
FACTORIES (FORMS) REGULATIONS

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**Subsidiary
1956.11.08-2**

Regulations made under s. 58.

FACTORIES (FORMS) REGULATIONS

(1956.11.08-2)

9.11.1956

Amending enactments	Relevant current provisions	Commencement date
Regs. of 28.5.1970 LN. 1994/064	Schs. 9 and 10 r. 10, Sch. 9 and Sch. 10	1.8.1994

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ARRANGEMENT OF REGULATIONS

Regulation

1. Title.
2. Examination of hoist or lift.
3. Register of chains, ropes, lifting tackle and lifting machines.
4. Examination of boiler when cold.
5. Examination of boiler under pressure.
6. Examination of steam receiver.
7. Examination of air receiver.
8. Supplementary report of examination of steam receiver or air receiver.
9. Examination of gasholder.
10. Abstract.
11. General register.
12. Notification of accident or dangerous occurrence.
13. Notification of occupational disease or poisoning.

SCHEDULE 1.

Report of Examination of Hoist or Lift..

SCHEDULE 2.

Register of Chains, Ropes, Lifting Tackle and Lifting Machines.

SCHEDULE 3.

Report of Examination of Steam Boiler, Superheater or Economizer when cold.

SCHEDULE 4.

Report of Examination of Steam Boiler, Superheater or Economizer under normal pressure.

SCHEDULE 5.

Report of Examination of Steam Receiver.

SCHEDULE 6.

Report of Examination of Air Receiver.

SCHEDULE 7.

Supplementary Report of Examination of Steam Receiver or Air Receiver under normal pressure.

SCHEDULE 8.

Report of Examination of gasholder.

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SCHEDULE 9.

Abstract.

SCHEDULE 10.

General Register for Factories.

SCHEDULE 11.

Notice of Accident or Dangerous Occurrence.

SCHEDULE 12.

Notification of Occupational Disease or Poisoning.

Title.

1. These Regulations may be cited as the Factories (Forms) Regulations.

Examination of hoist or lift.

2. A report of examination of a hoist or lift under section 27 of the Act shall be in form set out in Schedule 1.

Register of chains, ropes, lifting tackle and lifting machines.

3. A register of chains, ropes, lifting tackle and lifting machines under section 30 of the Act shall be in the form set out in Schedule 2.

Examination of boiler when cold.

4. A report of examination of a boiler when cold under section 34 of the Act shall be in the form set out in Schedule 3.

Examination of boiler under pressure.

5. A report of examination of a boiler, under normal pressure under section 34 of the Act shall be in the form set out in Schedule 4.

Examination of steam receiver.

6. A report of examination of a steam receiver under section 35 of the Act shall be in the form set out in Schedule 5.

Examination of air receiver.

7. A report of examination of an air receiver under section 36 of the Act shall be in the form set out in Schedule 6.

Supplementary report of examination of steam receiver or air receiver.

8. A supplementary report of examination of a steam receiver or air receiver under normal pressure, if such examination is considered necessary by the authorized boiler inspector under section 35 or by the approved person under section 36 of the Act, as the case may be, shall be in the form set out in Schedule 7.

Examination of gas holder.

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9. A report of examination of gasholder under section 38 of the Act shall be in the form set out in Schedule 8.

Abstract.

10. An abstract under section 65 of the Act shall be in the form set out in Schedule 9 and shall be posted in English and such other other language or languages as the Director may direct in respect of work places generally or that work place in particular.

General register.

11. A general register under section 66 of the Act shall be in the form set out in Schedule 10.

Notification of accident or dangerous occurrence.

12. A notification of accident or dangerous occurrence under sections 71 and 72 of the Act shall be in the form set out in Schedule 11.

Notification of occupational disease or poisoning.

13. A notification of occupational disease or poisoning under section 73 of the Act, shall be in the form set out in Schedule 12.

SCHEDULE 1.

