

(f.) Workmen dispensed with through no fault of their own before reaching the retiring-age—

- If under five years' continuous service, one month.
- If five years and under ten years, two months.
- If ten years or over, three months.

#### TRAVELLING-EXPENSES.

41. Workmen travelling under instructions shall be entitled to a refund of actual and reasonable expenses incurred for board and lodging. Receipts for all sums in excess of 5s. shall be submitted.

The cost of transport by land or sea will be paid by the Department, or, when paid by the workman, will be refunded to him on production of vouchers, but no vouchers for such expenses will be required for sums of 5s. or less; and vouchers for railway fares will not be required if the railway travelled upon and the extent of the journey is stated.

Workmen who are transferred from one locality to another at their own request, or by mutual exchange, must bear the whole cost of their removal.

42. When transferred on account of misconduct the cost must be borne by the workman at fault, unless otherwise determined by the Commissioner prior to removal.

When any workman is transferred—

- (a.) In the public interest;
- (b.) To meet the convenience of the Department;

The actual cost of conveyance of such workman and of his family (with personal and household effects only) will be paid by the Department; but the Head of the Department shall decide as to the transfer of the workman's family if the work to which the workman is to be transferred be estimated to last for a shorter period than six months.

- (c.) In the interests of the workman,—

When there is no public work available in a district, and a workman desires to be retained in the Public Service and there is work available for him in another district, he may be transferred to such last-named district, but in such case his personal expenses only will be paid by the Department.

#### ACCIDENTS.

43. Every accident must be immediately reported to the head of the branch. In every case the foreman is fully empowered to call in medical assistance. Every accident must be reported as soon as possible, care being taken to preserve all important facts in connection with the accident for embodiment in the report. A stock of first-aid appliances and material must be provided and kept in accessible positions, and such stock shall be regularly examined to see that it is in a proper and serviceable condition. This must be the special duty of the foreman, and a record must be kept of the result of each examination.

#### FIRST AID.

44. Workmen are recommended to make themselves proficient in the rendering of first aid. Books of instruction will be supplied by the Permanent Head on application.

#### WORKMEN NOT TO VISIT OTHER PARTS OF SHOP.

45. Each workman must confine himself to that part of the shop in which he is engaged, and must not visit or work in any other part unless authorized.

#### REMAINING IN OR RETURNING TO WORKSHOPS AFTER HOURS. VISITORS.

46. A workman must not remain in or return to the workshops premises after working-hours without the permission of his foreman. Visitors must not be allowed in the workshop without the permission of the foreman.

#### WORKMEN TO BE COMPETENT.

47. Foremen must see that each workman is competent for the work he is set to do, and that the work is performed in a proper manner. Any carelessness, negligence, or incompetency must be at once reported.