

Serial Number 192/1937.



**THE FACTORIES CONSOLIDATING REGULATIONS, 1937.**

Enacting authority : His Excellency the Governor-General in Council.  
Act pursuant to which the regulations were made : The Factories Act, 1921-22.

Date on which the regulations were made : 30th day of June, 1937.

Date of notification in *Gazette* : 8th day of July, 1937.

**REGULATIONS.**

**PRELIMINARY.**

1. These regulations may be cited as the Factories Consolidating Regulations, 1937.

2. These regulations shall come into force fourteen days after the date of notification in the *Gazette* of the making hereof.

3. The respective regulations referred to in the First Schedule hereto are revoked.

4. All notices, permits, and all other documents, matters, acts, and things which originated under the regulations hereby revoked and are of continuing effect at the time of the coming into force of these regulations shall enure for the purposes of these regulations as if they had originated under these regulations and shall where necessary, notwithstanding deviation from forms hereinafter prescribed, be deemed to have so originated.

5. In these regulations, unless inconsistent with the context,—

“The Act” means the Factories Act, 1921-22 :

“The Amendment Act” means the Factories Amendment Act, 1936.

All other terms have the respective meanings assigned to them by the Act.

6. The following requirements shall be complied with in every factory ; provided that in any case where the factory has been registered and occupied as a factory prior to the 6th day of February, 1919, the Inspector may authorize such modification as he thinks fit, if he is satisfied that the requirements as modified will be such as to ensure the safety and health of the workers accommodated therein.

## FIRE-ESCAPES.

7. Subject to clause 14 hereof, a fire-escape stairway, not being a stairway ordinarily used for ingress and egress, shall be provided for every floor of a factory above the ground floor, and shall reach from the topmost story to not more than 7 ft. from the ground-level, and shall be in such a position that escape can be easily made from the building and adjoining buildings. A platform shall be provided at the foot of each escape stairway, such platform to be at least 2 ft. long and the full width of the stairway. The escape shall be situate as far as practicable from lift elevators or other stairs or windows. The exit from every place where workers are employed shall lead directly to and be near to the escape.

The said escape stairway shall, where practicable, be constructed on the outside of the building. Wherever it is found impracticable to place the escape outside the building the stairway may be constructed inside the building, but shall otherwise be as required by these regulations, and shall be completely enclosed within and constructed of fire-resisting materials, and have direct communication with the outer air.

8. There shall also be provided for every floor of the factory above the ground floor a satisfactory alternative means of escape, which may be either a stairway ordinarily used for ingress and egress, or some other means of escape approved by the Inspector. The constructive arrangements shall be such as to allow of each means of escape being readily and safely accessible to and usable by all of the workers who may be accommodated on the different parts of every floor, so that should exit by one of the means of escape become obstructed exit by the other means of escape shall be instantly available and safely accessible and usable.

9. Wherever it is practicable the Inspector may require the factory occupier to provide, in lieu of or in addition to the fire-escapes otherwise required by these regulations, a horizontal means of escape from any part of the building when such horizontal escape will lead to such other place as affords a safe means of exit to the street.

10. The words " Fire Escape " shall be printed legibly in a well-lit place over or alongside the doorway leading to the fire-escape, in letters not less than 4 in. deep.

11. One or more notices, as required by the Inspector, in the form prescribed below, shall be posted in a conspicuous place on all floors above the ground floor where they can be easily read by the workers employed thereon, showing the position of the fire-escapes and the approaches thereto :—

“ Under the Factories Act, 1921–22.

“ *Fire-escapes.*

“ (To be read by all workers employed in the factory.)

“ The fire-escape is situated [*State position of fire-escapes and approaches to same*].”

12. It shall be the duty of the occupier to arrange for the workers employed above the ground floor to select at least one representative from amongst such workers, and such representative shall, together with the occupier, test all fire-escapes and approaches thereto within

the factory at least once every three months. A record of each test shall be kept by the occupier, signed by him and by the workers' representative, and shall be open at all times to the Inspector.

**13.** Every stairway, landing, or platform to be used as a fire-escape shall be so constructed as to bear three times the maximum weight which would be brought to bear upon it in case of fire.