Report of Examination of Hoist or Lift.
(Section 27)

Name of Occupier

Address of Factory

Type of Hoist or Lift

Identification Number

Description

Date of Construction

Are all parts of the hoist or lift of good mechanical construction, sound material and adequate strength?

Are the following parts of the hoist or lift properly maintained and in good working order? If not, state what defects have been found.

(a) Enclosure of hoistway or liftways

(b) Landing gates and cage gates

(c) Interlocks on the landing gates and cage gates

(d) Other gate fastenings

(e) Cage or platform and fittings, cage guides, buffers, interior of the hoistway or liftway

(f) Over-running devices

(g) Suspension ropes or chains and attachments

(h) Safety gear

(i) Brakes

(j) Worn or spur gearing

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(k) Other electrical equipment

(l) Other parts

Parts inaccessible

Repairs, renewals or alterations required

.....

Period within which these have to be executed

Maximum safe working load subject to repairs, renewals or alterations specified

Observations.

I certify that on

I thoroughly examined this hoist or lift and that the above is a correct report of the result.

Signature

Qualification

Address

Date

This report must be attached to the general register.

SCHEDULE 2.

Register of Chains, Ropes, Lifting Tackle and Lifting Machines.

(Section 30)

	No. of Book:
SCHEDULE 2.	
Register of Chains, Ropes, Lifting Tackle and Lifting Machines.	
(Section 30)	
INDEX	
Part I	Test and thorough examination of Chains, Ropes or Lifting Tackle (except Fibre Ropes or Fibre Rope Slings) before taken into use in any Factory for the first time in that Factory. 1
Part II	Six-monthly thorough Examination of all Chains, Ropes or Lifting Tackle 6
Part III	Annealing or other approved form of Heat Treatment of Chains or Lifting Tackle. 12
Part IV	Thorough examination of Cranes and other Lifting Machines 16

This Register must be kept available for inspection by the Factory Inspector for 2 years after the date of the last entry.

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PART I
Test and thorough Examination of Chains, Ropes or Lifting Tackle (except Fibre Ropes or Fibre Rope Slings)
before being taken into use in any Factory for the first time in that Factory.

Pages 1 to 5

Distinguishing Number or Mark and Description of Chain, Rope or Lifting Tackle	Certificate of Test and Thorough Examination.		
	Date of Certificate	Number of Certificate	Name and address of person who issued the certificate

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Pages 6 to 11

Six-monthly thorough Examination of all Chains, Ropes or Lifting Tackle.

PART II	Distinguishing Number or Mark and description of chain, rope or lifting gear	Number of certificate of Test and Examination	Date when chain, rope or tackle was first taken into use in the Factory	Particulars of each six-monthly examination of all chains, ropes or lifting tackle in use.				Particulars of any defect found and of the steps taken to remedy such defect.
				Date and name of examiner	Date and name of examiner	Date and name of examiner	Date and name of examiner	

SCHEDULE 3

Section 34

Report of Examination of Steam Boiler, Superheater or
Economizer when cold.

For Boiler, Superheater or Economizer

Name of occupier

Address of factory.

Description and Distinctive number.

Type of Boiler/Superheater/Economizer.

.

Date of construction.

Date of Hydraulic Test.

Pressure applied at last test.

Has examiner seen last previous report?

.

Particulars of examination and test made
(see notes overleaf)

Condition of Boiler/Superheater/Economizer

External.

Internal.

Are there proper fittings and attachments?

Are all fittings and attachments in satisfactory condition?

.

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*Repair (if any) required and
period
within which they should be
executed

Other conditions specified by examiner
to ensure safe working

Maximum permissible working pressure:—

- (a) before expiration of period specified at*
- (b) after expiration of such period if
repairs have not been completed.
- (c) after completion of repairs.

For Boiler only

Quality and source of feedwater

Position of boiler.

What parts of seams, drums or
headers are covered by brick work?

