

COMMUNICATIONS TO BE ADDRESSED THROUGH FOREMAN.

61. A workman is forbidden to address communications in connection with his duties in the Department other than through his foreman.

SUGGESTIONS.

62. Workmen are invited to suggest, either orally or in writing, improvements to working appliances or methods in use. Where a book is provided in which suggestions may be recorded such book shall be inspected at regular intervals by the foreman, who must report such suggestions to the Permanent Head.

COST OF WORK.

63. Each foreman should regard it as a special part of his duty to keep himself in close touch with the cost of each work placed in his hands for execution, and where in any case the cost may appear excessive the fullest inquiry should be made to ascertain the reason.

STORES REGULATIONS.

64. Each foreman will be responsible for observing all regulations affecting the purchase, custody, receipt, and disposal of stores, and all matters relating thereto or in connection therewith.

AUTHORITY TO PURCHASE MATERIAL.

65. No material for use in the workshops shall be purchased without the specific authority of the officer appointed for the purpose.

CREDITING SURPLUS STORES.

66. When stores have been drawn from stock for any one work and are not wholly required, foremen must see that all such stores remaining over are properly credited.

PRESERVING STORES AND MATERIAL.

67. Special attention must be paid to the preservation of all stores and material so as to prevent loss, depreciation, or deterioration. Regular inspection must be made and constant watchfulness exercised by foremen to secure the observance of this regulation.

FILING INVOICES.

68. Each foreman must file all invoices for goods received by him, in order that he may be able to certify to the correctness of claims referred to him for check.

BRANDING BULK TIMBER AND TOOLS.

69. Every tool the property of the Department must bear the departmental brand, and each workman must see that the brand is made and maintained on each tool. Such tools must not be used until they are properly branded. On leaving the Department each workman must account for all departmental tools entrusted to his care. A system of branding timber shall be adopted to suit the conditions of the Department.

RESPONSIBILITY FOR TOOLS.

70. The officer in charge of each workshop or gang will be held responsible for the safety, accuracy, branding, and condition of all portable and special tools, and must report any case of injury to such tools by any workmen, provided such injury is not due to fair wear-and-tear.

CARE OF TOOLS AND MACHINERY.

71. All machinery and tools must at regular intervals be cleaned and kept in proper working-order. Workmen shall be afforded the necessary time in which to perform this duty, and the work should, as far as possible, be evenly distributed among all workmen.