency the Governor in Executive Council, acting pursuant to the provisions of section 48 of the Factories and Shops Act, 1963-65, has been pleased to make the regulations set forth in the Schedule hereunder.

C. A. REEVE,
Secretary for Labour.

Schedule.

REGULATIONS

1. These regulations may be cited as the Factories (Welfare) Regulations.
2. Subject to sections 6 to 10, inclusive, of the Factories and Shops Act, 1963, these regulations apply, unless the contrary intention appears, in respect of every factory.

Change Rooms and Rest Rooms.

3. (1) Every occupier of a factory where work carried on is of such a nature as to necessitate a change of clothes by employees on entering or leaving their place of work, shall provide a separate change room for the use of each sex, unless there are less than six persons of either sex employed, in which case suitable accommodation for changing giving privacy to each sex, shall be provided.

(2) Each change room shall—

- (a) be fitted with suitable mirrors and shelving;
- (b) contain adequate seating;
- (c) unless other suitable arrangements are made, contain for each employee, an individual locker and hanging space or alternatively, for each employee, hat and coat hooks with sufficient hanging space.
- (d) in trades where any change of clothing by persons is necessary or usual, a minimum unencumbered floor area of 6 square feet per person, calculated on the basis of the greatest number of persons using the change room at any one time; and
- (e) not be used by the occupier or on his behalf for any process related to the occupation carried on in the factory or for the storage of goods or material.

(3) In trades that are subject to wet conditions, dirty conditions or health hazards that render necessary changes of clothing, each employee shall be provided with separate facilities for keeping clean and dirty clothes.

(4) In trades where working clothes or boots become wet, the occupier shall provide drying facilities.

4. (1) Every occupier of a factory shall, unless he provides a fully equipped casualty room in accordance with the provisions of regulation 8 of the regulations, provide for use in case of employees suffering from illness—

- (a) where more than 10 but not more than 100 women are employed at any one time—one couch with blanket, pillow and hot water bottle; or
- (b) where more than 100 women are employed at any one time—the articles referred to in paragraph (a) of this subregulation together with one additional couch with blanket, pillow and hot water bottle for each additional 100 women or part thereof.

(2) Where less than 50 women are employed at any one time a couch may be placed in a secluded and well ventilated position in the change room.

(3) Where more than 50 women are employed at any one time the occupier shall provide a separate rest room.

(4) Where a rest room is provided pursuant to this regulation, the floor space shall not be less than 64 square feet, and where more than two couches are provided not less than 32 square feet shall be provided for each additional couch in addition to the first mentioned quantity of floor space.

5. The occupier shall keep change and rest rooms in a clean condition and shall provide adequate rubbish bins in the rooms.

Dining Accommodation.

6. (1) Subject to subregulation (2) of this regulation, the occupier of any factory in which more than six employees are employed shall provide for the use of those employees dining accommodation which—

- (a) shall have not less than ten square feet of floor space per person, including the space occupied by tables and chairs, but excluding the space occupied by any service area, calculated on the basis of the greatest number of persons using the dining accommodation at any one time;
- (b) shall be provided with—
 - (i) sufficient tables and seating to accommodate the greatest number of employees using the dining room at one time;
 - (ii) an efficient means of boiling water in sufficient quantities to meet the needs of those employees;
 - (iii) a sink which is fitted with a draining board and near to which a source of water is located;
 - (iv) cupboards in which foodstuffs and crockery are protected from dust and vermin; and
 - (v) an adequate number of garbage bins fitted with vermin proof lids;
- (c) shall be kept in a clean state;
- (d) shall not be used for any process in the occupation carried on in the premises or for the storage of goods; and
- (e) shall be air locked from any closet, urinal or other part of the premises.

(2) Where the number of employees employed in a factory is less than seven, the occupier of the factory shall provide such dining accommodation for those employees as is directed in writing by the Chief Inspector.

First Aid.

7. Every occupier of a factory shall—

- (a) provide one first aid box or cabinet of dustproof design for every one hundred and fifty persons employed in the factory occupied by him;
- (b) cause that first aid box or cabinet to be kept in a readily accessible place within the factory;
- (c) appoint a person or persons to have the control of the use of the contents of that box so that one such person is at the factory whenever work is being engaged in on those premises; and
- (d) cause every first aid box or cabinet kept by him pursuant to this regulation to—
 - (i) be stocked with such medical supplies as are appropriate for treating injuries caused or likely to be caused to persons engaged at the factory, having regard to the trade or processes carried on therein; and

- (ii) have printed upon or affixed to the inside cover of the box or cabinet simple instructions for the emergency treatment of simple wounds, minor burns, minor haemorrhages, dust or splash in the eye, and such further instructions as are appropriate for the use of the medical supplies with which the first aid box or cabinet is stocked.
8. Every occupier at whose factory more than two hundred persons are engaged shall provide at the factory a casualty room and shall —
- (a) appoint a person or persons capable of so doing to be in control of that room so that one such person is at the factory whenever work is being engaged in on those premises;
 - (b) cause the room to be so equipped as to permit the administering of first aid therein; and
 - (c) cause the room and all fittings and equipment therein to be kept in a clean state.
9. Any person who, without the consent of the occupier or of the person appointed by the occupier to have the control of the use of the contents of a first aid box or cabinet, removes or interferes with the contents of such a first aid box or cabinet, commits an offence.
10. Any person who—
- (a) does any act or thing which by these regulations he is forbidden to do;
 - (b) fails or omits to do any act or thing which by these regulations he is required to do, commits an offence.
- PENALTY: One hundred dollars.

FACTORIES AND SHOPS ACT, 1963-1965.

Department of Labour,
Perth, 13th September, 1967.

HIS Excellency the Governor in Executive Council, acting pursuant to the provisions of section 61 of the Factories and Shops Act, 1963-1965, and on the recommendation of the Factory Welfare Board constituted under that Act, has been pleased to make the regulations set forth in the Schedule hereunder.

C. A. REEVE,
Secretary for Labour.

Schedule.

REGULATIONS

PART I.—PRELIMINARY.

1. These regulations may be cited as the Factories (Health and Safety) Regulations.
2. Subject to sections 6 to 10, inclusive, of the Factories and Shops Act, 1963, these regulations apply, unless the contrary intention appears, in respect of every factory.
3. These regulations are divided into Parts as follows—
 - Part I—Preliminary. Regs. 1-3.
 - Part II—Cubic Space. Reg. 4.
 - Part III—Temperature, Ventilation and Humidity. Regs. 5-13.
 - Part IV—Confined Spaces. Regs. 14-16.
 - Part V—Natural and Artificial Lighting. Regs. 17-18.
 - Part VI—Sanitary Conveniences. Regs. 19-21.
 - Part VII—Washing Facilities. Reg. 22.
 - Part VIII—Roofs, Ceilings, Walls and Floors. Regs. 23-24.
 - Part IX—Access and egress. Regs. 25-36.
 - Part X—Drinking Water. Reg. 37.
 - Part XI—Seating. Reg. 38.
 - Part XII—Miscellaneous. Regs. 39-41.

PART II.—CUBIC SPACE.

4. (1) Subject to subregulations (2), (3) and (4) of this regulation, the occupier of any factory shall cause to be provided therein not less than four hundred cubic feet of space for every person employed therein.