Date of last exposure of such
parts for examination

What parts (if any) other than parts
covered by brickwork, and mentioned
above, were inaccessible?

For Superheater only

Parts covered by brickwork

Date of last exposure of such
parts for examination.

For Economizer only

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Number of Pipes

Quality and source of feed water

What parts are inaccessible?

Number of top caps removed at examination.

Number of bottom caps removed at examination

OBSERVATIONS.

I certify that on the boiler/superheater/ economizer described above was sufficiently prepared and made accessible for thorough examination, and that on the said date I thoroughly examined the boiler/superheater/economizer including its fittings and attachments, and that the above is a true report of the result.

.....
Signature of Examiner

.....
Qualifications

.....
Address

Date.

NOTES.

A. According to the type of boiler/superheater/economizer, facilities must be given by the occupier for such examination (internal or external), hammer testing, hydraulic testing, drilling, pipe withdrawal, steam trial, or other means of testing as may be necessary for the thorough examination. Connections should be opened out and safety valves taken adrift and cleaned.

B. Brickwork must be removed for the purpose of the examination to the extent required by the person making the examination.

C. Where the person making the examination considers this necessary, he may insert, in his report on any of the items, an entry "subject to further report after examination under normal pressure."

D. In the case of boilers, the boiler should be opened out, cleaned and scaled; doors of man-holes, mud-holes and hand-holds taken off; fire-bars removed and (in case of Lancashire and Cornish boilers) fire bridges if of brick. The brick work should be removed to the extent necessary to expose the seams of steel boilers and the drums and headers of water tube boilers, not less frequently than once in every six years in the case of a steam boiler situated in the open or exposed to the weather or to damp, and no less frequently than once in every ten years in the case of every other steam boiler.

E. This report must be attached to the general register.

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SCHEDULE 4

Report of Examination of Steam Boiler, Superheater or
Economizer under normal pressure.
(Section 34)

Name of occupier

Address of factory

Description and
distinctive number of boiler

Type of boiler.

Condition (External)

Is safety valve so adjusted as to prevent the
boiler being worked at a pressure greater than
the maximum specified in last report of
examination when cold?

If a lever safety valve, is the weight secured on
the lever in the correct position?

Is pressure gauge working correctly?

Is the water gauge in proper working order?

Repairs required and period within which they
should be executed.

Other conditions which the person making the
examination thinks it necessary to specify for
safe working

OBSERVATIONS.

I certify that on I examined the above-mentioned
Boiler/Superheater/Economizer under normal steam pressure and that the
above is a true report of the result.

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.....
Signature of Examiner.

.....
Qualifications

.....
Address

.....
Date

This report must be attached to the general register.

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Are fittings and appliances properly maintained and in good condition?

.

* Repairs (if any) required and period within which they should be executed.

Other conditions specified by examiner to ensure safe working.

.

Maximum permissible working pressure allowed:-

(a) Before expiration of period specified at*

.

(b) After expiration of such period if repairs have not been completed

(c) After completion of repairs.

OBSERVATIONS.

I certify that on I thoroughly examined the steam receiver above described, including its fittings and appliances and that the above is a true report of the result.

.....
Signature of Examiner

.....
Qualifications

.....
Address

.....
Date

A. Where the source of supply of steam is a boiler, the maximum pressure of steam at the source of supply should be taken to mean the maximum

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permissible working pressure of the boiler. In other cases (e.g., steam "passed out" from power plant) it should be taken to mean the maximum pressure of steam which can be obtained in the pipe connecting the receiver with the source of supply. Where there is more than one source of supply, the source from which the greatest pressure can be obtained, should be taken.

B. According to the type of steam receiver, facilities should be given by the occupier for a thorough examination, including hydraulic testing, steam trial, or other means of testing, so far as may be necessary and the construction of the receiver permits.