**14.** Notwithstanding the provisions of these regulations, it shall not be compulsory to provide a fire-escape stairway as provided for in clause 7 hereof if the staircase ordinarily used for ingress and egress consists of fire-resisting material throughout and enclosed in fire-resisting materials, and if in the opinion of the Inspector the head of the staircase on each floor is sufficiently near to the place where workers are employed and also leads to or is sufficiently near to an exit from the building, affording a readily available and safe means of egress from every part of the said building, and if, in addition,—

- (1) In the case of a wooden building, there are not more than two floors (including the ground floor), and no females and not more than twenty male workers are accommodated on the upper floor; or
- (2) In the case of a brick or concrete building, there are not more than two floors above the ground floor, any partitions on such floor are constructed of fire-resisting materials, and the number of workers accommodated above the ground floor does not exceed fifty.

#### STAIRS AND LANDINGS.

**15.** All stairs and landings provided for fire-escapes shall be constructed of fire-resisting materials, with—

- (1) Straight flights, with half-space or quarter-space landings at intervals of not more than twenty nor less than two rises.
- (2) A securely fixed handrail continuous on one side at a vertical height of not less than 2 ft. 9 in. above the nosing of the tread, and not less than 3 ft. above the landing. Where the stairway is over 3 ft. 4 in. in width, two such continuous handrails, one on each side, shall be provided. Balusters or midrails or wire netting securely erected shall be provided to every open side of every unenclosed stairway.
- (3) A clear headway throughout of not less than 6 ft. 6 in.
- (4) Steps of uniform dimensions throughout, with strongly secured treads, not less than 10 in. exclusive of nosing, and rises of not more than 7 in.
- (5) The underside of wooden stairs lined except where rises are fitted.
- (6) A landing at each floor of the same width as the stairway with a fire-resisting self-closing door, not less than 6 ft. 6 in. high, of the same width as the landing, and opening outwards, so as not to obstruct the landing when fully opened.
- (7) All walls and partitions enclosing any staircase constructed of fire-resisting material.

#### LIGHTING OF FIRE-ESCAPES.

**16.** All interior means of egress, passage-ways, and stairways shall be lighted to a degree sufficient for escape purposes.

**DOORS AND GATEWAYS.**

**17.** All doors and gates forming exits from the building or from any room, aisle, gangway, passage, or stairway leading to a fire-escape shall open outwards, or shall open both inwards and outwards, and, if so required by the Inspector, shall be hung to open towards the nearest road, street, or right-of-way.

The Inspector may require doors to be hung in pairs and to be fitted with approved panic bolts.

No door or gate shall be hung so as to open immediately on to a flight of steps, or to obstruct any exit when open.

All doors or gates leading from the factory to the exits from the building shall, during the whole time the factory is occupied by workers (other than the caretaker or watchman), be secured with such fastenings as will allow such doors or gates to be readily opened from the inside without a key. All stairways and passages provided for by these regulations shall be kept clear at all times when the workers are accommodated in the factory.

The width of all doors, aisles, or gangways to stairs provided for by these regulations shall be as follows :—

Not less than 2 ft. 8 in. for 1 to 25 workers.

Not less than 3 ft. 4 in. for 26 to 100 workers.

Not less than 20 extra inches for every extra 100 or fraction thereof.

**18.** Where the amount of egress space required on the ground floor exceeds 5 ft., at least two separate doorways, placed as far apart as practicable, shall be provided. No doorway or gateway shall be less than 2 ft. 8 in. wide and 6 ft. 6 in. high in the clear.

**FIRE-PREVENTION APPLIANCES.**

**19.** Where the Inspector deems it necessary for the further protection of the workers, he may require automatic sprinklers or other fire-prevention appliances to be provided.

**SANITARY ACCOMMODATION.**

**20.** The factory shall be provided with proper privy accommodation in accordance with the following scale, and where workers of different sexes are employed all such accommodation shall be separate for the sexes, and approaches thereto shall be properly separated. Adequate urinal accommodation shall also be provided for every factory in which ten or more male workers are employed. In factories in which the majority of those employed are of one sex and not more than two are of the other sex, separate and distinct privy accommodation for the workers of such other sex shall not be required if, in the opinion of the Inspector, the same is suitably provided in neighbouring premises.

*Scale.*

Privies for Male Workers : 1 for first 20 or less ; 1 for every additional 30.

Privies for Female Workers : 1 for first 15 or less ; 1 for every additional 30.

FIRST-AID APPLIANCES.

21. The Inspector may require the occupier of any factory to provide such first-aid appliances for use in case of accident as he considers necessary, having regard to the number of workers employed and to the nature of the industry.

LICENSING OF PERSONS EMPLOYED TO DO WORK ELSEWHERE THAN IN A FACTORY.

22. The fee to accompany every application for a license under section 11 of the Amendment Act shall be 2s. 6d.

AIR-SPACE.