(2) Where, having regard to the circumstances and conditions existing in any factory, or any part thereof, the Chief Inspector is satisfied that it is not necessary that the provisions of subregulation (1) of this regulation be complied with, he may by direction in writing, determine that the provision of such lesser amount of cubic space per person in that factory or that part of the factory is sufficient compliance with the provisions of that subregulation.

(3) Where points of ignition for the use of coal gas or other gas are contained in any factory, the occupier shall, if so directed in writing by the Chief Inspector, cause to be provided therein such additional amount of space per person per point of ignition as is specified in that direction.

(4) For the purposes of calculating the amount of space provided in any factory or part thereof, any amount of space located more than fourteen feet above floor level shall be disregarded, and a reference in this regulation to quantity of cubic space is a reference to that quantity of space exclusive of the space occupied by goods, cases, furniture and fittings.

PART III.—TEMPERATURE, VENTILATION AND HUMIDITY.

5. Without affecting the particularity of the remaining provisions of this Part, in each section of every factory used by employees, the occupier shall take such measures that are necessary to suitably ventilate, secure and maintain reasonable temperature, air movement and humidity control, either by natural or mechanical means, and that are practicable having regard for the operation or process carried on in the factory.

Temperature.

6. (1) Subject to subregulation (4) of this regulation, for the purposes of regulation 5 of these regulations, reasonable inside temperatures as measured by a thermometer located four feet above floor level, shall not exceed the outside air temperature by more than 7°F. where the temperature is more than 80°F.

(2) Where the temperature in a factory or part of a factory regularly used by employees, drops below 55°F., heating facilities shall be fitted and operated by the occupier where reasonably practicable to produce a temperature of not less than 55°F.

(3) Where a system of air conditioning is installed in a factory or part of a factory, the system shall be such as will produce temperatures within the factory or part that are in accordance with the provisions of subregulation (1) of regulation 9 of these regulations.

(4) Where trade processes result in heat being radiated from processes, furnaces, engines, material being cooled off, or similar sources, and the temperature of any part of a factory regularly used by employees is increased beyond the limits of temperature prescribed by these regulations, the radiation shall be confined as far as possible to its source by the use of screens or walls of material of low conductivity, water curtains, or a satisfactory hood and duct to convey the heated air outside the building or other effective methods.

Natural Ventilation.

7. (1) Unless a system of mechanical ventilation is installed and in operation, every factory and every room therein used by employees shall be provided with means of ventilation by fixed openings, other than windows and doors, for the inlet and outlet of air, and the area of the fixed openings shall be not less than 36 square inches of inlet opening and 36 square inches of outlet opening for every 100 square feet of floor area.

(2) Where practicable inlet ventilators shall be so fitted and located as to take advantage of available winds, be adapted satisfactorily to avoid draughts and be located below a height of 3 ft. 6 in., measured from the floor level, and outlet ventilators shall be located within 1 ft. 6 in. of the underside of the ceiling, or if unceiled within 1 ft. 6 in. of the underside of the wall plate.

Mechanical Ventilation.

8. Any system of mechanical ventilation used for general ventilation purposes shall be capable of supplying fresh air to any part of a factory regularly used by employees at the rate of six air changes per hour, or of not less than 30 cubic feet per person per minute, whichever is the greater and in calculating the cubic capacity of a workroom any space located more than 12 feet above floor level shall be disregarded.

Air Conditioning.

9. (1) Where the control of the thermal environment in a factory is achieved by a system of air conditioning, the maximum inside temperature shall not exceed 75°F. in any part of a factory regularly used by employees, unless the outside shade temperature exceeds 90°F., in which case the maximum inside temperature shall at least be 15°F. lower than the outside shade temperature but not less than 75°F.

(2) Any air conditioning system used shall be capable of maintaining the relative humidity of the cold air, between the limits of 25% and 60%, unless unusual conditions exist in the factory in which the system is installed.

(3) Where air conditioning is used the supply of fresh air per person shall not be less than 12½ cubic feet per person per minute.

(4) Systems of air conditioning or mechanical ventilation shall be so constructed that recirculation of air does not occur in places where noxious or dangerous fumes or gases are likely to occur or where the trade or occupation carried on in the factory produces, or is likely to produce, contamination of the air.

Humidity.

10. Where, owing to the situation, material, or to the nature or process of work carried on in any factory the temperature or humidity is such as to be injurious to the health of employees, remedial action to minimise the temperature or humidity shall be taken.

Air Movement.

11. (1) Subject to subregulation (2) of this regulation, and except where trade requirements or exceptional circumstances apply, facilities capable of providing air movement shall be provided, and shall be so regulated as to give air movement in accordance with the following table:—

Temperature inside Factory		Minimum Air Movement required in feet per minute
Dry Bulb Temperature in degrees Fahrenheit	Wet Bulb Temperature in degrees Fahrenheit	
Under 75	Any wet bulb temperature	30
75 and under 80	Under 70	30
	70 and over	100
80 and under 85	Under 65	30
	65 and under 70	100
	70 and over	200
85 and under 90	Under 65	100
	65 and over	200
90 and over	Any wet bulb temperature	200

(2) Where air conditioning is installed and being operated in any factory, the air movement shall be maintained between the limits of 20 feet to 40 feet per minute.

Removal of Impurities.

12. The occupier of any factory in which heating appliances are used as part of any process carried on therein shall—

- (a) cause any steam, fumes or products of combustion that are created by or being emitted from those appliances and that are or may be offensive or injurious to persons exposed thereto to be so removed from the factory by a flue or duct as to prevent the escape of the steam, fumes or products of combustion into any part of the factory where persons could be so exposed; and
- (b) so far as is practicable, having regard to the nature of the process carried on in, and the design and structure of, the factory, cause those heating appliances to be separated or partitioned off from any room or working area used by persons employed at the factory.

Internal Combustion Engines.

13. The occupier of any factory shall not cause an internal combustion engine to be used therein unless—

- (a) provision is made for conducting the exhaust gases from the engine into the open air; and
- (b) so far as is practicable, having regard to the nature of the process carried on in, and the design and structure of, the factory, the engine, except at times when it is being tested, is so partitioned off from any part of the factory in which persons are employed, other than persons actually attending to the engine, as to prevent any injurious fumes from the engine entering that part of the factory.

PART IV.—CONFINED SPACES.

14. (1) Before any work within a factory is carried on in a confined space which, because of the dimensions of the compartment or space, a worker is required to work in a stooped or otherwise cramped position or without proper ventilation, the occupier shall ensure that the confined space is emptied, flushed or otherwise purged of hazardous substances and excessive heat reduced and kept adequately ventilated with fresh air.

(2) Whenever work is being carried on in a confined space, in a factory, the occupier shall—

- (a) cause a means of ingress and egress to and from the confined space to be maintained free from any encumbrance;
- (b) if the nature of the work or the conditions existing at the time are such as to render difficult the rescue of a worker in the confined space provide a lifeline suitable for the purpose and shall cause the worker to be kept under observation;
- (c) where dust or impurities are produced by the process being carried on in the confined space, cause a supply of fresh air to be provided into the space; and
- (d) if the process carried on in the confined space is such as to render the use of a respiratory protective device desirable in the interests of the safety of the worker therein, provide such a device.

(3) For the purpose of paragraph (d) of subregulation (2) of this regulation a respiratory protective device is a device which complies with Clause 3-5 (b) of the Australian Standard Code of Recommended Practice for Respiratory Protective Devices, published by the Standards Association of Australia and numbered CZ11-1960.