Certain steam receivers (e.g., steam jacketed pans) have a large bolted joint forming a principal part of the construction, but not primarily intended as a means of internal examination. It would be for the competent person carrying out the examination to consider whether such a joint shall be opened on the occasion of that examination, or whether having regard to the circumstances of the case, the object of the examination can be sufficiently secured without such opening (e.g., by external examination, together with suitable hydraulic tests and gaugings of deflections).

Certain steam heated cylinders or rolls forming parts of some machines are of such construction that opening up for internal examination would entail remaking the joints and machining of surfaces to ensure true running. In such circumstances the view may be taken that a thorough examination so far as the construction of the receiver permits, can be made by hydraulic test, gaugings of deflections and external examination, and further, that a hydraulic test is not necessary at each examination though such a test should, in general, be applied at intervals not exceeding 5 years.

C. Where the person making the examination considers further examination necessary in order to test the fittings under steam pressure, a provisional entry, "subject to supplementary report after examination under steam pressure," may be made with regard to the matters in question, provided that (i) the thorough examination is completed within the statutory period of 26 months and (ii) a supplementary report containing the prescribed particulars on Form _____ is inserted in the general register.

D. This report must be attached to the general register.

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- (a) before expiration of period specified at*.....
- (b) after expiration of such period if repairs have not been completed.
- (c) after completion of repairs.

OBSERVATIONS.

I certify that on I thoroughly examined the air receiver above described, including its fittings and appliances and that the above is a true report of the result.

.....
Signature of Examiner

.....
Qualifications

.....
Address

.....
Date

NOTES

A. According to the type of air receiver, facilities should be given by the occupier for such examination (internal and external), hammer testing, drilling, lifting, hydraulic testing, or other means of testing as may be necessary for the thorough examination.

B. Where the person making the examination considers that further examination is necessary in order to test the fittings under normal pressure, a provisional entry "Subject to supplementary report after examination under normal pressure" may be made in regard to the matters in question; provided that (i) the thorough examination is completed within the statutory period and (ii) a supplementary report containing the prescribed particulars on Form is inserted in the general register.

C. When the person making the examination considers that the next examination of a solid drawn receiver may be made after a period exceeding 26 months, the period within which the next examination is to be made should be specified.

D. This report must be attached to the general register.

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SCHEDULE 7.

Supplementary Report of Examination of Steam Receiver
or Air Receiver under normal pressure.
(Sections 35 and 36)

Name of occupier

Address of factory

Description and distinctive
number of receiver

Type of receiver

Condition of receiver

Are fittings properly maintained and in good
working order?

Repairs (if any) required and period within which they
should be executed

OBSERVATIONS.

I certify that on I examined the above
mentioned steam/air receiver under normal pressure with regard to the
points reserved in the certificate of thorough examination dated
and that the above is a true report of the result.

.....
Signature of Examiner

.....
Qualifications

.....
Address

.....
Date

This report must be attached to the general register.

SCHEDULE 8.

Report of Examination of Gasholder.

(Section 38)

Name of occupier

Address of factory.

Distinguishing letter or number of gasholder.

Number of lifts.

Maximum capacity in cubic feet.

Pressure thrown by holder when full of gas.

Condition of:—

(a) Crown.

(b) Side sheeting including grips and cups

(c) Guiding mechanism (roller carriages, rollers, pins, guides, rails or ropes)

.

(d) Tank.

(e) Other structure (if any)

Position of lifts at time of examination

Were tanks and lifts sufficiently level
for safe working?

If not, what steps should be taken to
remedy the defect ?

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Signature.

Qualifications.

Address.

Date.

This report must be attached to the general register.

SCHEDULE 9.

ABSTRACT.

Section 65

To be kept posted in Factories at the Principal Entrance or in such parts as the Factory Inspector may direct.

Name of occupier

Address of Works.

D.L.S.C.

HEALTH.