23. The space to be reserved for the use of each person working in a factory shall be not less than ~~250 cub. ft.~~ of air-space where persons are employed during the hours between 6 o'clock in the morning and 6 o'clock in the evening, and not less than ~~400 cub. ft.~~ of air-space where persons are employed between 6 o'clock in the evening and 6 o'clock in the morning. By a written permit the Inspector may allow persons to be employed in a factory where there are less than ~~400 cub. ft.~~ of air-space for each person employed between 6 o'clock in the evening and 6 o'clock in the morning provided such factory is lighted by electricity, and by no other artificial light, at all times while persons are employed therein during hours when artificial light is needed.

FORMS.

24. (i) In these regulations the forms referred to shall be those specified in the Second Schedule hereto, or forms to the like effect.

(ii) The form of certificate of the appointment of an Inspector under the Act shall be that contained in the form F.-1.

(iii) The application to the Inspector for registration under section 10 of the Act shall be in the form F.-2, and shall specify the particulars indicated in that form.

(iv) The certificate of registration of a factory shall be in the form F.-3.

(v) The application to the Inspector for the renewal of registration under sections 10 and 15 of the Act shall be in the form F.-4 and shall specify the particulars indicated on that form.

(vi) The notice to be given to the Inspector under section 14 of the Act shall be in the form F.-5.

(vii) The notice required to be exhibited in a factory under section 16 of the Act shall be in the form F.-6.

(viii) The record to be kept by the occupier of a factory under section 16 of the Act shall be in either of the forms F.-7 or F.-8, at the option of the occupier.

(ix) The warrant for overtime under section 23 of the Act shall be in the form F.-9.

(x) The certificate of fitness under section 29 of the Act shall be in the form F.-10.

(xi) The application for a license under section 11 of the Amendment Act shall be in the form F.-11, while the license under the same section to do work elsewhere than in a factory shall be in the form F.-12.

(xii) The certificate of employment under section 33 of the Act shall be in the form F.-13.

(xiii) The book to be kept by the occupier of a factory under the same section shall be in the form F.-14.

(xiv) The notice of accident to be served by the occupier of a factory under section 41 of the Act shall be in the form F.-15.

(xv) The notice of appeal, under section 66 of the Act, from a requisition by an Inspector shall be in the form F.-16.

(xvi) The notice to be given by the Clerk of the Court pursuant to the same section shall be in the form F.-17.

#### OFFENCES AND PENALTIES.

24. Any person committing a breach of or failing to perform or observe the provisions of any of the foregoing regulations shall be liable on conviction to a penalty not exceeding £5.

#### FIRST SCHEDULE. REGULATIONS REVOKED.

| Date of Order in Council. | Subject-matter.   | Published in <i>Gazette</i> . |       |
|---------------------------|---|-------------------------------|-------|
|                           |   | Year.                         | Page. |
| 17th March, 1911 ..       | Prescribing forms referred to in the Act  | 1911                          | 1052  |
| 28th January, 1919 ..     | Fire-escapes, fire-prevention appliances, sanitary accommodation, and first-aid appliances in factories | 1919                          | 338   |

#### SECOND SCHEDULE.

[Form F.-1.

##### CERTIFICATE OF APPOINTMENT OF INSPECTOR.

IN pursuance and exercise of the power and authority vested in me by the Public Service Act, 1912, I do hereby appoint ..... to be an Inspector for the purposes of the Factories Act, 1921-22.

.....  
Public Service Commissioner.

[Form F.-2.

##### *Under the Factories Act, 1921-22 (Section 10).*

##### APPLICATION FOR REGISTRATION OF A FACTORY.

(To be served on Inspector.)

To the Inspector of Factories, .....

I (We) hereby give you notice that I (we) occupy premises No. ... in ..... Street, ....., constituting a factory within the meaning of the Factories Act, 1921-22, and make application to register such premises as a factory for the purposes of the Act.

The following are the particulars required by the Act and regulations:—

1. Name and situation of factory : .....
2. Nature of work to be carried on : .....
3. Description of motive power (if any) : .....
4. Full name of occupier(s) or intended occupier(s) : .....
5. Name or style under which the business of the factory is to be carried on : .....
6. Number of rooms, and dimensions of each : .....

- 7. Means of ventilation :.....
- 8. Lavatories :... Closets :... Urinals :...
- 9. Means of escape in case of fire :.....
- 10. Maximum number of persons to be employed therein—  
Male :... Female :...

A sketch-plan of the intended factory is enclosed.  
I (we) declare these particulars to be correct in every respect.  
Date :.....