15. Where flammable substances have been used in the confined space before the operations are commenced, the occupier shall cause a test for flammability of the vapours to be carried out by a competent person authorised by the occupier and the confined space shall be found as a result of that test to be safe before work may proceed.

16. The occupier shall cause adequate fire extinguishing equipment to be placed adjacent to work being undertaken in any confined space.

PART V.—NATURAL AND ARTIFICIAL LIGHTING.

General Illumination.

17. (1) In each section of any factory where persons are employed, and in all stairways, passageways, storerooms and accommodation in or attached to a factory that are used by employees, the occupier shall cause glare free

lighting from natural or artificial sources, or from both sources, to be provided and maintained to the standards appropriate for the task, or location, carried on or located as the case may be in that section, as ascertained in accordance with the provisions of the following table:—

Visual Task or Location Illumination Table

Class of Visual Task or Location	Minimum Illumination on Task. Lumens per square foot (foot-candles)	Tasks or Locations comprised by the Class
(i) Casual seeing only	1	The safe movement of persons in roadways and yard thoroughfares.
(ii) Simple unexacting tasks	5	Passageways, stairways, corridors, dining, change and rest rooms, sanitary and washing facilities, warehouses, store-rooms for rough and bulky materials and where discrimination of details is not essential.
(iii) Ordinary intermittent tasks	10	Rough, intermittent bench and machine work, rough inspection and counting of stock parts, moderate discrimination of detail, engine and boiler rooms, canning and preserving, bottling, bakehouses, meat packing, rough sawing and bench work in timber.
(iv) Moderately critical prolonged tasks	20	Medium bench and machine work, book-binding, binding and folding, fine moulding and core making, stitching and inspection boot and shoe manufacturing.
(v) Severe prolonged tasks with small detail or poor contrast	50	Fine bench and machine work, extra fine painting, spraying and finishing, fine inspection work, sewing dark coloured goods and weaving dark coloured woollen goods.
(vi) Very severe prolonged tasks with minute detail or very poor contrast	100	Assembly and inspection of delicate mechanisms (such as watches) tools and die making.
(vii) Exceptionally difficult or important tasks	200	First Aid or Medical Post.

(2) Where a location or task occurring or carried on in a factory or any part thereof is not specifically provided for in the table set out in subregulation (1) of this regulation, the occupier shall provide the minimum values of illumination set forth in the Australian Standard Code for the Artificial Lighting of Buildings published by the Standards Association of Australia and numbered A.S. No. CA 30-1957.

(3) For the purposes of applying the provisions of the table set out in subregulation (1) of this regulation in any section of a factory where there is no specific task area at which the light values are to be measured, the values specified in the table are those measured on a horizontal plane situated three feet above the floor of that section.

Emergency Lighting.

18. The occupier of any factory shall provide emergency lighting—

- (a) in all rooms of windowless factories regularly used by employees;
- (b) in any building in which more than twenty employees are regularly employed in any one single interior during hours of darkness; and
- (c) on staircases, passages and like structure which serve as a means of egress and which are not naturally lighted or are regularly used during hours of darkness.

PART VI.—SANITARY CONVENIENCES.

Sewered Sanitary Conveniences.

19. (1) This regulation applies with respect to every factory that is connected with a system of sewerage.

(2) In every factory the occupier shall provide sanitary conveniences for the use of the persons employed or engaged in accordance with the following scale and conditions:—

Water Closets	Proportion of Pans to Female Employees	Proportion of Pans to Male Employees
When the number of employees does not exceed 100	1 to 20	1 to 25
When such number exceeds 100 but does not exceed 200	1 to 25	1 to 30
When such number exceeds 200	1 to 25	1 to 40

(3) Subject to subregulation (4) of this regulation, separate closet accommodation shall be provided for the persons of different sexes.

(4) In any factory in which the majority of those employed or engaged are of the one sex and not more than two employees are of the other sex, separate closet accommodation for the persons of different sexes is not required if separate accommodation is available for the purpose at all times in adjoining or adjacent premises.

(5) Closets for different sexes shall not adjoin each other unless the closets are separated by a wall of brick, stone or concrete not less than 4 inches in thickness.

(6) Buildings containing closets or other sanitary conveniences shall conform with the building and health by-laws of the municipality in which the factory is situated.

(7) The door of every external closet shall be properly screened from the ground to a height of at least six feet and screening shall also be provided to prevent the closet being visible from overlooking windows.

(8) Any closet for females shall have a separate entrance behind the screen and that entrance shall not be within twelve feet of the entrance of any closet intended for the use of males.

(9) In every factory in which more than twelve males are employed, urinal accommodation shall be provided in the proportion of one stall or two feet of urinal for each thirty male employees or part thereof.

(10) The distance between a person's workplace and the closet shall be not greater than the height of one storey, and not more than 300 feet horizontally.

(11) The occupier shall cause sanitary conveniences to be cleaned each day.

(12) Buildings containing closets or other sanitary conveniences or washing facilities shall conform, in addition to the provisions of this regulation, to such additional requirements as are provided by—

- (a) the by-laws made under the Metropolitan Water Supply Sewerage and Drainage Act, 1909 in the areas where those laws apply;
- (b) the Uniform Building By-laws from time to time in force under the Local Government Act, 1960; and
- (c) the Health Act, 1911 and by-laws made thereunder.

Unsewered Sanitary Conveniences.

20. (1) In every factory that is not connected with a public system of sewerage, the occupier shall provide sanitary conveniences for the use of his employees in accordance with the following scale and conditions:—

Earth or Pan Closets	Proportion of Pans to Female Employees	Proportion of Pans to Male Employees
When the number of employees does not exceed 100	1 to 10	1 to 15
Where such number exceeds 100 but does not exceed 200	1 to 15	1 to 20
Where such number exceeds 200	1 to 15	1 to 30

(2) In every factory in which more than six males are employed urinal accommodation shall be provided in the ratio of one stall or two feet of urinal for every thirty males or part thereof.

(3) The provisions of subregulations (3) to (12) of regulation 19 of these regulations apply to every factory to which this regulation applies.

Common Sanitary Conveniences.

21. (1) Where two or more factories are contained within one building, or abut one another, the occupiers thereof may, for the purposes of complying with this Part, in lieu of providing separate sanitary conveniences, provide common sanitary conveniences in accordance with the remaining provisions of this regulation, for use of all persons employed by them in those factories.

(2) Common sanitary conveniences provided pursuant to subregulation (1) of this regulation shall be such that those conveniences would, if provided by one occupier for a number of employees equal to the total number of persons employed by all the occupiers providing the common facilities, comply in all respects with the provisions of this Part.

(3) Where two or more occupiers—

(a) provide common sanitary conveniences for their respective employees in lieu of making separate provision for their respective employees; and

(b) the common sanitary conveniences so provided do not meet the requirements of subregulation (2) of this regulation,

each of those occupiers commits an offence.

PART VII.—WASHING FACILITIES.

22. (1) Every occupier shall provide for the use of his employees washing facilities consisting of wash fountains with sprays, or washbasins or industrial troughing provided with a sufficient water supply by means of a tap located over each basin, or taps located at intervals of not less than two feet over industrial troughing.

(2) The ratio of wash basins shall be not fewer than one basin to twenty persons employed, and the ratio of industrial troughing or wash fountains shall be not less than 24 inches of troughing or 24 inches of circumference of wash fountains to each 20 persons employed by the occupier.

