

Bangladesh



Gazette

Extraordinary
Published by Authority

WEDNESDAY, JANUARY 25, 1978

GOVERNMENT OF THE PEOPLE'S REPUBLIC
OF BANGLADESH

MINISTRY OF MANPOWER DEVELOPMENT, LABOUR
AND SOCIAL WELFARE

Section VII

NOTIFICATION

Dacca, the 28th December 1977.

No. S.R.O./370-L/77 S-VII/1(11)/75/1640.—The following draft of the Factories Rules, 1977, which the Government proposes to make in exercise of the powers conferred by section 112 of the Factories Act, 1965 (E.P. Act IV of 1965), is hereby published as required by sub-section (1) of section 114 of the said Act for the information of the persons likely to be affected thereby. The draft will be taken into consideration after a period of two months from the date of its publication in the official Gazette.

Any objection or suggestion with respect thereto which may be received by the undersigned before the period specified will be duly considered by the Government.

DRAFT OF FACTORIES RULES, 1977.

1. **Short title.**—These rules may be called the Bangladesh Factories Rules, 1977.

2. **Definitions.**—In these rules, unless there is anything repugnant in the subject or context:—

- (a) “Act” means the Factories Act, 1965;
- (b) “artificial humidification” means the introduction of moisture into the air of a room by any artificial means whatsoever, except the unavoidable escape of steam or water vapour into the atmosphere directly due to a manufacturing process:
Provided that the introduction of air directly from outside through moistened mats or screens placed in openings at time when the temperature of the room is 80 degrees or more, shall not be deemed to be artificial humidification;
- (c) “belt” includes any driving strap or rope;
- (d) “Chief Inspector” means an officer appointed under sub-section (1) of section 9 of the Act;
- (e) “degree” means degrees on the Fahrenheit scale;
- (f) “Form” means form appended to these rules;
- (g) “fume” includes gas or vapour;
- (h) “hygrometer” means an accurate wet and dry-bulb thermometer conforming to the prescribed conditions as regards constructions and maintenance;
- (i) “Inspector” means an officer appointed under sub-section (2) of section 9 of the Act; and includes the “Chief Inspector” and other officers as may be notified as Inspector under sub-section (3) of the said section; and
- (j) “septic tank latrine” means a latrine of the septic tank type, together with its filter beds, and includes activated sludge latrines and aerobacterial latrines.

CHAPTER I

APPROVAL OF PLANS OF FACTORY, FEES FOR LICENCING AND REGISTRATION.

3. (1) There shall not be any construction or extension of any factory unless previous permission in writing is obtained from the Chief Inspector for such construction or extension.

(2) All applications for the previous permission shall be made in Form No. 1 which shall be accompanied by the following documents—

- (a) a flow chart of the manufacturing process supplemented by a brief description of the process in its various stages;
- (b) plans in duplicate showing—
 - (i) the site of the factory and its immediate surroundings including adjacent buildings and other structures, roads, drains, etc.; and
 - (ii) the plan, elevation and necessary cross-sections of the various buildings drawn to scale indicating all relevant details relating to construction of walls, roofings, natural lighting, ventilation and means of escape in case of fire, the position of the plant, machinery, aisles and passage way, etc.; and
- (c) such other particulars as the Chief Inspector may require.

(3) The Chief Inspector, if satisfied, shall, in returning to the applicant one copy of the plan submitted under sub-rule (2) and or, may call for such other particulars as he may require to enable him to approve the plan.

(4) No deviation of any kind from approved plans shall be made without the written permission of the Chief Inspector.

4. (1) The occupier of every factory shall submit to the Chief Inspector an application in Form No. 2, in duplicate, for its registration and grant of licence,—

- (a) in the case of a factory already in existence and engaged in manufacturing process, within fifteen days from the date of coming into force of these rules, and
- (b) in the case of a factory coming in existence and engaging in manufacturing process, on or after the coming into force of these rules, within at least fifteen days before the factory resumes working.

5. (1) Every licence for a factory shall, on the payment of the fees specified in the Schedule below, be granted by the Chief Inspector in Form No. 3:

Provided that the fee payable by a factory declared under section 3 of the Act shall be Taka five.

(2) Every licence shall remain in force up to the 31st December of the year for which the licence is granted.

(3) The Chief Inspector may, receipt of an application in Form No. 2, may renew the licence.

(4) The licence or a copy of it shall be displayed at a conspicuous place of the factory.

Schedule

Scale of fees payable for licence and annual renewal of licence by factories.

Maximum number of workers to be employed on any day during the year.		Licence fees.	Renewal licence fees.
		Taka	Taka
A.	10 to 30	20·00	10·00
B.	31 to 50	50·00	25·00
C.	51 to 100	100·00	20·00
D.	101 to 200	150·00	30·00
E.	201 to 300	200·00	40·00
F.	301 to 500	350·00	70·00
G.	500 to 750	400·00	80·00
H.	751 to 1,000	500·00	100·00
I.	All over 1,000	600·00	120·00

(2) Every application for renewal of licence shall be submitted in Form No. 2, in duplicate, on or before the 31st December every year.

6. **Amendment in licence.**—(1) A licence granted under rule 5 may be amended by the Chief Inspector.

(2) A licensee whose licence requires to be amended by virtue of increase in the number of workers employed or additional power installed shall submit it to the Chief Inspector with an application in Form No. 2 stating the nature of amendment. Fee for such amendment shall be taka ten and in addition the occupier shall be required to pay the amount of licence fee as may be applicable to the factory minus the amount which was originally paid for such licencing.

