

DAMAGE TO PROPERTY.

72. A workman must not damage, destroy, or otherwise make away with any tool or other article, or deface, mutilate, or destroy any drawing, pattern, notice, or other article, the property of the Department.

73. A workman in the course of his work breaking or otherwise damaging tools or machinery or other property of the Department must at once report the matter to the foreman or head of the branch.

RECORD OF TOOLS AND EQUIPMENT.

74. A record in prescribed form shall be kept by each foreman of all tools and equipment under his charge.

PERMIT TO TRANSFER TOOLS AND MATERIALS.

75. Any workman having occasion to take tools or material from the shops to any place where he may be temporarily employed must obtain a permit from the foreman. Such tools and any surplus materials must be returned to the workshop.

PERMISSION REQUIRED TO LEND OR BORROW TOOLS.

76. Tools, appliances, or material of any description belonging to the Department must not be loaned or borrowed without permission of the Permanent Head.

WORK IN WORKMAN'S OWN TIME.

77. A workman is, except with the permission of the Permanent Head, forbidden to bring into the workshop material or goods of any description, other than tools required for his work which are not provided by the Department.

DEPARTMENTAL PROPERTY NOT TO BE TAKEN FROM WORKSHOPS.

PRIVATE WORK.

78. A workman is forbidden to take any departmental property from the workshop (other than for departmental purposes), and must not convert to his own use any material or article the property of the Department, however small its value may be, and under no circumstances shall a workman make for private purposes tools, patterns, models, or articles of any description upon the premises.

SHOPS TO BE KEPT CLEAN.

79. *The shops and premises adjacent thereto must be kept in a cleanly condition.*

REPAIRS TO SHOP PREMISES OR EQUIPMENT.

80. Foremen should call attention to any repairs necessary to shop premises or the equipment.

MACHINERY IN MOTION TO BE PROTECTED.

81. Foremen will be held responsible for seeing that all machinery in motion is properly protected.

DRAWINGS TO BE ADHERED TO.

82. No drawing shall be altered or departed from without written authority, but if at any time any alteration suggests itself to any workman which may be of advantage to the Department he should call attention to it at once.

83. Drawings, documents, or matter of any kind placed in hands of workmen shall be treated as confidential.

YEARLY REPORT ON WORKMEN.

84. On the 31st March in every year the overseer shall furnish to the Permanent Head, for transmission to the Commissioner, a report upon the conduct, diligence, and general efficiency of each workman under his control.

APPEAL.

85. Workmen shall have the right of appeal under the General Regulations of the Public Service Commissioner issued on the 31st March, 1913.