(3) All washing facilities shall be drained by means of a properly constructed trapped waste pipe or waste pipes connected to a drainage system which conforms to the requirements of the local authority in which the factory is situated.

(4) Where hand washing facilities are provided in change rooms or as part of a toilet area, separate facilities shall be provided for each sex, if more than one sex are employed on the premises.

(5) The hand washing facilities shall be separate from any trough, sink, or basin used in connection with any process and shall be under cover, be situated within a reasonable distance of all working areas, and be easily accessible to the persons for whom they are provided.

(6) Nothing in this regulation affects the provisions of these regulations relating to the provision of hand washing facilities, where special tasks or processes are carried on or special conditions exist.

PART VIII.—ROOFS, CEILINGS, WALLS AND FLOORS.

23. The occupier of any factory shall—

(a) cause the roofs, walls and ceilings of the factory to be maintained in such a condition as does not constitute a hazard to persons employed in the factory; and

(b) not cause or permit any room in the factory to be used as a work-room by employees if the ceiling or overhead joists of that room are less than nine feet above the floor of that room.

24. (1) The occupier of any factory shall cause the floors or any part of that factory used by employees—

(a) to be of a sound construction suitable for the process carried on in that part of the factory;

(b) to be maintained in a good and serviceable condition; and

- (c) to be so drained as to effectively remove any liquid falling thereon if the process carried on therein renders the floor liable to be wet to such an extent that the wet is capable of being removed by drainage.
- (2) Where, having regard to the nature of the process carried on in that part of the factory, it is practicable so to do, the occupier shall—
- (a) cause all openings in walls and floors, and all breaks in the levels of floors, to be properly guarded;
 - (b) to be kept free from any obstruction likely to cause any employee to fall, trip, slip or stumble; and
 - (c) cause safety access lanes to be marked on the floors.

PART IX.—ACCESS AND EGRESS.

Application.

25. (1) Subject to regulation 36 of these regulations, these regulations shall apply in relation to—
- (a) all factories which are occupied or first registered after the coming into operation of these regulations;
 - (b) any factory that is occupied and registered at the time of the coming into operation of these regulations, and the occupier of which is served with directions in writing by the Chief Inspector directing that the provisions of these regulations shall apply in relation to the factory; and
 - (c) all factories to which a major alteration or repair is made or in which there is a change of occupancy or change in the nature or work carried on therein.
- (2) The Chief Inspector shall not issue a direction pursuant to paragraph (b) of subregulation (1) of this regulation unless—
- (a) he is satisfied that the existing exits and escapes from the factory are not sufficient to ensure the safety and welfare of persons employed therein; and
 - (b) he has first given the occupier a reasonable opportunity of conferring with him thereon.
- (3) For the purpose of these regulations, a building of high hazard occupancy means any occupancy in which there are goods or materials liable to burn with extreme rapidity or from which poisonous fumes or explosions are likely to arise or occur in the event of fire.

Exits or Escapes.

26. (1) Exits shall consist of interior stairways, fire isolated stairways, ramps, horizontal exits, gangways, exterior stairways, passage ways and doorways or any of them used either singly or in association with others of them to provide a direct passage to the street or to an open space leading to a street.
- (2) Where more than one exit is provided for the purpose of complying with these regulations, the exits shall subject to those regulations, be as far apart as practicable and distributed as uniformly as possible within or around the floor area or space they are to serve.
- (3) An exit shall be so located that no point in a floor area, room, or space served by it is distant from the exit—
- (a) in the case of a building of high hazard occupancy, more than—
 - (i) 80 ft. in an unsprinklered building; and
 - (ii) 100 ft. in a sprinklered building; and
 - (b) in the case of a building not of high hazard occupancy, more than—
 - (i) 100 ft. in an unsprinklered building; and
 - (ii) 150 ft. in a sprinklered building.
- (4) So far as is practicable, exits shall be arranged so that there is no pocket or dead-end in the factory in which a person may be trapped.

Ground Floor Escapes.

27. Every factory building shall have an alternative escape on the ground floor unless the building is of framed fire resisting construction or bearing wall protected construction, defined in the Uniform Building By-laws as Type 1 and Type 2 construction, where any floor does not exceed 3,000 sq. feet in area.

Floors above Ground Level.

28. (1) There shall be provided for every floor of a factory above the ground floor, a primary and an alternative escape exit, each of which is readily and safely accessible to and usable by all persons who may be accommodated on such floor.

(2) The main traffic internal stairway for each floor above the ground floor in every factory shall be deemed for the purposes of these regulations, to be the primary escape in case of fire.

(3) The alternative escape shall be an external stairway or an internal stairway completely fire isolated, situated as far as possible from other stairs or lifts and having direct communication with the outer air.

(4) Additional means of exit shall be provided where the distance of travel exceeds the limit prescribed in subregulation (3) of this regulation.

(5) Where more than three stairways are provided in compliance with these regulations, at least two of those stairways shall be fire-isolated and where more than six stairways are so provided, at least three of those stairways shall be fire-isolated.

Basements.

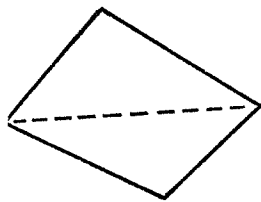
29. (1) A basement shall not be used as a factory or as part of a factory unless the basement conforms with respect to fire precautions with the requirements of the Chief Inspector after consultation with the Chief Officer of Fire Brigades.

(2) Where the floor area of a basement used as a factory or part of a factory does not exceed two thousand five hundred (2,500) square feet, the requirement of an alternative means of escape imposed by regulation may be waived if the means of access is a single primary stairway which is fire isolated and provided the space is not used for a high hazard occupancy.

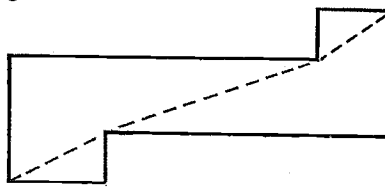
(3) Where two or more exits are required to serve a basement, two of the exits shall be located not closer than one-fifth of the perimeter or three-quarters of the diagonal of such basement, space or room, whichever is the greater, measured within the walls and where the basement, space or room is irregular in shape, the diagonal shall be measured as the longest diagonal or where the plan has a re-entrant shape the sum of the diagonals shall be measured up to the internal angles of the plan.

Separation of Alternative Exits.

Explanatory Diagrams.



Irregular Plan.



Re-entrant Plan.

Internal Approaches to Doorways.

30. (1) No aisle shall be less than two feet eight inches in width.

(2) The aggregate width of aisles, passages or gangways is to be at least as wide as the stairways or doorways to which they lead.

Width of Exits.

31. (1) In this regulation, "floor area" means the total occupied area within the closing wall or partition.

(2) For the purposes of subregulations (3) and (4) of this regulation, the number of persons accommodated by a floor is—

(a) the number of persons for whose accommodation the floor area is designed or intended; or

(b) the number obtained by dividing the floor area by sixty square feet, whichever is the greater, and for the purposes of paragraph (a) of this sub-regulation, the number of persons accommodated on a mezzanine floor discharging on to a floor shall be added to the number of persons accommodated on the latter floor.

(3) Minimum widths in the case of each exist shall be—

- (a) two feet eight inches if the exit is provided for a floor area accommodating not more than twenty-five persons;
- (b) three feet four inches if the exit is provided for a floor area accommodating more than twenty-five persons.