1. CLEANLINESS. (Section 10)—Every factory must be kept clean. In particular (subject to any exceptions allowed) accumulations of dirt and refuse must be removed daily from floors and benches, the floor of every workroom must be cleaned at least once a week, and all inside walls, partitions and ceilings must (a) if they have a smooth impervious surface, be washed with hot water and soap or cleaned by other suitable method every 12 months, or (b) if kept painted with oil paint or varnished, be repainted or revarnished every 5 years and washed with hot water, etc., every 12 months or (c) in other cases be whitewashed or colourwashed every 12 months. The prescribed particulars must be entered in the general register (Section 66).

2. OVERCROWDING. (Section 11)—A factory must not be overcrowded. There must be in each workroom at least 10 cubic metres of space for every person employed, not counting space more than 5 metres from the floor.

3. VENTILATION. (Section 12)—Adequate ventilation of workrooms must be secured by the circulation of fresh air. Where dust or fume likely to be injurious or offensive, or any substantial quantity of dust, is given off, all practicable measures must be taken to protect the workers against inhaling it.

4. LIGHTING. (Section 13)—There must be sufficient and suitable lighting in every part of the factory in which persons are working or passing.

5. DRAINAGE OF FLOORS. (Section 14)—Where wet processes are carried on, adequate means for draining the floor must be provided.

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6. SANITARY CONVENIENCES. (Section 15)–Sufficient and suitable sanitary conveniences must be provided.

7. MEALS IN CERTAIN DANGEROUS TRADES. (Section 54)–A person must not partake of food or drink or remain during meal times in workrooms where any poisonous substance is so used as to give rise to dust or fume. Suitable provisions must be made to enable persons employed in all such rooms to take their meals elsewhere in the factory.

8. NOTIFICATION OF OCCUPATIONAL DISEASE (Section 73)–Cases of poisoning by lead, manganese, phosphorus, arsenic, mercury, carbon bisulphide or benzene; compressed air illness; anthrax; chrome ulceration or any of the occupational diseases prescribed in the Employment Injuries Insurance (Occupational Diseases) Regulations, must forthwith be reported to the Director of Labour and Social Security and the Specialist in Community Medicine, and entered in the general register.

SAFETY.

9. FENCING. (Sections 18, 19, 20, 22, 24)–Every part of the transmission machinery and every dangerous part of other machinery, and all parts of electric generators, motors, rotary converters, and flywheels directly connected to them, must be securely fenced unless

in such a position or of such construction as to be as safe to every person employed or working on the premises as if securely fenced; and any part of a stock-bar which projects beyond the head-stock of a lathe must be securely fenced unless it is in such a position as to be as safe to every such person as if securely fenced. A male person over 18 may, however, approach unfenced machinery in motion in certain strictly limited contingencies.

Moving parts of other prime movers, and flywheels directly connected to them, must be securely fenced irrespective of their position.

Fixed vessels, pits, etc., containing scalding, corrosive or poisonous liquids must, unless the edge is three feet above the adjoining ground or platform, be securely fenced to at least that height or be securely covered; where this is impracticable other precautions, so far as practicable, must be taken.

All fencing must be of substantial construction and be maintained in an efficient state.

10. FURTHER REQUIREMENTS IN CONNECTION WITH TRANSMISSION MACHINERY. (Section 19)–Devices or appliances for promptly cutting off the power from the transmission machinery, must be

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provided in every room or place where work is carried on. Efficient mechanical appliances must be provided to move driving belts to and from fast and loose pulleys. Driving belts, when not in use, must not rest or ride on revolving shafts.

11. NEW MACHINES. (Section 23)–New power-driven machines must not be sold, let on hire, or used unless certain parts are effectively guarded.

12. TRAINING OF INEXPERIENCED PERSON. (Section 26)–An inexperienced person must not work at any dangerous machine unless (i) he has been fully instructed as to the dangers and precautions and (ii) he has received sufficient training in the work or is under adequate supervision.