7. **Default in payment of renewal fee.**—If the fee for renewal of licence is not deposited within the time specified in sub-rule (2) of rule 5, then notwithstanding any other action which may be taken, the amount of the fee for renewal of the licence shall be 25 per cent. in excess of the amount which would otherwise be payable if the payment is made within three calendar months of the time specified and shall be 50 per cent. in excess of the amount which would otherwise be payable for further default beyond three calendar months:

Provided that if part of the renewal fee is paid within the due date, the excess fee shall only be payable on the balance due.

8. **Lost of licence.**—Where a licence granted under these rules is lost or accidentally destroyed, a duplicate may be granted on payment of Taka five.

9. **Payment of fees.**—Every application under these rules shall be accompanied by a treasury receipt showing that the non-refundable fee has been paid into the local treasury under the head of account “XXXVI-Miscellaneous Department-Inspector of Factories and Establishments-Miscellaneous-Receipt on account of sale of Forms.”

CHAPTER II

INSPECTING STAFF

10. **Duties of certifying surgeons.**—(1) A certifying surgeon shall fix such places and times as he thinks fit for the attendance of persons wishing to obtain certificates of fitness. Notice of places and times so fixed shall be given to the managers of the factories concerned.

(2) The certifying surgeon shall grant certificate of fitness in Form No. 4.

(3) While preparing a certificate of fitness which shall be deemed to be a certificate of fitness under section 68 of the Act, the required particulars shall be filled in on the certificate and the counterfoil, and on both shall be impressed the left thumb mark of the person to whom the certificate is being granted.

(4) The certifying surgeon shall submit such report to the Chief Inspector, as the Chief Inspector may call for from time to time in respect of factory or class or Inspection of factory determined by him.

(5) The certifying surgeon shall visit the factories to examine persons engaged, according to the Chief Inspector of rules, if any, in dangerous occupation or processes at such intervals as the Chief Inspector in these behalf.

(6) The certifying surgeon shall record the result of the examination in each visit in a register, known as the Health Register in Form No. 17, maintained with the factory manager.

(7) If the certifying surgeon finds as a result of this examination that any person employed in any process is no longer fit for medical reason to work in the process, he shall suspend such person from working in that process for such time as he may think fit and no person after suspension shall be employed in that process without the written sanction of the certifying surgeon in the Health Register.

(8) The Manager of a factory shall afford to the certifying surgeon all facilities to inspect any process in which any person is employed or is likely to be employed.

(9) The Manager of a factory shall provide, for the purpose of any medical examination which the certifying surgeon wishes to conduct at the factory, a room which shall be properly cleaned and adequately ventilated and lighted and furnished with a screen, a table, chairs, etc.

(10) If the examination of persons employed in processes covered relating to dangerous operations cannot be carried out at the factory owing to the special nature of the examination that may be necessary, the Manager of the factory shall arrange to send such persons to such places as may be required by the certifying surgeon.

CHAPTER III

HEALTH

11. **Lime-washing and painting.**—In every factory all inside walls and partitions, all ceilings or tops of rooms and all walls, sides and tops of passages and staircases, if painted or varnished and have smooth impervious surfaces, shall be washed with water once in every fourteen months and, if necessary, by soap and brush.

12. **Record of cleanliness.**—The dates on which the processes required by clause (d) of section 12 are carried out shall be entered in a Register maintained in Form No. 6.

13. **Disposal of wastes and effluents.**—In the case of a factory situated in a place where no public sewerage system exists, prior approval of the arrangements made for the disposal of the wastes and effluents shall be obtained from the Chief Inspector who shall act in this behalf in consultation with the Directorate of Health Services.

14. **Construction and maintenance of drains.**—All drains carrying waste or sludge water shall be constructed in masonry or other impervious material and shall be regularly flushed the effluent disposed of by connecting such drains with suitable drainage line:

Provided that, where there is no such drainage line, the effluent shall be deodorized and rendered innocuous and then disposed of in a suitable manner to the satisfaction of the Inspector of Factories.

15. **Artificial humidification in cotton mills.**—There shall be no artificial humidification in any room of a cotton spinning or weaving factory—

- (a) by the use of steam during any period when the dry bulb-temperature of that room exceeds 85 degrees;
- (b) at any time when the wet bulb reading of the hygrometer is higher than that specified in the schedule below in relation to the dry bulb reading of the hygrometer at that time; or as regards a dry bulb reading intermediate between any two dry bulb readings indicated

consecutively in the Schedule when the dry bulb reading does not exceed the wet bulb reading to the extent indicated in relation to the lower of these two dry bulb readings:—

Schedule

Dry bulb.	Wet bulb.	Dry bulb.	Wet bulb.	Dry bulb.	Wet bulb.
1	2	3	4	5	6
60.0	58.0	77.0	75.0	94.0	86.0
61.0	59.0	78.0	76.0	95.0	87.0
62.0	60.0	79.0	77.0	96.0	87.0
63.0	61.0	80.0	78.0	97.0	88.0
64.0	62.0	81.0	79.0	98.0	88.5
65.0	63.0	82.0	80.0	99.0	89.0
66.0	64.0	83.0	80.5	100.0	89.5
67.0	65.0	84.0	81.0	101.0	90.0
68.0	66.0	85.0	82.0	102.0	90.0
69.0	67.0	86.0	82.5	103.0	90.5
70.0	68.0	87.0	83.0	104.0	90.5
71.0	69.0	88.0	83.5	105.0	91.0
72.0	70.0	89.0	84.0	106.0	91.0
73.0	71.0	90.0	84.5	107.0	91.5
74.0	72.0	91.0	85.0	108.0	91.5
75.0	73.0	92.0	85.5	109.0	92.0
76.0	74.0	93.0	86.0	110.0	92.0

Provided, further, that clause (b) shall not apply when the difference between the wet bulb temperature as indicated by the hygrometer in the department concerned and the wet bulb temperature taken with a hygrometer outside in the shed is less than 3.5 degrees.