.....  
Occupier(s) (or Intended Occupier(s)).

[Form F.-3.

(Coat of Arms.)

*Under the Factories Act, 1921-22 (Section 13).*

CERTIFICATE OF REGISTRATION.

THIS is to certify that the premises occupied by ....., known as ..... Street, ....., in which ... persons are employed, have this day been registered under the Factories Act, 1921-22, as a factory for the manufacture of ....., or preparing for the manufacture of ....., and that the registration fee of ..... for the year ending 31st March, 19.., has been paid.

Date :.....

.....  
Inspector.

[Form F.-4.

*Under the Factories Act, 1921-22 (Sections 10 and 15).*

APPLICATION FOR RENEWAL OF REGISTRATION OF FACTORY.

To the Inspector of Factories, .....  
APPLICATION is hereby made for the renewal of the registration of the factory described for the year commencing 1st April, 19..

The following particulars are hereby declared to be correct.

*Signature of occupier* :.....

- 1. Name and situation of factory :.....
- 2. Nature of work carried on :.....
- 3. Full name of occupier :.....
- 4. Name or style under which the business of the factory is carried on :.....
- 5. Persons employed in the factory as at 1st April, 19..—  
Number of owners personally engaged in the control or work of the factory :...  
Number of other persons employed including apprentices—  
Male workers :...  
Female workers :...  
(Show each occupation separately.)

[Form F.-5.

*Under the Factories Act, 1921-22 (Section 14).*

NOTICE TO INSPECTOR OF FACTORIES OF INCREASE IN NUMBER OF PERSONS EMPLOYED IN FACTORY.

(Requiring payment of larger registration fee.)

[*Address.*]

To the Inspector of Factories, .....  
I HEREBY give you notice that on ....., 19.., the number of persons employed in my factory was increased to ..., thereby requiring the payment of a larger registration fee, and I accordingly enclose herewith the difference between the fee already paid for the year and the fee payable on such increased number—viz. £...

.....  
Occupier of Factory.





[Form F.-8.

Under the Factories Act, 1921-22 (Section 16).

ALTERNATIVE FORM OF WAGES AND OVERTIME BOOK.

Name of employee : ..... Age (if under 21 years) : ... Kind of work on which he is usually employed : .....

| Week ending | Hours worked. |             |            |             |            |            | Total Hours.   |           | Ordinary Rate of Wages. | Total Wages. | Remarks. |
|-------------|---------------|-------------|------------|-------------|------------|------------|----------------|-----------|-------------------------|--------------|----------|
|             | First Day.    | Second Day. | Third Day. | Fourth Day. | Fifth Day. | Sixth Day. | Ordinary Time. | Overtime. |                         |              |          |
|             |               |             |            |             |            |            |                |           | £ s. d.                 | £ s. d.      |          |

[Form F.-9.

(Coat of Arms.)

Under the Factories Act, 1921-22 (Section 23).

(To be posted in some conspicuous part of the factory.)

OVERTIME WARRANT.

FOR WOMEN AND BOYS.

Department of Labour, .....

To M. ....

WARRANT is granted for the undermentioned persons to work extended hours in the ..... trade, from ... p.m. till ... p.m. on ....., the ..... instant (or proximo).

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

.....  
 Inspector.

[Form F.-10.

Under the Factories Act, 1921-22 (Section 29).

CERTIFICATE OF FITNESS.

I, the undersigned Inspector of Factories, hereby certify that I am satisfied by the production of ..... that ..... is of the age of ... years, that he (or she) has passed the ..... Standard, or an equivalent examination, and is fit for employment in the factory of ....., in the trade of ....., or in any other factory in the same line of trade.

Dated at ....., this ..... day of ....., 19..

.....  
 Inspector.

[Form F.-11.

*Under the Factories Amendment Act, 1936 (Section 11).*

APPLICATION FOR LICENSE TO PERFORM WORK ELSEWHERE THAN IN A FACTORY.

To the Inspector of Factories,—  
 I [or We], being the occupier of a registered factory, apply for a license under the provisions of section 11 of the Factories Amendment Act, 1936. In support of this application we supply particulars as under and declare them to be correct.  
 Trade : ..... Signature : .....  
 Date : ..... Address : .....

