

1966/39



THE FIRST AID (FACTORIES) REGULATIONS 1966

BERNARD FERGUSSON, Governor-General

ORDER IN COUNCIL

At the Government Buildings at Wellington this 4th day of April 1966

Present:

THE RIGHT HON. KEITH HOLYOAKE, C.H., PRESIDING IN COUNCIL

PURSUANT to the Factories Act 1946, His Excellency the Governor-General, acting by and with the advice and consent of the Executive Council, hereby makes the following regulations.

REGULATIONS

1. (1) These regulations may be cited as the First Aid (Factories) Regulations 1966.

(2) Regulations 11, 12, 13, and 14 of these regulations shall come into force two years after the date of the notification of these regulations in the *Gazette*.

(3) All the other provisions of these regulations shall come into force on the 30th day after the date of the notification of these regulations in the *Gazette*.

First-aid Facilities, Appliances and Requisites

2. (1) The occupier of every factory shall provide and maintain first-aid facilities, appliances, and requisites and shall ensure that injured workers are provided with adequate first-aid treatment without delay.

(2) Except as otherwise required in these regulations, the first-aid appliances and requisites shall be to the scale specified in the First Schedule hereto.

3. In every factory, first-aid facilities, appliances, and requisites shall be maintained in a clean and tidy condition and shall be readily available for the treatment of injured workers at all times when the factory is in operation.

First-aid Boxes and Cabinets

4. (1) In every factory, the first-aid appliances and requisites shall be kept in boxes or cabinets.

(2) The number and position of first-aid boxes or cabinets to be provided shall be such as will, in the opinion of an Inspector, be sufficient, having regard to the layout of the factory and the nature of the work carried out in the factory.

(3) The contents of every first-aid box or cabinet shall be as prescribed in the First Schedule hereto, having regard to the number of employees to be served by the box or cabinet.

(4) Nothing except first-aid appliances and requisites shall be kept in any first-aid box or cabinet.

5. Every first-aid box or cabinet shall be dustproof, and if not made of an easily cleansed material with a smooth impervious surface, shall be painted inside and outside with a gloss paint. The lid or door of every first-aid box or cabinet shall be marked clearly on the exterior with the words "FIRST AID" and the name of the person appointed in accordance with regulation 9 hereof.

6. Every first-aid box and cabinet and the contents thereof shall be maintained in a clean and tidy condition and shall be replenished at least once in every month.

Location of First-aid Facilities, Appliances, and Requisites

7. Every first-aid box and cabinet shall be located in a well-lighted position close to a wash-hand basin with hot and cold running water, soap, a nail brush, and clean towels.

8. Where the location of first-aid facilities, appliances, and requisites is not conspicuous, the location shall be clearly indicated by a sign with the words "FIRST AID" placed in a conspicuous position near that location.

Persons in Charge

9. The occupier of every factory employing six or more persons in that factory, shall appoint a person to be in charge of all first-aid facilities, appliances, and requisites, and, where shifts are worked, shall appoint one or more deputies for that purpose.

10. (1) The register of accidents to be kept in accordance with section 17 of the Factories Act 1946 shall be in the form F.-18 set out in the Second Schedule hereto.

(2) Every first-aid treatment given in a factory shall be recorded in the register of accidents.

11. (1) In every factory where more than 100 persons are employed at any one time, the person or deputy appointed pursuant to regulation 9 hereof shall be a registered nurse or shall hold a valid certificate of the St. John Ambulance Association or of the New Zealand Red Cross Society (Incorporated) or shall have had within the three years immediately preceding his appointment, other first-aid training approved by a Medical Officer of Health.

(2) The appointed person shall be in charge of the First-aid Room.

(3) If the appointed person ceases to hold his position as such, the occupier shall appoint a qualified replacement within six months of the vacancy occurring.

12. In every factory where more than 100 persons are employed at any one time a First-aid Room shall be provided. The First-aid Room shall be used exclusively for the giving of first-aid treatment.

13. (1) The room to be provided pursuant to regulation 12 hereof shall—

- (a) Have a minimum floor area of 100 sq. ft.:
- (b) Have walls and ceiling of a smooth impervious surface painted a light colour:
- (c) Have the floor covered with a durable easily cleaned material:
- (d) Be lighted, heated, and ventilated to the satisfaction of an Inspector:
- (e) Be provided with a wash-hand basin with hot and cold running water, together with soap, a nail brush, and clean towels:
- (f) Be fitted with cupboards for the storage of first-aid appliances and requisites:
- (g) Be furnished with a couch with a pillow and a blanket, and one chair:
- (h) Be provided with first-aid appliances and requisites in accordance with the First Schedule hereto.

(2) The First-aid Room, facilities, appliances, and requisites shall be properly maintained and kept in a clean and tidy condition.