13. PROTECTION OF EYES. (Section 56)–Goggles or effective screens must be provided in the processes specified in Schedule II.

14. HOISTS OR LIFTS. (Section 27)–Every hoist or lift must be of good mechanical construction, sound material and adequate strength and be properly maintained. It must be thoroughly examined every six months by a competent person whose report must be entered in or attached to the general register.

Every hoistway must be efficiently protected by a substantial enclosure and landing gates, with efficient interlocking or other devices. The safe working load must be marked conspicuously on each hoist. Additional safeguards (e.g., interlocking gates for cages) must be provided on hoists used for carrying persons, whether with goods or otherwise.

15. TEAGLE OPENING. (Section 31)–Every teagle opening or similar doorway used for hoisting or lowering goods must be fenced (except when the hoisting or lowering is going on at that opening) and be provided with a hand-hold on each side of the opening.

16. CHAINS, ROPES AND LIFTING TACKLE. (Section 28)–No chain, rope or lifting tackle used for raising or lowering persons or goods may be used unless it is of good construction, sound material and adequate strength and free from patent defect. Tables of safe working loads must be posted in the premises but need not cover any lifting tackle the safe working load of which is marked on the tackle itself. Chains, ropes and lifting tackle in use must be thoroughly examined by a competent person every six months, and must not (excepting fibre ropes and fibre rope slings) be taken into use for the first time in the factory unless they have been tested and certified.

Periodic annealing is required except in the case of ropes and rope slings and other tackle exempted by the Director .

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A register of all chains, etc., and also the certificates of tests, must be kept.

17. CRANES, ETC. (Section 29)–All parts and working gear (including anchoring appliances) of cranes and other lifting machines must be of good construction, sound material and adequate strength and must be properly maintained. A thorough examination of all such parts by a competent person must be made every fourteen months. A lifting machine must not be taken into use for the first time in the factory unless it has been tested and certified. A register of examinations and tests must be kept. The safe working load or loads must be shown on every lifting machine; in the case of jib cranes an automatic indicator or a table of safe working loads must be attached to the crane.

If any person is lurking near the wheel-track of an overhead travelling crane steps must be taken to ensure that the crane does not approach within 6.0 metres.

18. CONSTRUCTION OF FLOORS, ETC. (Section 31)– Floors, passages, gangways, steps, stairs and ladders must be soundly constructed and properly maintained and hand-rails must be provided for stairs.

19. PRECAUTIONS AGAINST FALLS. (Section 31)–So far as is reasonably practicable, there must be provided (i) safe means of access to every place at which any person has at any time to work and (ii) fencing or other means for ensuring the safety of any person who is to work at a place from which he would be liable to fall more than ten feet and which does not afford secure foothold and, where necessary, secure handhold.

20. PRECAUTIONS AGAINST GASSING. (Section 32)–Special precautions are laid down for work in confined spaces where men are liable to be overcome by dangerous fumes.

21. EXPLOSIONS OF INFLAMMABLE DUST OR GAS. (Section 33)–Precautions against explosion are laid down for certain processes and for welding or soldering on containers which have held any explosive or inflammable substance.

22. STEAM BOILERS, STEAM RECEIVERS, ETC. (Section 34, 35)–Every part of every steam boiler and steam receiver must be of good construction, sound material, adequate strength and free from patent defect. Detailed requirements are laid down as to the valves and other fittings. The outlet of every steam container must at all times be kept open and free from obstruction.

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Steam boilers and steam receivers and their fittings must be properly maintained and must be thoroughly examined by a competent person, in the case of boilers every fourteen months and after extensive repairs, and in the case of steam receivers every 26 months. A report of each examination must be attached to the general register. New or second-hand boilers must be certified or examined before taken into use.

23. AIR RECEIVERS. (Section 36)—Every air receiver and its fittings must be of sound construction and properly maintained. Detailed requirements are laid down as to the fittings.

