

## ACCIDENTS.

113. 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.

114. 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.

115. 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.

116. 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.

117. 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.

## ECONOMY.

118. All work must be executed in a workmanlike manner, and each workman must be economical in the use of stores and material. Old or surplus material shall be disposed of only as directed by the Permanent Head.

## TIDINESS REQUIRED.

119. It shall be the duty of each foreman to see that the staff under his control appear on duty as tidy as circumstances will permit.

## NEGLECT OF INSTRUCTIONS.

120. Any workman disobeying instructions, doing his work in an unworkmanlike manner, interfering or wrangling with any other workman, using objectionable or abusive language, or being absent from duty without leave shall be liable to be dealt with under section 52 of the said Act.

## COMPLAINTS.

121. Any workman who has cause to complain of the conduct of another workman must make his complaint to the foreman or head of the branch within seven days of the date on which such conduct is alleged to have occurred. Such complaint shall be immediately forwarded to the Permanent Head, who shall forthwith call upon the person complained of to furnish an explanation.

## BORROWING FORBIDDEN.

122. A workman is strictly forbidden to borrow money from, or to place himself under pecuniary obligation to, any subordinate workman.

## SMOKING.

123. Workmen shall not smoke in any prohibited parts of any workshop or premises during working-hours. Foremen must see that notices are posted in prominent places in the matter of smoking in the prohibited portion of any building.