(4) The aggregate width of exits from any floor shall be such as to provide three feet four inches of width for the first one hundred persons and an additional width of twenty inches for each additional one hundred persons or part thereof, except that—

- (a) in calculating the number of persons to be served by any exits that serve more than one floor, there shall be added to the number of persons accommodated on that floor fifty per cent. of the number accommodated on the floor immediately above, twenty-five per cent. of the number accommodated on the two floors above the last mentioned floor and ten per cent. of the number accommodated on the two floors next above, the additional numbers being in each case persons having access to the exit;
- (b) the aggregate width of exits shall be increased by twenty per cent. in the case of an unsprinklered building not of framed fire resisting or bearing wall protected construction;
- (c) when fire-isolated stairs are provided in compliance with these regulations, the total width thereof shall be not less than fifty per cent. of the aggregate width of exits required by these regulations;
- (d) the width of any stairway in excess of six feet eight inches shall not be regarded as part of the aggregate width required by these regulations.

Doors and Gateways.

32. (1) All doorways intended for emergency egress shall have a width at least equal to the width required for the exit and a minimum headroom of six feet eight inches.

(2) Any door of an exit doorway shall be so hung and arranged that when open it does not diminish or obstruct the required width of the doorway, passageway, stairway or other means of exit and a swinging door in its swing shall not reduce the effective width of any stairway or landing, or the effective width of a passageway, to less than the required width.

(3) Except in the case of a door which is not more than two feet above ground level, any door of an exit doorway shall open in the direction of exit travel, unless the door serves a ground floor area of less than 1,500 square feet.

(4) An exit door shall not open immediately on to a flight of stairs but shall open on to a landing, the width of which shall be not less than the width of the door, and the length of which, measured in the direction of travel, shall be not less than three feet or half the width of the door, whichever is the greater.

(5) Any door to a fire-isolated stairway shall be self-closing, but that door may be kept open by an approved fusible link, if an additional self-closing door is fitted in the door opening in such a manner as to cause no obstruction to the stairway when opened and that additional door—

- (a) is constructed of hardwood of not less than $1\frac{3}{4}$ inches thickness or other material having equivalent fire resisting qualities; and
- (b) if glazed, is glazed with fire resistant glazing having an area not exceeding thirty per cent. of the area of the door.

(6) A fire door shall not, during working hours be prevented from closing by wedges or any means other than a fusible link, and shall not be kept open for a longer time than necessary for the passage of persons or goods.

(7) An exit door shall not be locked during the times that a building is occupied, and any fastenings—

- (a) shall be such that the door may be readily opened from the inside without the use of a key;
- (b) shall be maintained in good working order;
- (c) shall not project when the door is fully open to cause any obstruction to the exit.

Stairways and Landings.

33. (1) Exterior stairways may be substituted for fire-isolated stairways in buildings not exceeding six storeys in height, but such stairways shall be constructed in accordance with the requirements of these regulations.

(2) Stairways shall be constructed of fire-resisting materials and in conformity with the following provisions, that is to say—

- (a) *Winders*—the use of winders is prohibited.
- (b) *Treads and Risers*—treads and risers shall—
 - (i) be of uniform dimensions throughout;
 - (ii) be so proportioned that the product of the width of the tread and the height of the riser in inches shall be not less than 65 nor more than 75, but risers shall not exceed 7 inches in height and treads exclusive of nosing shall be not less than 10 inches wide; but external escape stairs may be of risers not exceeding 8 inches and treads not less than 9 inches.
- (c) *Headroom*—every stairway shall have a headroom clearance of not less than six feet eight inches measured vertically above any landing or above a line connecting the nosings of the stair treads.
- (d) *Landings*—
 - (i) every stair shall have straight flights with half-space or quarter-space landings at intervals of not more than 17 nor less than 2 risers, but no stair shall have more than 34 successive risers, whether in two or more flights, without a change of direction;
 - (ii) the length and width of a landing shall be not less than the width of the stairway on which the landing occurs, except that in a straight flight, the distance between risers on a stairway shall be not less than 36 inches.
- (e) *Guards and Handrails*—
 - (i) every stairway shall have a wall or well secured balustrade or adequate guard on each side;
 - (ii) every stairway, when 40 inches or less in width, shall have handrails on at least one side, and when more than 40 inches in width, shall have handrails on both sides;
 - (iii) where a stairway exceeds 80 inches in width, one or more intermediate handrails, continuous between landings shall be provided, the number and position of intermediate handrails being such that there shall not be more than 60 inches between any two handrails;
 - (iv) handrails shall be fitted at a vertical height of not less than 34 inches above the nosing of the tread and not less than 36 inches above the landing, and shall be so constructed that there is no obstruction on or above them tending to break a hand hold.
- (f) *Minimum Width*—Every stairway shall have a minimum width of three feet four inches, but a stair serving a floor area accommodating not more than twenty-five persons may be reduced to two feet eight inches in width.
- (g) *Underside of Stairs*—
 - (i) the underside of stairs shall be lined except where risers are fitted;
 - (ii) except in the case of a reinforced concrete stairway, the space under any stairway shall be left entirely open or be entirely closed without openings thereto.

Measurement of Width of Stairs.

34. The width of a stairway shall be measured—

- (a) where the stairway is enclosed on each side with walls, between the finished surfaces of the walls;
- (b) where a stairway has a wall on one side only, between the finished surface of the wall and the inner side of the balustrade; and
- (c) where balustrades are provided on both sides, between the inner surfaces of those balustrades.

Mezzanine Floors.

35. Every mezzanine floor shall be provided with alternative means of egress which comply with these regulations, but alternative means of egress may be omitted in the case of a mezzanine floor on which a person cannot be trapped in the event of fire, if that floor does not exceed 1,000 square feet in area.

General.

36. Without prejudice to the operation of any of the provisions in any other Part of these regulations, nothing in this Part applies to a stairway, service gallery, platform, catwalk or like structure that is—

- (a) not provided for the purposes of complying with the provisions of this Part; and
- (b) provided and used solely for providing access to plant, machinery and services within the factory for maintenance, repairs and like services.

PART X.—DRINKING WATER.

37. (1) The occupier of any factory shall cause a supply of clean, cool, potable drinking water to be provided for and to be readily accessible to, all persons employed at the factory.

(2) The supply of drinking water shall be so provided that—

- (a) drinking points are within reasonable distance of work places;
- (b) drinking points are not placed in toilets;
- (c) there is not less than one drinking point for every forty employees;
- (d) where water is cooled by ice, the water container is so constructed that the ice does not come in direct contact with the water.

(3) The occupier shall not cause or permit open barrels, pails, tanks, or other containers, from which water may be dipped to be used for the supply of drinking water.

(4) Where water unsafe for drinking purposes is provided for use in industrial processes or for fire protection—

- (a) conspicuous notices shall be posted at points of supply clearly marked "UNFIT FOR DRINKING" or words to like effect;
- (b) every reasonable effort shall be made to prevent it from being so used; and
- (c) a non-return valve between a water supply system furnishing drinking water and a system furnishing water unsafe for human consumption shall be fitted.

PART XI.—SEATING.

38. (1) In every factory where work is performed from a sitting position, the occupier shall cause seating to be provided and maintained for the use of all persons employed on such tasks.

(2) Where practicable the occupier shall cause suitable seating to be provided for the use of employees whose duties are such as to permit them to sit from time to time without detriment to their work.

(3) Any seating that is provided shall be strongly constructed, stable, comfortable and where the tasks engaged in by the employee using it so requires, shall have a backrest capable of giving support to the lumbar region of the back.