16. **Hygrometer.**—(1) In all departments of cotton spinning and weaving mills wherein artificial humidification is adopted, hygrometers shall be provided and maintained in such positions as are approved by the Inspector of Factories.

(2) The number of hygrometers shall be regulated according to the following scales, namely:—

(a) *Weaving Department.*—One hygrometer for departments, with less than 250 looms, and one additional hygrometer for every loom in excess of 250 looms.

(b) *Other Departments.*—One hygrometer for each room of less than 2,00,00 cubic feet capacity and one extra hygrometer for each cubic feet in excess of the said cubic feet.

(c) One additional hygrometer shall be provided and maintained outside each cotton spinning and weaving factory wherein artificial humidification is adopted.

(3) A legible copy of the Schedule annexed to rule 14 shall be affixed near each hygrometer.

17. **Exemption from maintenance of hygrometer.**—If the Chief Inspector is satisfied that the limits of humidity allowed by the schedule to rule 15 are never exceeded he may, grant exemption to any department of a factory from the maintenance of the hygrometer.

18. **Temperature to be recorded at each hygrometer.**—At each hygrometer maintained in accordance with rule 16 correct wet and dry bulb temperature shall be recorded thrice daily during each working day by the persons nominated by the Manager and approved by the Inspector. The temperatures shall be taken between 7 a.m. and 9 a.m., between 11 a.m. and 2 p.m. (but not between the rest interval) and between 4 p.m. and 5-30 p.m. In exceptional circumstances, such additional readings shall be taken in such manner as the Inspector of Factories may specify.

The temperatures shall be entered in a Humidity Register as nearly as possible in Form No. 5, maintained in the factory. At the end of each month, the persons who have taken the readings shall sign the Register and certify the correction of the entries. This Register shall always be available for inspection by the Inspector.

19. **Specifications of hygrometer.**—(1) Each hygrometer shall comprise two mercurial thermometers of wet bulb and dry bulb of similar construction and equal in dimensions, scale and divisions of scale. They shall be mounted on a frame with a suitable reservoir containing water.

(2) The wet bulb shall be closely covered with a single layer of muslin, kept wet by means of a wick attached to it and dipping into the water in the reservoir.

(3) No part of the wet bulb shall be within 3 inches of the dry bulb or less than 1 inch from the surface of the water in the reservoir and the water reservoir shall be below, it, on the side of it away from the dry bulb.

(4) The bulb shall be spherical and of suitable dimensions and shall be freely exposed on all sides to the air of the room.

(5) The bores of the stems shall be such that the position of the top of the mercury column shall be readily distinguishable at a distance of 2 feet.

(6) Each thermometer shall be graduated so that accurate readings may be taken between 50 and 120 degrees.

(7) Every degree from 50 degrees up to 120 degrees shall be clearly marked by horizontal lines on the stem, each fifth and tenth degree shall be marked by longer marks than the intermediate degrees and the temperature marked opposite each tenth degree, *i.e.*, 50, 60, 70, 80, 90, 100, 110 and 120.

(8) A distinctive number shall be indelibly marked upon the thermometer.

(9) The accuracy of each thermometer shall have to be certified by such authority as the Chief Inspector specify and such certificate shall be attached to the Humidity Register.

20. Maintenance of Thermometer.—(1) Thermometers shall be maintained at all Factories in such manner as the Chief Inspector by instruction directs in this behalf.

(2) If the Inspector gives notice in writing that a thermometer is not accurate, it shall not be deemed to be accurate unless and until a fresh certificate is obtained declaring its fitness.

21. Affixing of Hygrometer.—(1) No hygrometer shall be affixed to a wall, pillar, or other surface unless protected by wood or other non-conducting material at least half an inch in thickness.

(2) No hygrometer shall be fixed at a height of more than 5 feet 6 inches from the floor to the top of thermometer stem or in the direct draughts from a fan, window or ventilating opening.

22. **Recording of reading on hygrometer.**—No reading shall be taken for record on any hygrometer within 15 minutes of the renewal of water in the reservoir.

23. **How to introduce steam for humidification.**—The steam pipes used for the introduction of steam for the purpose of artificial humidification of the air in any room shall be subject to the following, namely:—

- (a) the diameter of the pipes shall not exceed two inches and in the case of pipes installed after the 1st day of January, 1966, the diameter shall not exceed one inch;
- (b) the pipes shall be as short as is reasonably practicable;
- (c) all hangers supporting the pipes shall be separated from the bare pipes by an efficient insulator not less than half an inch in thickness;
- (d) the steam pressure of the pipes shall be as low as practicable and shall not exceed 70 lbs. per square inch; and
- (e) the pipes employed for the introduction of steam into the air in a department shall be effectively covered with such non-conducting material as may be approved by Inspector of Factories in order to minimise the amount of heat radiated by them into the department.

24. **Lighting of interior parts.**—The lighting of and the light fittings, in the interior parts of a factory where persons are regularly employed and in other parts shall be of such specification or, as the case may be, of such manner, as the Chief Inspector specify in this behalf.

25. **Provisions for drinking water.**—(1) In every factory there shall be provided and maintained at suitable points conveniently accessible to all workers a supply of water fit for drinking. The quantity supplied daily shall consist of at least as many gallons as there are workers.

(2) The supply of drinking water required under sub-rule (1), if not laid on shall be contained in suitable vessels and shall be renewed at least daily. All practicable steps shall be taken to preserve the water and vessels from contamination.

(3) Any open well or reservoir from which the drinking water is derived shall be so situated and protected as not to be liable to pollution by organic matter or other impurities.

(4) The area around any place where drinking water is supplied to the workers shall be maintained in a clean and drained condition.

(5) The Inspector may, by order in writing, require the manager of a factory to obtain a report from the Directorate of Health Services, as to whether the drinking water supplied to the workers is fit for drinking or otherwise.