14. Where an Inspector is satisfied that by reason of exceptional circumstances or by the nature of the process being carried on in a factory, all or any of the provisions of regulations 11, 12, and 13 hereof are not warranted, he may by notice in writing exempt the occupier from complying with all or any of those provisions. Such an exemption shall be valid for any period not exceeding two years, and may be renewed or revoked by an Inspector by a further notice in writing to the occupier.

15. Workers employed in shops, offices, warehouses, and stores, who are not substantially engaged in work directly related to the operations of the factory shall not be included in the computation of persons employed under regulations 9, 11, and 12 hereof.

16. The provisions of these regulations are in addition to and not in derogation of the provisions of any regulations or any award or industrial agreement covering specific processes and industries.

17. The occupier of any factory or any person to whom regulation 11 hereof applies who objects to a decision of a Medical Officer of Health under the said regulation 11. and the occupier of any factory who objects to a decision of an Inspector under regulation 14 hereof, may, within 14 days after receiving notification of the decision, apply to the Magistrate's Court exercising civil jurisdiction nearest to the factory to have his objection heard and determined. On the hearing of the application the Court may by order confirm, reverse, or modify the decision, as it thinks fit, and the order shall be final and binding on all parties.

Revocations

18. (1) Regulation 21 of the Factories Consolidating Regulations 1937* is hereby revoked.

(2) The Factories Consolidating Regulations 1937, Amendment No. 1†, are hereby revoked.

*S.R. 1937/192
†S.R. 1948/135

SCHEDULES

FIRST SCHEDULE

Reg. 2 (2)

MINIMUM SCALES OF FIRST-AID APPLIANCES AND REQUISITES

204

First Aid (Factories) Regulations 1966

1966/39

	Number of Employees						
	Not Exceeding Five	Exceeding Five But Not Exceeding 25	Exceeding 25 But Not Exceeding 50	Exceeding 50 But Not Exceeding 75	Exceeding 75 But Not Exceeding 100	Exceeding 100 But Not Exceeding 250	Exceeding 250
1 oz cotton wool*	2	3	4	5	6	7	8
8 oz cotton wool*	..	1	1	1	1	1	1
1 in. bandages, open wove*	2	3	4	5	6	8	12
2 in. bandages, open wove*	1	2	3	4	6	8	12
Triangular bandages	2	2	2	3	3	3	3
Sterile dressings - large	2	2	6	9	12	18	24
Sterile dressings - small	2	3	12	18	24	36	36
Adhesive wound dressings (assorted)	6	6	18	30	48	Doctor's Kit	Doctor's Kit
Cetrimide 1 per cent*	3 oz	6 oz	12 oz	12 oz	12 oz	2 x 12 oz	2 x 12 oz
Scissors	small	small	small	small	5 in.	5 in.	5 in.
Safety pins	1 card	1 card	1 card	1 card	1 card	2 cards	2 cards
Fine-pointed tweezers or splinter forceps	1	1	1	1	1	1	1
Camel hair brush or nylon eye loop	1	1	1	1	1	1	1
Forceps, non-toothed	1	1	1	2	4
Antiseptic cream (tube)	1 small	1 small	1 small	1 large	1 large
Clinical thermometer	1	1
First-aid booklet (Red Cross or St. John)	1	1	1	1	1	1	1
Accident register and pencil	1	1	1	1	1	1	1
Kidney bowl 5 in.	1	2	2
Splints (leg)	1	1
Sterilizer	1
Dressing drum†	1
Receptacle for soiled dressings	1	1	1	1
Where wet work is carried on in a workplace:							
Waterproof adhesive plaster (reels)	1	1	1	1	1	1	2
Where there is a danger of chemical splash in eyes:							
Eyewash apparatus	1	1	1	1	1	1	1

*B.P.C. quality and standard.

†If a Registered Nurse is employed.

Reg. 10 (1)

SECOND SCHEDULE

Form F.-18

Under the Factories Act 1946 (Section 17)

ACCIDENT REGISTER

(To be Completed in Respect of Every Injury Which Occurs in the Factory)

Date of Occurrence	Time of Occurrence	Name of Injured Person	Place, Department, Machine (or as Case May Be) Where Injury Occurred	Nature of Injury	Cause of Injury	Treatment Given	Referred to Doctor or Hospital	Name or Initials of Person Giving First-aid Treatment Within the Factory

T. J. SHERRARD,
Clerk of the Executive Council.

EXPLANATORY NOTE

This note is not part of the regulations, but is intended to indicate their general effect.

These regulations prescribe the scale of first-aid facilities, appliances and requisites which are required to be provided and maintained pursuant to section 65 of the Factories Act 1946.

In addition, in two years' time, every factory employing more than 100 persons must provide a first-aid room and a suitably qualified person to administer first aid.

Issued under the authority of the Regulations Act 1936.

Date of notification in *Gazette*: 6 April 1966.

These regulations are administered in the Department of Labour.