1. Name and address of proposed licensee : .....
2. State whether proposed licensee is in necessitous circumstances (giving details) or set out special reasons why proposed licensee unable to work in a factory : .....
3. Place where work is to be performed : .....
4. Nature of work to be carried on : .....
5. Description of motive power (if any) : .....
6. Number of rooms and dimensions of each : .....
7. Means of ventilation : .....
8. Lighting of room : .....
9. Means of escape in case of fire : .....
10. Lavatory accommodation : .....
11. Heating arrangements : .....
12. Rate of remuneration proposed : .....
13. Rate of remuneration for like work done in factory : .....

[Form F.-12.

*Under the Factories Amendment Act, 1936 (Section 11).*

LICENSE TO PERFORM WORK ELSEWHERE THAN IN A FACTORY.

..... is licensed in terms of section 11 of the Factories Amendment Act, 1936, to perform work for ..... in premises situated at ..... for the period from ..... to .....  
 Date : .....

.....  
 Inspector of Factories.  
 .....  
 (Town.)

[Form F.-13.

*Under the Factories Act, 1921-22 (Section 33).*

CERTIFICATE OF EMPLOYMENT OF .....

|   | Period of Employment. |    | Length of Employment. |         |        |
|---|-----------------------|----|-----------------------|---------|--------|
|   | From                  | To | Years.                | Months. | Weeks. |
| This is to certify that ..... has been employed in ..... factory in the ..... trade, ..... department, during the period set opposite.<br>Dated this ..... day of .....<br>....., Occupier. |                       |    |                       |         |        |
| This is to certify that ..... has been employed in ..... factory in the ..... trade, ..... department, during the period set opposite.<br>Dated this ..... day of .....<br>....., Occupier. |                       |    |                       |         |        |

NOTE.—This certificate should be retained by the employee, and filled up by each of his employers.

[Form F.-14.

Under the Factories Act, 1921-22 (Section 33 (3) ).

REGISTER OF PERSONS EMPLOYED BY .....

Address : ..... Trade : .....

| Full Name of Persons employed. | Department. | Period of Employment. |    | Length of Employment. |         |        | Date of Issue of Certificate of Employment. | Remarks. |
|--------------------------------|-------------|-----------------------|----|-----------------------|---------|--------|---|----------|
|                                |             | From                  | To | Years.                | Months. | Weeks. |   |          |
|                                |             |                       |    |                       |         |        |   |          |

[Form F.-15.

Under the Factories Act, 1921-22 (Section 41 (a) ).

NOTICE OF ACCIDENT.

(To be served by occupier on Inspector.)

The Inspector of Factories, .....

I HAVE to notify you of an accident that occurred in my factory at ..... a.m.  
on ....., to ....., aged ... , engaged as ....., and residing at ..... p.m.  
married

The worker is single has ... children under age of 16 years, is in receipt  
a widower  
of a wage of ....., has had ... years ... months experience at this work,  
and had already worked ... hours on shift when the accident occurred.

He was removed to .....

The following are particulars of the accident : [*Nature of injury and part of body or limbs affected*].

.....  
Occupier.  
.....  
(Trade.)

[Form F.-16.

Under the Factories Act, 1921-22 (Section 66 (d) ).

NOTICE OF APPEAL FROM REQUISITION OF INSPECTOR OF FACTORIES.

In the matter of the Factories Act, 1921-22, and of a requisition by .....,  
of ....., an Inspector under the said Act, dated the ..... day  
of .....

NOTICE is hereby given that I (we), ....., the occupier(s) upon whom the said  
requisition has been served, consider such requisition to be unreasonable, and  
desire to appeal therefrom. The grounds of the appeal are set forth in the  
attached memorandum marked "A". A true copy of the said requisition is also  
attached hereto, marked "B".

Dated at ....., this ..... day of .....

To the Clerk of the Magistrate's Court, .....

.....  
Occupier(s) of Factory.

[Form F.-17.]

*Under the Factories Act, 1921-22 (Section 66 (f) ).*NOTICE BY CLERK OF COURT OF TIME FOR HEARING OF APPEAL FROM REQUISITION  
OF INSPECTOR OF FACTORIES.

In the matter of the Factories Act, 1921-22, and of an appeal from a requisition of . . . . ., an Inspector under the said Act, dated . . . . . THIS is to notify you that the above-mentioned appeal has been set down for hearing at the Magistrate's Courthouse at . . . . . on the . . . . . day of . . . . ., at the hour of . . . . .

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

. . . . .  
Clerk of the Magistrate's Court.

To the Appellant, . . . . ., of . . . . ., and to Mr. . . . ., an Inspector under the Factories Act, 1921-22.

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Issued under the authority of the Regulations Act, 1936.  
These regulations are administered by the Department of Labour.