26. **Cooling of water.**—In every factory wherein more than two hundred and fifty workers are ordinarily employed the drinking water supplied to the workers' canteen, lunch room and rest room shall, from the 1st of April to the 30th September in every year, be cooled by ice shall other effective method:

Provided that if ice is placed in the drinking water, the ice shall be clean and wholesome:

Provided further that in the case of factories where provisions for water-coolers has been made the Chief Inspector may, by order, in writing, relax the provisions of this rule.

27. **Latrine accommodation.**—(1) Latrine accommodation shall be provided in every factory on the following scale:—

(a) where females are employed, there shall be at least one latrine for every 25 females;

(b) where males are employed, there shall be at least one latrine for every 25 males:

Provided that, where the number of males employed exceeds 100, it shall be sufficient if there is one latrine for every 25 males up to the first 100, and one for every 50 thereafter.

Explanation.—In calculating the number of latrines required under this rule, any odd number of workers less than 25 or 50, as the case may be, shall be reckoned as 25 or 50.

(2) The number of workers in factory for whom septic tank latrine accommodation shall be deemed to be adequate shall be (a) the maximum number of daily users as approved by Directorate of Health Services, under clause (1) of rule 29, or (b) the number of workers provided for on the scale specified in sub-rule (1), whichever is less; and where the number so calculated is less than the total number of workers employed, the accommodation provided by way of septic tank latrines shall not be deemed to be sufficient within the meaning of section 20.

28. **Design, situation, etc. of latrines.**—The following provisions shall apply to latrines:—

- (1) The design and the site or situation shall be subject to the approval of the Directorate of Health Services, and the construction shall be subject to the approval of the Chief Inspector. Application for such approval shall be accompanied by plans in duplicate showing (a) the site for situation and immediate surroundings including adjacent buildings and drinking water source and (b) the plan, elevation and necessary cross-section drawn to scale indicating all relevant details.
- (2) They shall be situated, unless otherwise approved in writing by the Inspector, within the factory precinct and so located that every worker may have ready access thereto and no effluvia therefrom can arise within a workroom.
- (3) They shall not communicate with any workroom except through the open air or through an intervening ventilated space and shall be adequately lighted during working hours.
- (4) They shall be under cover and so partitioned off as to secure privacy, and shall have proper hinged doors and fastenings:

Provided that the Chief Inspector may, by order in writing exempt factories existing on the date of commencement of these rules from providing hinged doors and fastening for these latrines which have been constructed before such commencement.

- (5) Where workers of both sexes are employed, separate latrines shall be provided for each sex and outside each latrine, at the entrance, there shall be displayed in a conspicuous position, and approved sign or a notice in Bengali clearly indicating the sex for which the latrine is provided. All latrines intended for females shall be so placed or so screened that the interior shall not be visible even when the door is open, from any place where persons of other sex have to work or pass, and, if the latrines for one sex adjoin those for the other sex the approaches shall be separate and there shall be no common entrance.

- (6) Where piped water-supply is available a sufficient number of water taps, conveniently accessible, shall be provided in order near such latrine accommodation.

29. **Septic tank latrines.**—The following provisions shall supply to septic tank latrines:—

- (a) The maximum number of daily users for whom the tank is designed shall be approved by the Directorate of Health Services, and a notice board showing such number shall be fixed in a prominent position on each latrine.
- (b) The latrines shall be so designed as to allow a space of 2 cubic feet to 3 cubic feet per user and the ordinary filter beds shall have 6 cubic feet of filtering media per every user, and for rotary filters the capacity may be reduced to 3 cubic feet per user.
- (c) Efficient automatic recording turnstile or turnstiles shall be provided for recording the total number of users admitted on any day, and a register showing the number of daily users shall be maintained.
- (d) The effluent therefrom shall conform to such standards as the Government may prescribe by notification in the Official Gazette.
- (e) For the satisfactory disposal of the sludge or other solid matters, a pit of cubical capacity equal to the total flow of not less than an hour shall be provided to receive the solid matter. When the pit becomes full, the valves should be closed and the solid matter and sludge shall be allowed time to settle. The effluent shall then be drawn off and sterilised, and the solid matter and sludges shall be trenched or burnt:

Provided that where the Chief Inspector is satisfied that in respect of any septic tank the requirements of clause (c) are not necessary, he may by order in writing grant exception from that clause on such conditions, if any, as he may impose.

30. **Reference to municipal and local authorities.**—In the case of factories situated in places within the limit of a local authority if it appear to the Inspector that there has been a breach of the provisions of any municipal or local Act relating to sanitary arrangements, removal of objectionable rubbish, the cleaning

and fencing of water tanks, or the link matters, the Inspector shall without prejudice to any action which he is empowered to take under the Act or the rules thereunder draw the attention of the local authority to the breach of such provisions.

31. Urinal accommodation.—Urinal accommodation shall be provided for the use of male workers which shall not be less than 2 feet in length. It shall be sufficient if there is one urinal for every 50 males up to the first 500 employed, and one for every 100 thereafter. In calculating the urinal accommodation required under this rule any odd number of workers less than 50 or 100 as the case may be, shall be reckoned as 50 or 100.

32. Urinals to conform to public health requirements.—Urinals other than those connected with an efficient waterborne sewerage system and urinals in a factory wherein more than 250 workers are ordinarily employed shall comply with the requirements of the Directorate of Health Services.

33. White-washing, colour-washing of latrines and urinals.—The walls, ceilings and partitions of every latrine and urinal shall be white-washed or colour-washed and the white-washing or colour-washing shall be repeated at least once in every period of four months. The dates on which the white-washing or carried out shall be entered in the Register in Form No. 6:

Provided that, parts of latrines and urinals which are laid in glazed lites or otherwise finished to provide a smooth polished impervious surface shall be washed with suitable detergents and disinfectants at least once in every period of four months.