PART XII.—MISCELLANEOUS.

39. (1) The occupier of any factory shall not cause or permit any person to use as a sleeping place any part of the factory unless that part is separated from the main factory by a substantial wall or partition extending from floor to ceiling.

(2) An occupier of a factory shall not cause or permit any employee to partake, and a person shall not partake, of a meal—

(a) in any room where any work or manufacturing process has been carried on during the immediately preceding period of two hours, unless that work or process is of a nature that permits or requires meals to be so partaken, and the safety of the employee is not likely to be thereby endangered; or

(b) in any room in the premises where white or red lead, litharge or other compounds of lead, mercurial or arsenical or other poisonous substances are used or produced.

40. Without affecting any other provision of these regulations or any provision of any Act or regulations or by-laws in force under any Act, the occupier of any factory shall cause—

(a) all parts of the factory, including passageways and gangways, in which employees are engaged or to which they have access; and

(b) all machinery, plant, equipment and fittings within the factory, to be maintained in such a condition as does not constitute a risk to the safety or health of the employees employed therein, and shall cause the working methods and processes carried on in the factory to be so carried on as to not constitute a risk to the safety or health of the employees employed therein.

41. Any person who—

(a) does any act or thing which by these regulations he is forbidden to do;

(b) fails or omits to do any act or thing which by these regulations he is required to do,

commits an offence.

PENALTY: One hundred dollars.

FACTORIES AND SHOPS ACT, 1963-1965.

Department of Labour,
Perth, 13th September, 1967.

HIS Excellency the Governor in Executive Council, acting pursuant to the provisions of sections 63 and 121 of the Factories and Shops Act, 1963-1965, has been pleased to make the regulations set forth in the schedule hereunder.

C. A. REEVE,
Secretary for Labour.

Schedule.

REGULATIONS

1. These regulations may be cited as the Factories (Prevention of Fire) Regulations.

2. No person shall smoke or carry a lighted cigar, cigarette, pipe or match or any naked light into a factory or part of a factory in which there are goods or materials which are liable to burn with extreme rapidity or from which goods or materials, poisonous fumes or explosions are likely to arise or occur in the event of fire.

PENALTY: One hundred dollars.

3. The occupier shall cause to be posted in each factory or part of a factory in which there are goods or materials of the kind referred to in regulation 2 of these regulations, a conspicuous notice or notices comprising the words, "SMOKING AND NAKED LIGHTS STRICTLY PROHIBITED".

PENALTY: One hundred dollars.

FACTORIES AND SHOPS ACT, 1963-1965.

Department of Labour,
Perth, 13th September, 1967.

HIS Excellency the Governor in Executive Council, acting pursuant to the provisions of section 66 of the Factories and Shops Act, 1963-1965, has been pleased to make the regulations set forth in the schedule hereunder.

C. A. REEVE,
Secretary for Labour.

Schedule.

REGULATIONS

1. These regulations may be cited as the Abrasive Blasting Regulations.
2. In these regulations, unless the context otherwise requires—
 - “blasting” means the cleaning, smoothing, roughening or removing part of the surface of any article by the use, as an abrasive, of sand, metal, shot or grit or other material, propelled by a blast of compressed air or steam or by a wheel;
 - “blasting chamber” means a blasting enclosure into which persons enter for the purposes of carrying out therein blasting operations;
 - “blasting enclosure” means a chamber, barrel, cabinet or similar enclosure designed for the carrying out of blasting therein;
 - “the Act” means the Factories and Shops Act, 1963.
3. (1) These regulations apply to any factory where blasting is done, other than a factory to which the Foundry Regulations, 1963, continued in force by the Act, apply.

(2) These regulations shall apply to premises to which the operation of the Factories and Shops Act, 1963 has been extended in accordance with section 6 of the Act and in which blasting is done.
4. (1) The occupier shall provide and maintain in good order, sufficient positive pressure helmets for the use of all persons who are employed in a blasting chamber on blasting or cleaning work.

(2) The occupier shall cause each helmet to bear a distinguishing mark indicating the person by whom it is intended to be used.

(3) A person for whose use a positive pressure helmet is so provided shall wear it while he is in the chamber and shall not remove it until he is outside the chamber.

(4) No person shall wear or be required to wear a helmet which does not bear his distinguishing mark, or a helmet which has been worn by another person and which has not since been thoroughly cleaned.
5. Compressed air which is to be fed into any air supplied hood or breathing apparatus shall be drawn into the compressor from an area removed from the site of sandblasting where there is no possibility of the compressed air being contaminated with fine silica dust and exhaust fumes from the internal combustion engine driving the compressor.
6. Air shall be supplied to any air supplied hood or breathing apparatus at the rate of not less than six cubic feet per minute and prior to entering protective helmets shall be passed through—
 - (a) an efficient filter to remove dust, oil, gas and other potentially harmful contaminants;
 - (b) an efficient conditioner which will deliver air at a comfortable temperature, not lower than 60°F. and not higher than 80°F.;
 - (c) an efficient condensate trap fitted with a drain cock to remove any condensed liquid;
 - (d) an efficient pressure reducing or limiting device; and

- (e) a valve provided for each operator with an efficient control whereby the wearer can regulate the flow of air to suit his needs.
7. The occupier shall cause any filtering system referred to in paragraph (a) of regulation 6 of these regulations to be cleaned daily.
8. The occupier shall cause all persons directly assisting in abrasive blasting work who have to work in an area contaminated by fine silica dust to be provided with an efficient means of preventing those persons from inhaling any of the fine silica dust, which may consist of masks or air supplied hoods of a type suitable for the purpose.
9. Suitable gauntlets and suitable overall suits shall be worn by all persons employed at or assisting in abrasive blasting.
10. The sandblaster and his assistants shall wear the equipment provided.
11. Where possible, all abrasive blasting is to be carried out in a suitable blasting enclosure or blasting chamber which shall conform to the requirements of regulation 15 of the Foundry Regulations continued in force by the Act.
12. Where blasting is carried out in a blasting chamber, shot or other material containing not more than five per cent. (5%) silica shall be used as the blasting agent.
13. When blasting is carried out outside a blasting chamber or blasting enclosure, the occupier shall cause the blasting to be carried out so that no blasting unit in operation is located upwind from another unit or operator, in such a position as to expose workers to the dust generated in the process or to contaminate the air supplied to operators' helmets, and the minimum distance from the air inlet to the compressor, to the blasting nozzle shall be sixty feet.
14. When blasting is carried out in the open the best practicable means shall be adopted to trap overspray, minimise the dust furies and prevent general pollution of the air with dust.
15. The occupier shall not cause or permit any employee not engaged in blasting to enter into any area where blasting is being carried out in the open and shall cause notices to that effect to be erected in and about that area.
16. The occupier shall not cause or permit—
- (a) any male person under the age of eighteen years or any female employee to be employed in, or employed in assisting in, any blasting;
 - (b) any other person who has not previously been employed in, or employed in assisting in, blasting to be so employed for more than fourteen days unless that person has submitted to a medical examination, including an X-ray, and the result of that examination has indicated that the health of that person will not be endangered by his being so employed;
 - (c) any person previously employed in, or employed in assisting in, blasting to continue to be so employed unless that person, at such intervals as are directed by the Chief Inspector, having regard to the results of previous medical examinations of that person and all other relevant circumstances, submits to an examination of the kind referred to in paragraph (b) of this regulation and the results thereof are of the kind referred to in that paragraph.
17. Any person who—
- (a) does any act or thing which by these regulations he is forbidden to do;
 - (b) fails or omits to do any act or thing which by these regulations he is required to do
- commits an offence.