Air receivers must be thoroughly cleaned, and be examined or tested by a competent person, every 26 months, and a report entered in or attached to the general register.

24. FIRE. (Sections 39, 40, 41)—A certificate (to be attached to the general register) must be held from the Chief Fire Officer that the means of escape in case of fire are such as may reasonably be required. The means of escape specified in the certificate must be properly maintained and kept free from obstruction.

While any person is in the factory for the purpose of employment or meals, doors must not be so locked or fastened that they cannot be easily and immediately opened from the inside. The doors of any room in which more than ten persons are employed, and in the case of newly constructed or converted factories all other doors affording a means of exit from the factory must be sliding doors or open outwards. Fire exits must be marked by a notice printed in red letters of adequate size.

In certain factories provision for giving warning in case of fire must be made and effective steps taken to ensure that the workers are familiar with the means of escape and their use and the routine to be followed in case of fire.

25. NOTIFICATION OF ACCIDENTS AND DANGEROUS OCCURRENCES. (Sections 71 and 72)—Accidents causing loss of life or disabling a worker for more than three days from earning full wages at the work at which he was employed must be reported forthwith to the Director of Labour and Social Security and entered in the general register. Certain dangerous occurrences must also be reported whether disablement is caused or not, e.g., the bursting of a revolving vessel, wheel or grindstone moved by mechanical power, the collapse or failure of a crane, hoist or other lifting appliance, or any part thereof (except the breakage of chain or rope sling) or the overturning of a crane; and explosions or fires in certain circumstances.

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WELFARE.

26. DRINKING WATER. (Section 47)–An adequate supply of wholesome drinking water, and suitable drinking vessels with facilities for rinsing them, must be provided.

27. WASHING FACILITIES. (Section 48)–Adequate and suitable washing facilities must be provided and maintained.

28. ACCOMMODATION FOR CLOTHING. (Section 49)–Adequate and suitable accommodation for clothing not worn during working hours must be provided.

29. FACILITIES FOR SITTING. (Section 50)–There must be provided for all workers whose work is done standing, suitable facilities for sitting sufficient to enable them to take advantage of any opportunities for resting.

30. FIRST AID. (Section 51)–In every factory there must be provided a first-aid box or cupboard of the prescribed standard, containing nothing except first-aid requisites, and in charge of a responsible person who must be always readily available during working hours. In every workroom a notice must be affixed stating the name of the person in charge of the box provided in respect of that room. Where more than 150 persons are employed at one time, an additional box or cupboard for every additional 150 persons or fraction of that number is required. If more than 25 persons are employed the person in charge of each box must be trained in first-aid treatment.

31. PROHIBITION OF DEDUCTIONS FROM WAGES. (Section 70)–The occupier must not make a deduction from wages in respect of anything he has to do or provide in pursuance of the Act, or permit any person in his employment to receive payment from other employees for such services.

32. DUTIES OF PERSONS EMPLOYED. (Section 69)–A person employed must not wilfully interfere with or misuse any means, appliance, convenience or other thing provided in pursuance of the Act for securing health, safety or welfare and he must use any means or appliance for securing health or safety provided for his use under the Act. He must not wilfully and without reasonable cause do anything likely to endanger himself or others.

33. NOTICE OF OCCUPATION OR USE OF PREMISES AS A FACTORY. (Section 8)–Before beginning to occupy or use premises as a factory, the occupier must furnish the Director with certain particulars.

FACTORIES (FORMS) REGULATIONS

This version is out of date

**Subsidiary
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34. GENERAL REGISTER. (Section 66)–The occupier must keep a general register in the prescribed form.

35. REGULATIONS. (Section 58)–Special regulations and welfare regulations made for particular factories, industries, processes, plant, etc., must be observed.