34. Number and location of spittoons.—The number and location of spittoons to be provided shall be to the satisfaction of the Chief Inspector.

35. Type of spittoons shall be of either of the following types:—

- (a) a galvanised iron container with a conical funnel shaped cover. A layer of suitable disinfectant liquid shall always be maintained in the container; or
- (b) a container filled with dry, clean sand, and covered with a layer of bleaching powder; or
- (c) any other type approved by the Chief Inspector.

36. **Cleaning of spittoons.**—The spittoons shall be emptied, cleaned and disinfected at least once every day and the spittoons mentioned in clause (b) or rule 35 shall be cleaned by scraping out the top layer of sand as often as necessary or at least every day.

CHAPTER IV

SAFETY

37. **Safety precautions.**—Without prejudice to the provisions of sub-section (1) of section 23, in regard to the fencing of machines, the further precautions as may be directed by the Chief Inspector in writing shall apply to the machines specified in such direction.

38. **Building and structures.**—No building, wall, chimney, bridge, tunnel, road, gallery, stairway, ramp, floor, platform, staging or other structure, whether of a permanent or temporary character shall be constructed, situated or maintained in any factory in such a manner as to cause risk or bodily injury.

39. No railway or other electrical or mechanical means of transport within the precincts of a factory, shall be constructed, situated, operated or maintained in such a manner as to cause risk of bodily injury:

Provided that the Chief Inspector shall not accept any such railway or means of transport if it is so designed, maintained or operated as to continue the provisions of any other Act, the time being in force.

40. **Machinery and plant.**—No machinery plant or equipment shall be constructed, situated, operated or maintained in any factory in such a manner as to cause risk of bodily injury.

41. **Precautions against electrical hazards.**—(1) In every factory all electric supply lines and apparatus, shall be sufficient in size and power for the work they may be required to do

and shall be constructed, situated, protected, worked and maintained in such a manner as to cause no risk of bodily injury:

Provided that where automatic mechanism is installed which renders 'dead' any electrical equipment on the occurrence of ganger, such mechanism shall be taken into account by the Inspector when considering the adequacy or otherwise of the protection furnished:

Provided further that in no case shall the Inspector accept as adequate any conditions or combination of conditions which are subject to objection under any law for the time being in force.

(2) Every portable hand lamp must be equipped with an insulating handle and the bulb must be enclosed in a wire cage which must be insulated from the metal parts of the lamp holder.

(3) Wherever practicable, connection between the flexible of a portable apparatus and the supply line shall be made by a property designed three pin socket, so arranged that wrong insertion will not be possible.

(4) The type and the layout of electrical apparatus to be used and the method of electrical wiring in any part of a factory in which any substance likely to induce ignitable or explosive mixture is used or stored, shall be subject to the approval of the Chief Inspector.

Explanation.—'Apparatus' includes all apparatus, machines and fittings in which conductors are used, or of which they form parts.

42. **Methods of work.**—No process or work shall be carried on in any factory in such a manner as to cause risk of bodily injury.

43. **Stacking and storing of materials, etc.**—No materials or equipment shall be stacked or stored in such a manner as to cause risk of bodily injury.

44. **Work on or near machinery in motion.**—(1) One or more adult male workers shall be appointed for the purposes of subsection (1) of section 24. A list of such workers shall be maintained in a register in Form No. 7.

(2) No worker shall be appointed unless he has been sufficiently trained for such examination or operation and is acquainted with the dangers from moving machinery arising in connection with such work.

(3) A worker required to wear tight fitting clothing under sub-section (1) of section 24 shall be provided by the occupier with such clothing which shall consist of at least a pair of closely fitting shirts and a closely half sleeve shirt or vest. Such clothing shall be returned to the occupier on termination of service or when new clothing is provided.

45. Employment of young persons on dangerous machinery.—The following machines shall be deemed to be of such dangerous character that young persons shall not work at them unless the provisions of sub-section (1) of section 25 are complied with:—

- (a) power presses other than hydraulic presses, milling machines used in the metal trades;
- (b) guillotine machine;
- (c) circular saws; and
- (d) plate printing machines.

46. Lifting machines, chains, ropes and lifting tackles.—(1) No lifting machine and no chain, rope or lifting tackle, except a fibre rope or fibre rope sling, shall be taken in use in any factory for the first time in that factory unless it has been tested and all parts have been thoroughly examined by a competent person and a certificate of such a test and examination specifying the safe working load or loads and signed by the person taking the test and the examination, has been obtained and is kept available for inspection.

(2) Every jib-crane so constructed that the safe working load may be varied by the raising or lowering of the jib, shall have attached thereto either an automatic indicator or safe working loads at corresponding inclination of the jib or corresponding radii of the load.

(3) A table showing the safe working loads of every kind and size of chain, rope or lifting tackle in use, and in the case of a multiple sling, the safe working loads of different angles of the legs, shall be posted in the store room or place where or in which the chains, ropes or lifting tackles are kept, and in prominent positions on the premises and no rope, chain, or lifting

tackle not shown in the table shall be used. The foregoing provisions of this paragraph shall not apply in respect of such lifting tackle if the safe working load thereof, or in the case of a multiple sling, the safe work in load at different angles of the legs, is plainly marked upon it.

(4) A register as nearly as possible in Form No. 8 shall be maintained containing the following particulars, which shall be available for inspection :—

- (i) name of the occupier of the factory;
- (ii) address of the factory;
- (iii) distinguishing number or mark and description to identify the lifting machine, chain, rope or lifting tackle;
- (iv) date when the lifting machine, chain, rope or lifting tackle was first taken into use in the factory;
- (v) date and number of the certificate relating to any test and examination made under sub-rule (1) together with the name and address of the person who issued the certificate;
- (vi) date of such periodical thorough examination made and by whom it was carried out;
- (vii) date of annealing or other heat treatment of the chain and other lifting tackle and by whom it was carried out;
- (viii) particulars of any defects affecting the safe working load found at any examination or after annealing and of the steps taken to remedy such defects.