PENALTY: one hundred dollars.

FACTORIES AND SHOPS ACT, 1963-1965.

Department of Labour,
Perth, 13th September, 1967.

HIS Excellency the Governor in Executive Council, acting pursuant to the provisions of section 98 of the Factories and Shops Act, 1963-1965, and on the recommendation of the Retail Trade Advisory and Control Committee constituted under that Act, has been pleased to make the regulations set forth in the schedule hereunder.

C. A. REEVE,
Secretary for Labour.

Schedule.

REGULATIONS

PART I.—PRELIMINARY.

1. These regulations may be cited as the Shops and Warehouses (Health, Safety and Welfare) Regulations.
2. These regulations are divided into Parts as follows:—
 - Part I.—Preliminary. Regs. 1-2.
 - Part II.—Cubic Space. Reg. 3.
 - Part III.—Natural and Artificial Lighting. Regs. 4-5.
 - Part IV.—Sanitary Conveniences. Regs. 6-9.
 - Part V.—Washing Facilities. Reg. 10.
 - Part VI.—Roofs, Ceilings, Walls and Floors. Regs. 11-12.
 - Part VII.—Drinking Water. Reg. 13.
 - Part VIII.—Seating. Reg. 14.
 - Part IX.—Accommodation for Clothing. Reg. 15.
 - Part X.—Change Rooms. Reg. 16.
 - Part XI.—Eating Facilities. Reg. 17.
 - Part XII.—First Aid. Reg. 18.
 - Part XIII.—Miscellaneous. Regs. 19-20.

PART II.—CUBIC SPACE.

3. (1) Subject to subregulations (2) and (3) of this regulation, the occupier of any shop or warehouse shall cause to be provided therein not less than four hundred cubic feet of space for every person employed therein.

(2) Where, having regard to the circumstances and conditions existing in any shop or warehouse, or any part thereof, the Chief Inspector is satisfied that it is not necessary that the provisions of subregulation (1) of this regulation be complied with, he may by direction in writing, determine that the provision of such lesser amount of cubic space per person in that shop or warehouse or that part of the shop or warehouse is sufficient compliance with the provisions of that subregulation.

(3) For the purposes of calculating the amount of space provided in any shop or warehouse or part thereof, any amount of space located more than fourteen feet above floor level shall be disregarded, and a reference in this regulation to quantity of cubic space is a reference to that quantity of space exclusive of the space occupied by goods, cases, furniture and fittings.

PART III.—NATURAL AND ARTIFICIAL LIGHTING.

4. (1) The occupier of any shop or warehouse shall cause each part of the shop or warehouse that—

- (a) is illuminated solely by light from natural sources; and
- (b) is used by employees,

to be provided with a glazed area which shall conform to by-law 1205 of the Uniform Building By-laws in force under the Local Government Act, 1960.

(2) Where any part of a shop or warehouse used by employees is illuminated by light from artificial sources only, or with light from both natural and artificial sources, the occupier shall cause to be provided and maintained in that part of the shop or warehouse, the minimum values of illumination appropriate for that part as set forth in the Australian Standard Code for Artificial lighting published by the Standards Association of Australia and numbered A.S. No. CA30-1957.

Emergency Lighting.

5. The occupier of any shop or warehouse shall provide emergency lighting—
 - (a) in all windowless rooms of the shop or warehouse regularly used by employees;
 - (b) in any part of the shop or warehouse in which more than twenty employees are regularly employed in any one single interior during hours of darkness; and
 - (c) on staircases, passages and like structure which serve as a means of egress and which are not naturally lighted or are regularly used during hours of darkness.

PART IV.—SANITARY CONVENIENCES.

Sewered Sanitary Conveniences.

6. (1) This regulation applies with respect to every shop or warehouse that is connected with a system of sewerage.

(2) In every shop or warehouse the occupier shall provide sanitary conveniences for the use of the persons employed or engaged in accordance with the following scale and conditions—

Water Closets	Proportion of Pans to Female Employees	Proportion of Pans to Male Employees
When the number of employees does not exceed 100 ...	1 to 20	1 to 25
When such number exceeds 100 but does not exceed 200	1 to 25	1 to 30
When such number exceeds 200	1 to 25	1 to 40

(3) Subject to subregulation (4) of this regulation, separate closet accommodation shall be provided for the persons of different sexes.

(4) In any shop or warehouse in which the majority of those employed or engaged are of the one sex, and not more than two employees are of the other sex, separate closet accommodation for the persons of different sexes is not required if separate accommodation is available for the purpose at all times in adjoining or adjacent premises.

(5) Closets for different sexes shall not adjoin each other unless the closets are separated by a wall of brick, stone or concrete not less than 4 inches in thickness.

(6) Buildings containing closets or other sanitary conveniences shall conform with the building and health by-laws of the municipality in which the shop or warehouse is situated.

(7) The door of every external closet shall be properly screened from the ground to a height of at least six feet and screening shall also be provided to prevent the closet being visible from overlooking windows.

(8) Any closet for females shall have a separate entrance behind the screen and that entrance shall not be within twelve feet of the entrance of any closet intended for the use of males.

(9) In every shop or warehouse in which more than twelve males are employed, urinal accommodation shall be provided in the proportion of one stall or two feet of urinal for each thirty male employees or part thereof.

(10) The distance between a person's workplace and the closet shall be not greater than the height of one storey, and not more than 300 feet horizontally.

(11) The occupier shall cause sanitary conveniences to be cleaned each day.

(12) Buildings containing closets or other sanitary conveniences or washing facilities shall conform, in addition to the provisions of this regulation, to such additional requirements as are provided by—

- (a) the by-laws made under the Metropolitan Water Supply Sewerage and Drainage Act, 1909 in the areas where laws apply;
- (b) the Uniform Building By-laws from time to time in force under the Local Government Act, 1960; and
- (c) the Health Act, 1911 and by-laws made thereunder.

Unsewered Sanitary Conveniences.

7. (1) In every shop or warehouse that is not connected with a public system of sewerage, the occupier shall provide sanitary conveniences for the use of his employees in accordance with the following scale and conditions:—

Earth or Pan Closets	Proportion of Pans to Female Employees	Proportion of Pans to Male Employees
When the number of employees does not exceed 100	1 to 10	1 to 15
Where such number exceeds 100 but does not exceed 200	1 to 15	1 to 20
Where such number exceeds 200	1 to 15	1 to 30

(2) In every shop or warehouse in which more than six males are employed within one building, or abut one another, the occupiers thereof shall provide a urinal accommodation shall be provided in the ratio of one stall or two feet of urinal for every thirty males or part thereof.

(3) The provisions of subregulations (3) to (12) of regulation 6 of these regulations apply to every shop or warehouse to which this regulation applies.

Common Sanitary Conveniences.

8. (1) Where two or more shops or two or more warehouses are contained within one building, or abut one another, the occupiers thereof may, for the purposes of complying with this Part, in lieu of providing separate sanitary conveniences, provide common sanitary conveniences in accordance with the remaining provisions of this regulation, for use of all the persons employed by them in those shops or in those warehouses, as the case requires.

