

accident for embodiment in the report. A stock of first-aid appliances and material shall be provided and kept in accessible positions, and such stock shall be regularly examined at intervals of not more than three months to see that it is in a proper and serviceable condition. This shall be the special duty of the head of the branch, and a record shall be kept of the result of each examination.

*Smoking.*

34. Smoking in the workroom is prohibited during working-hours.

*Fire.*

35. Any employee using artificial light or fire shall extinguish it before leaving the premises. Combustible materials shall not be permitted to accumulate. Heads of branches will be responsible for seeing that this regulation is complied with.

*Testing Fire Appliances.*

36. All fire appliances shall be tested regularly, and a record kept by the officer in charge showing the date of testing and state of the appliances.

*Stores Regulations.*

37. Heads of branches will be responsible for the observance of all regulations and instructions in force from time to time affecting the purchase, custody, receipt, and disposal of stores and materials.

*Requisitions.*

38. Requisitions for the purchase of stores and materials are to be made in strict accordance with the regulations in that behalf.

39. No supplies shall be issued without an order signed by the Government Printer or duly authorized officer. In all cases a receipt is to be given by the officer to whom the articles are issued.

*Custody of Stores and Materials.*

40. A record in the prescribed form shall be kept by the head of each branch of all supplies or other requisites which may be in his charge. He shall be held responsible for the proper custody and preservation of such stores.

41. Special attention shall be paid to the preservation of all stores and material so as to prevent loss, depreciation, or deterioration.

42. Strict economy is to be exercised in the use of all supplies, and heads of branches shall not permit any wasteful, improper, or extravagant practice.

43. Employees to whom supplies or other materials are entrusted for use shall be responsible for their proper application to the purpose for which they have been issued.

44. No old or surplus material shall be dealt with or disposed of except as directed by the Government Printer.

45. An employee is, except with the permission of the Government Printer, forbidden to bring into the workrooms material or goods of any description, other than tools required for his work which are not provided by the Department.

*Work in Employee's own Time.*

46. Under no circumstances shall an employee make for private purposes articles of any description upon the premises.

*Departmental Property not to be taken from the Premises.*

47. An employee is forbidden to take any departmental property away from the premises (other than for departmental purposes). Any employee having occasion to take tools or material from the workrooms to any place where he may be temporarily employed shall obtain a permit from the head of the branch. Such tools and any surplus materials shall be returned to the workrooms.

48. An employee shall not convert to his own use any material or article the property of the Department, however small its value may be.

*Branding Tools.*

49. Every tool the property of the Department shall bear the departmental brand, and each employee shall see that the brand is made and maintained on each tool. Such tools shall not be used