(5) All chains and lifting tackle, except a rope sling, shall, unless they have been subjected to such other heat treatment as may be approved by the Chief Inspector by effectively annealed under the supervision of a competent person at the following intervals :—

- (i) all chains, slings, rings, hooks, shackles and swivels used in connection with molten metal or molten slag or when they are made of half inch bar or smaller, once at least every six months.

- (ii) all other chains, rings, hooks, shackles and swivels in general use once at least in every twelve months:

Provided that chains and lifting tackle not in frequent use shall, subject approved of the Chief Inspector, be annealed only when necessary. Particulars of such annealing shall be entered in the register prescribed under sub-rule (4).

(6) Nothing in sub-rule (5) shall apply to the following classes of chains and lifting tackle :—

- (i) chains made of malleable cast iron;
- (ii) plate link chains;
- (iii) chains, rings, hooks, shackles and swivels made of steel or of any non-ferrous metal;
- (iv) pitched chains, working on sprocket or pocketed wheels;
- (v) rings, hooks, shackles and swivels permanently attached to pitched chains, pulley blocks or weighing machines;
- (vi) hooks and swivels having screw threaded parts or ball bearing or other case hardened parts;
- (vii) socket shackles secured to wire ropes by white metal capping;
- (viii) bordeaux connections;
- (ix) any chain or lifting tackle which has been subjected to the heat treatment known as "normalising" instead of annealing. Such chains and lifting tackle shall be thoroughly examined by a competent person once at least in every twelve months and particulars entered in the register kept in accordance with sub-rule (4).

(7) All lifting machines, chains, ropes and lifting tackle, except a fibre rope or fibre rope sling, which have been lengthened, altered or repaired by welding or otherwise, shall before being again taken into use, be adequately tested and re-examined by a competent person and a certificate of such list and examination be obtained.

(8) All rails on which a travelling crane moves and every track on which the carriage of a transporter or runway moves, shall be of proper size and adequate strength and have an even running surface and every such rail or track shall be properly laid, adequately supported and properly maintained.

(9) No person under 18 years of age and no person who is not sufficiently trained and reliable shall be employed as driver of a lifting machine whether driven by mechanical power or otherwise or to give signals to the driver.

(10) Overhead travelling cranes shall be provided with safe access by stair-ways or fixed ladders from the ground or floor to the crane cabs and from the crane cabs to the bridge footwalks.

(11) Where the regular footwalks or platforms provided on the bridges of overhead travelling cranes do not afford safe support for changing or repairing wheels of end trucks, special platforms shall be provided for the purpose at both ends of each bay :

Provided that the Chief Inspector may exempt any factory in respect of any particular overhead travelling crane from the operation of any provision of this sub-rule subject to such condition as he may direct in writing..

47. **Pressure plant.**—(1) Every plant or machinery other than working cylinder of prime movers used in a factory, and operated at a pressure greater than atmospheric pressure, shall be—

- (a) of odd construction, sound material, adequate strength, and free from any patent defect;
- (b) property maintained in a safe condition;
- (c) fitted with—
 - (i) a suitable safety valve or other effective device to ensure that the maximum permissible working pressure of the vessel shall not be exceeded;
 - (ii) a suitable pressure gauge easily visible and designed to show, at all times, the correct internal pressure in pounds per sq. inch, and marked with a prominent red mark at the safe working pressure of the vessel;

- (iii) a suitable stop valve or valves by which the vessel may be isolated from other vessels or source of supply of pressure;
- (iv) a suitable drain cock or valve at the lowest part of the vessels for the discharge of collected liquid :

Provided that it shall be sufficient for the purpose of clause (c) if the safety valves, pressure gauge and top valve are mounted on a pipe line immediately adjacent to the vessels and where there in a range of two or more similar vessels in a plant served by the same pressure load, only one set of such mountings need be fitted, provided they cannot be insulated;

(d) thoroughly examined by a competent person—

- (i) externally, once in every period for six months, to ensure general condition of the vessel and the working of its fitting;
- (ii) internally, once in every period of twelve months, to ensure condition of the walls, seams and ties, both inside and outside vessel, soundness of the parts of the vessel, and the effects of corrosion. If by reason of construction of the vessel, thorough internal examination is not possible, then examination may be replaced by a hydraulic test which shall be carried out once in every two years, provided that the vessels in continuous processes which cannot be frequently opened, the period of internal examination may be extended to four years;
- (iii) hydraulically at intervals of not more than four years provided that in respect of pressure vessels with thin walls such as sizing cylinders made of copper or any other non-ferrous metal periodic hydraulic test may be dispensed with on the condition that the requirements laid down in sub-rule (2) are fulfilled.

(2) In respect of pressure vessels of thin walls such as sizing cylinder made of copper or any other non-ferrous metal, the safe working pressure shall be reduced at the rate of 5 per cent. of the original working pressure for every year of its use after the first 5 years and no such cylinder shall be continued to be used for more than twenty years after it was first taken into use.

(3) If no information as to the of construction, thickness of walls and safe working pressure is available, the age of the sizing cylinder shall be determined by the competent person in consultation with the Chief Inspector from any other particulars available with the Manager.

(4) Every new and second hand cylinder of thin walls to which repairs which may effect its safety, have been carried out shall be tested before use at least one and half times its working pressure.

(5) Every vessel other than part of a prime mover operated at a pressure greater than atmospheric pressure, and not so constructed as to withstand with safety, the maximum permissible working pressure at the source of supply, or the maximum pressure which can be obtained in the pipe connecting the vessel with any other source of supply shall be fitted with a suitable reducing valve or other suitable automatic device to prevent the safe working pressure of the vessel being exceeded.