(2) Common sanitary conveniences provided pursuant to subregulation (1) of this regulation shall be such that those conveniences would, if provided by one occupier for a number of employees equal to the total number of persons employed by all the occupiers providing the common facilities, comply in all respects with the provisions of this Part.

- (3) Where two or more occupiers—
- (a) provide common sanitary conveniences for their respective employees in lieu of making separate provision for their respective employees; and
 - (b) the common sanitary conveniences so provided do not meet the requirements of subregulation (2) of this regulation,
- each of those occupiers commits an offence.

9. Any sanitary conveniences provided by the occupier of a shop or warehouse that are open to, or available for use by, members of the public shall not be taken into account for the purposes of ascertaining whether the occupier has complied, or is complying, with the provisions of this Part.

PART V.—WASHING FACILITIES.

10. (1) Every occupier shall provide for the use of his employees washing facilities consisting of wash fountains with sprays, or wash basins or industrial troughing provided with a sufficient water supply by means of a tap located over each basin, or taps located at intervals of not less than two feet over industrial troughing.

(2) The ratio of wash basins shall be not fewer than one basin to twenty persons employed, and the ratio of industrial troughing or wash fountains shall be not less than 24 inches of troughing or 24 inches of circumference of wash fountains to each 20 persons employed by the occupier.

(3) All washing facilities shall be drained by means of a properly constructed trapped waste pipe or waste pipes connected to a drainage system which conforms to the requirements of the local authority in which the shop or warehouse is situated.

(4) Where hand washing facilities are provided in change rooms or as part of a toilet area, separate facilities shall be provided for each sex, if more than one sex are employed on the premises.

(5) The hand washing facilities shall be separate from any trough, sink, or basin used in connection with any process and shall be under cover, be situated within a reasonable distance of all working areas, and be easily accessible to the persons for whom they are provided.

PART VI.—ROOFS, CEILINGS, WALLS AND FLOORS.

11. The occupier of any shop or warehouse shall—
- (a) cause the roofs, walls and ceilings of the shop or warehouse to be maintained in such a condition as does not constitute a hazard to persons employed therein; and
 - (b) not cause or permit any room in the shop or warehouse to be used as a workroom by employees if the ceiling or overhead joists of that room are less than nine feet above the floor of that room.
12. (1) The occupier of any shop or warehouse shall cause the floors of any part of that shop or warehouse used by employees to be maintained in a good and serviceable condition.
- (2) Where, having regard to the nature of the business or activity carried on in that part of the shop or warehouse, it is practicable so to do, the occupier shall—
- (a) cause all openings in walls and floors, and all breaks in the levels of floors, to be properly guarded;
 - (b) to be kept free from any obstruction likely to cause any employee to fall, trip, slip or stumble; and
 - (c) in the case of a warehouse only, cause safety access lanes to be marked on the floors.

PART VII.—DRINKING WATER.

13. (1) The occupier of any shop or warehouse shall cause a supply of clean, cool, potable drinking water to be provided for and to be readily accessible to, all persons employed therein.
- (2) The supply of drinking water shall be so provided that—
- (a) drinking points are within reasonable distance of work places;
 - (b) drinking points are not placed in toilets;
 - (c) there is not less than one drinking point for every sixty employees;
 - (d) where water is cooled by ice, the water container is so constructed that the ice does not come in direct contact with the water.
- (3) The occupier shall not cause or permit open barrels, pails, tanks or other containers from which water may be dipped to be used for the supply of drinking water.
- (4) Where water unsafe for drinking purposes is provided for fire protection or for any other purpose—
- (a) conspicuous notices shall be posted at points of supply clearly marked "UNFIT FOR DRINKING" or words to like effect;
 - (b) every reasonable effort shall be made to prevent it from being so used; and
 - (c) a non-return valve between a water supply system furnishing drinking water and a system furnishing water unsafe for human consumption shall be fitted.

PART VIII.—SEATING.

14. (1) In every shop or warehouse where work is performed from a sitting position, the occupier shall cause seating to be provided and maintained for the use of all persons employed on such tasks.
- (2) Where practicable the occupier shall cause suitable seating to be provided for the use of employees whose duties are such as to permit them to sit from time to time without detriment to their work.
- (3) Any seating that is provided shall be strongly constructed, stable, comfortable and where the tasks engaged in by the employee using it so requires, shall have a back-rest capable of giving support to the lumbar region of the back.

PART IX.—ACCOMMODATION FOR CLOTHING.

15. (1) The occupier of a shop or warehouse shall cause to be provided adequate facilities for enabling such of the clothing of the persons employed in the premises as is not worn by them during working hours, to be hung up or otherwise accommodated.
- (2) Where persons are employed to do such work in a shop or warehouse as necessitates the wearing of special clothing that is not provided by the occupier and not taken home by those persons, the occupier shall cause to be provided adequate facilities for enabling that clothing to be hung up or otherwise properly accommodated.

PART X.—CHANGE ROOMS.

16. (1) In every shop or warehouse where the nature of work is such, or where the terms of employment are such that a change of clothing is necessary at the commencement and finish of working hours, the occupier shall cause to be provided a suitable room or partitioned off area in which clothes are to be changed.

(2) Separate and distinct change room accommodation shall be provided for each sex, and the accommodation shall be such as to give privacy to those persons changing clothing.

PART XI.—EATING FACILITIES.

17. Where persons employed in shop or warehouse premises eat meals there, suitable and sufficient facilities for eating them shall be provided.

PART XII.—FIRST AID.

18. (1) Subject to subregulation (2) of this regulation every occupier of a shop or warehouse shall—

- (a) provide one first aid box or cabinet of dustproof design for every one hundred and fifty persons employed in the shop or warehouse;
- (b) cause that first aid box or cabinet to be kept in a readily accessible place within the shop or warehouse;
- (c) appoint a person or persons to have the control or the use of the contents of that box so that one such person is at the shop or warehouse whenever work is being engaged in on those premises; and
- (d) cause every first aid box or cabinet kept by him pursuant to this regulation to—
 - (i) be stocked with such medical supplies as are appropriate for treating injuries caused or likely to be caused to persons engaged at the shop or warehouse, having regard to the trade or business carried on therein;
 - (ii) contain no articles other than first aid requisites or appliances; and
 - (iii) have printed upon or affixed to the inside cover of the box or cabinet, simple instructions for the emergency treatment of simple wounds, minor burns, minor haemorrhages, dust or splash in the eye, and such further instructions as are appropriate for the use of the medical supplies with which the first aid box or cabinet is stocked.

(2) The provisions of subregulation (1) of this regulation do not apply to the occupier of a shop or warehouse wherein medical supplies of the type referred to in subparagraph (i) of paragraph (d) of that subregulation are stocked and made available for the purposes of administering first aid to employees and in which a person competent in the use and administration of first aid is regularly employed.

PART XIII.—MISCELLANEOUS.

19. (1) The occupier of any shop or warehouse shall not cause or permit any person to use as a sleeping place any part of the shop or warehouse unless that part is separated from the main shop or warehouse by a substantial wall or partition extending from floor to ceiling.

(2) An occupier of any warehouse shall not cause or permit any employee to partake, and a person shall not partake, of a meal in any place at the warehouse where white or red lead, litharge or other compounds of lead, mercurial or arsenical or other poisonous substances are stored.

20. Any person who—

- (a) does any act or thing which by these regulations he is forbidden to do;
 - (b) fails or omits to do any act or thing which by these regulations he is required to do,
- commits an offence.

PENALTY: One hundred dollars.