36. INSPECTION. (Section 78)–The Factory Inspector has power to inspect every part of a factory by day or night. He may require the production of registers, certificates and other papers. He may examine any person found in the factory, either alone or in the presence of any other person as he thinks fit, and may require him to sign a declaration of the truth of the matters about which he is examined. He may also exercise such other powers as may be necessary for carrying the Act into effect, including certain powers of taking samples for analysis. Every person obstructing the Inspector is liable to a penalty.

FACTORIES (FORMS) REGULATIONS

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SCHEDULE 10.

General Register for Factories

		Page
Part I	General	1
Part II	Accidents.	2
Part III	Cases of Poisoning or Disease.	6
Part IV	Painting and Whitewashing.	7

This register must be kept available for inspection by the Factory Inspector for 2 years after the date of last entry.

INSTRUCTIONS

1. The Occupier must enter in Part I all particulars required therein including record of any certificates relating to the factory.
2. The occupier must enter in Part II all the required particulars of any accident or dangerous occurrence of which notice is required to be sent to the Director , as soon as it becomes reportable.
3. The Occupier must enter in Part III all particulars of every case of poisoning or industrial disease.
4. The Occupier must enter in Part IV particulars as to whitewashing, colourwashing, painting, varnishing or washing required by the Factories Act.
5. All signed reports of examination of boilers, steam receivers, etc., must be attached to the register.
6. All signed reports of examination of hoists and lifts must be attached to the register.
7. A certificate from the Chief Fire Officer as to means of escape in case of fire must be attached to the register.

FACTORIES (FORMS) REGULATIONS

This version is out of date

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GENERAL

Name of occupier

Address of factory

Industry

Reports and certificates required to be attached to the register:-

- (a)
- (b)
- (c)
- (d)
- (e)

.....
(Signature of Occupier)

.....
(Signature of Factory Inspector)

.....
(Date)

Part II

Pages 2 to 5

ACCIDENTS AND DANGEROUS OCCURRENCES.

Date of accident or dangerous occurrence	Date of notice to Director	Cause of accident i.e. machinery, etc.	Name of injured person	Age	Sex	Occupation	Occupation at time of the accident	Nature of injury and whether fatal or not	Period of disablement

PART III
Page 6.

Factories

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CASES OF POISONING OR DISEASE

Date of Notice to		Name of person affected	Sex	Age	Occupation	Disease	Remark
Director	Specialist in Community Medicine						

PART IV

Page 7.

PAINTING WHITEWASHING, ETC.

Dates			Parts Painted, Whitewashed, etc.		Name and address of person by whom the work was done
Day	Month	Year	Parts	Treatment	

SCHEDULE 11.

Notice of Accident or Dangerous Occurrence.
(Sections 71 and 72)

- 1. Name of occupier
- 2. Address of factory
- 3. Industry
- 4. Injured persons–
 - (a) Name.
 - .
 - (b) Sex
 - (c) Age.
 - (d) Nationality.
 - (e) Occupation.
 - (f) Address.
- 5. Date and hour of accident or dangerous occurrence.
-
- 6. Cause or nature of accident or dangerous occurrence.
- .
-
- 7. If caused by machinery state
 - (a) Name of machine
 - .
 - (b) Part causing accident.
 - (c) Whether mechanical power was used at time of accident.
 -

Factories

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FACTORIES (FORMS) REGULATIONS

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8. Occupation of injured person at time of accident.

.....

9. Nature and extent of injuries.

.....

10. Has accident been entered in general register?

.

Date.

Signature of Occupier.

FOR OFFICIAL USE ONLY		
Accident No.	Date of Investigation	Remarks

SCHEDULE 12.

Notification of Occupational Disease or Poisoning
(Section 73)

- 1. Name of occupier
- 2. Address of factory.
- 3. Industry.

Particulars of person affected.

- 4. Name.
- 5. Address.
- 6. Age
- 7. Sex
- 8. Occupation.
- 9. Nature of disease.
- 10. Date of entry in general register.
- Date.

Signature of Occupier.