(6) If during thorough examination, doubt arises as to the ability of a vessel to work safely until the next examination provided for in these rules then the competent person shall enter in his report in Form No. 9 a statement mentioning the reasons for authorizing the vessel for further work subject to a lowering of pressure or to more frequent inspection or subject to both of these requirements.

(7) No vessel which has undergone alterations or repairs shall be taken into use unless it is thoroughly examined by a competent person.

(8) A report on the result of every examination made shall be completed in Form No. 9 and signed by the person making the examination and shall be kept available for perusal by an Inspector.

(9) No vessel which has previously been used elsewhere shall be taken into use in any factory for the first time in the factory until it has been examined and reported in accordance with these rules and no new vessel shall be taken into use unless a certificate specifying the maximum permissible working pressure thereof, and the nature of the tests to which the vessel and its fittings, if any, have been subjected has been obtained from the

maker of the vessel, or from a competent person. The certificate shall be kept available for perusal by an Inspector, and the vessel shall be so marked as to enable it to be identified, to which the certificate relates.

(10) Where the report of any examination under this rule specifies conditions for securing the safe working of a vessel the vessel shall not be used except in accordance with these conditions.

(11) The competent person making the report of any examination under this rule shall, within seven days of the completion of the examination, send to the Inspector of Factories a copy of the report in every case where the maximum permissible working pressure is reduced, or the examination shows that the part cannot continue to be used with safety unless certain repairs are carried out immediately or within a specified time.

(12) The requirements of this rule shall be in addition and not in derogation of the requirement of any other law, rule or regulation for the time being in force.

(13) Nothing in this rule shall supply to:—

(a) any plant which comes within the scope of the Boilers Act, 1923; and

(b) portable cylinders of vessels used for transport of gases.

Explanation.—In this rule, “vessel” means any closed vessel of any capacity but does not include feed pumps, steam traps, turbine casings, compressor cylinders, valves, air vessels or pumps, pipe coils of the moral design, accessories of instruments and appliances, such as, cylinders and piston assemblies used for operating relays and interlocking type of guards, gas holders with working pressure only slightly over atmospheric pressure and of capacity less than 5,000 cubic ft., vessels with liquids subject to static head only and hydraulic operating cylinders other than any communicating with an air loaded accumulator.

(14) The Chief Inspector may exempt on such conditions as may be deemed expedient any or all the pressure vessels from compliance with any or all the provisions of this rule if he is satisfied that the construction or use of these vessels of this rule if he is satisfied that the construction or use of these vessels is such that inspection provision are not necessary or are not practicable.

48. **Excessive weights.**—(1) No woman or young person shall be employed in any factory to lift, carry or move by hand or on head, unaided by another person, any material, article, tool or appliance exceeding the following maximum limit in weight:

(a) adult male	68 lbs.
(b) adult female	50 "
(c) adolescent male	50 "
(d) adolescent female	40 "
(e) male child	35 "
(f) female child	30 "

(2) No woman, while she is pregnant, shall be employed in any factory to lift, carry or move by hand or on head, any material, article, tools or appliance.

49. **Protection of eyes.**—Effective screens or suitable goggles shall be provided for the protection of persons employed in or in the immediately vicinity of the following processes:—

- (a) dry grindings of metals or metal articles applied by hand to a revolving wheel, or disc driven by mechanical power; turning (external or internal) of non-ferrous metals or of cast iron, or articles of such metals or such iron, where the work is done dry, other than precision turning where the use of goggles or screen would seriously interfere with the work, or turning by means of hand tools;
- (b) welding or cutting of metals by means of electric, oxy-acetylene or similar processes;
- (c) footing, cutting out cold rivets or bolts, chipping or scaling, and breaking or dressing of stone, concrete, slag, etc., by hand tools, or other portable tools.

50. **Minimum dimension of manholes.**—Every chamber, tank, vat, pipe, flue or other confined space, in which persons may have to enter and which may contain dangerous fumes to such extent as to involve risk of the persons being overcome thereby, shall, unless there is other effective means of egress, be provided with a manhole which may be rectangular, oval or circular in shape, and which shall—

- (a) in the case of a rectangular or oval shape, be not less than 16" long and 12" wide;
- (b) in the case of a circular shape, be not less than 16" in diameter.

51. Means of escape in case of fire.—(1) Each room of a factory building shall be provided with not less than two exits for use in case of fire, so positioned that each person will have a reasonably free and unobstructed passage from his work place to an exit.

(2) No such exit shall be less than 3'-0" in width and less than 6'-6" in height.

(3) In the case of a factory building or part of a factory building of more than one storey and in which not less than 20 persons work at any one time, there shall be provided at least one substantial stairway permanently constructed either inside or outside the building and which affords direct and unimpeded access to ground level.

(4) In the case of a factory building or part of a factory building in which 20 or more persons work at any one time above the level of the ground floor, or wherein explosive or highly inflammable materials are used or stored, or which is situated below ground level, the means of escape shall include at least two separate and substantial stairways permanently constructed either inside or outside the building and which afford direct and unimpeded access to ground level.

(5) Every stairway in a factory which affords a means of escape in case of fire shall be provided with a substantial handrail which if the stairway has open side shall be on that side, and if the stairway has two open sides, such handrail shall be provided on both sides.

(6) In the case of a building constructed or for use as a factory, after coming into force of these rules, the following additional requirements shall apply:—

- (a) at least one of the stairways shall be of fire resisting materials;
- (b) every hoistway or lift-way inside a factory building shall be completely enclosed with fire-resisting materials and all means of access to the hoist or lift shall be fitted with doors of fire-resisting materials;
- (c) no fire escape stair shall be constructed at an angle greater than 45° from the horizontal;
- (d) no part of a factory building shall be at a distance (along the line of travel) of 150'-6" from any fire escape stair; and
- (e) no stairway shall be less than 45" in width.

52. **Fire fighting apparatus and water supply.**—(1) In every factory there shall be provided and maintained two fire buckets of not less than two gallon capacity for every 1,000 sq. ft. of floor area subject to a minimum of four buckets on each floor and every bucket shall—

- (a) conform to appropriate Bangladesh standard specification;
- (b) be kept in a position approved by the Inspector of Factories and shall be used for no other purpose than fire extinguishing; and
- (c) at all times be kept full of water, except where the principal fire risk arises from inflammable liquid or other substances where water cannot be used:

Provided that the Chief Inspector may, for reasons stated in writing, relax the requirements of this clause.

(2) In Factories having more than 1,000 sq. ft. floor area and where fire may occur due to combustible materials other than inflammable liquids, electrical equipment and ignitable metals, soda acid or equivalent type of portable extinguishers at the rate of one for every 5,000 sq. ft. of area spaced at not more than 100 ft. apart subject to a minimum of one extinguisher shall be provided in addition to fire buckets required under sub-rule (1).

(3) In Factories where fire may occur due to inflammable liquids or grease or paint, the extinguishers to be provided at the scale laid down in sub-rule (2) shall consist of foam, carbon tetrachloride, dry power, carbon-dioxide, chlorobromomethane or other equivalent type.

(4) In factories where fire may occur due to electrical equipment, the extinguisher to be provided at the scale laid down in sub-rule (2) shall consist of carbondioxide, dry power, carbon-tetrachloride or equivalent types.

(5) In factories where fire may occur due to magnesium aludinium or zinc dust or shavings of other ignitable metals, the use of liquids, carbon-dioxide or foam type extinguishers shall be prohibited and an ample supply of clean, fine, dry sand, stone dust or other inert material shall be kept ready for segregating such fires.

(6) Every type of portable fire extinguisher shall be kept mounted in a position approved by the Inspector of Factories;

Provided that where the Chief Inspector is of opinion that owing to other adequate automatic fire fighting installations approved by any recognised fire association or fire insurance company provided in the factory building or room, all or any of the provisions of this sub-rule may be relaxed, he may issue a certificate in writing specifying the extent to which the above requirements are relaxed in respect of that building or room.

(7) Every portable fire extinguisher to be provided under sub-rule (2) shall—

- (a) conform to the appropriate standard specification,
- (b) be kept charged ready for use, properly mounted in a position approved by the Inspector and accompanied by maker's printed instructions for its use; and
- (c) be examined, tested or discharged periodically in accordance with the maker's recommendation.

(8) Every worker of the factory shall keep and maintain sufficient number of spare charges for each type of extinguisher provided in the factory with a maximum of 12 spare charges always in stock and readily available.

(9) Every worker of the factory should as far as possible, be trained in the use of portable fire extinguishers, subject to a minimum of at least one fourth of the numbers engaged separately in each section of the factory.

(10) Each factory shall have a trained officer who shall be responsible for the proper maintenance and up keep of all fire fighting equipments.

(11) The manager of the factory shall prepare a detailed 'Fire Safety Plan' for proper conformance of fire safety rules and for actions to be taken, in proper sequence, in the case of a fire in the factory.

53. **Prohibition of smoking and naked lights.**—There shall be exhibited in English and in the language of the majority of the workers, a notice prohibiting smoking and the use of naked lights, in any place where they would be dangerous, or where the Inspector may require, and all other reasonable precautions against fire shall be taken.

CHAPTER V

WELFARE

54. **Washing facilities.**—(1) There shall be provided and properly maintained in every factory for the use of employed persons adequate and suitable facilities for washing which shall include soap and nail brushed or other suitable means of cleaning and the facilities shall be conveniently accessible and shall be kept in a clean and orderly condition.

(2) Without prejudice to the generality of the foregoing provisions, the washing facilities shall include—

- (a) a trough with tap/or jets at intervals of not less than 2'-0", or
- (b) wash-basins with taps attached thereto, or
- (c) taps on stand-pipes, or
- (d) showers controlled by taps, or
- (e) circular troughs of the fountain type:

Provided that the Inspector may, having regard to the need and habits of the workers, fix the proportions in which the aforementioned types of facilities shall be installed.

(3) Every trough and basin shall have a smooth, impervious surface and shall be fitted with a waste-pipe and plug.

(4) The floor or ground under and in the immediate vicinity of every trough, tap, wash-basin, stand pipe and shower shall be so laid or furnished as to provide a smooth impervious surface and shall be adequately drained.

(5) For persons whose work involves contact with any injurious or noxious substance, there shall be at least one tap for every 15 persons and for persons whose work does not involve such contact the number of taps shall be as follows:—

No. of workers.	No. of taps.
Up to 20	1
20 to 35	2
36 to 50	3
51 to 150	4
151 to 200	5
Exceeding 200 but not exceeding 500	5 <i>plus</i> 1 tap for every 50 or fraction of 50.
Exceeding 500	11 <i>plus</i> one tap or every 100 or fraction of 100.

(6) If female workers are employed, separate washing facilities shall be provided and so enclosed or screened that the interiors are not visible from any place where persons of the other sex work or pass. The entrance to such facilities shall bear conspicuous notice in the language understood by the majority of the workers "For Women only", and shall also be indicated priorially.

(7) The water-supply to the washing facilities shall be capable of yielding at least two gallons a day for each person employed in the factory.

55. **First-aid appliances.**—The first-aid boxes or cup-board shall be distinctively marks with a red cross on a white ground and shall contain the following equipment:—

- (a) For factories in which the number of persons employed does not exceed ten or in the case of factories in which mechanical power is not used, does not exceed fifty persons, each first-aid box or cup-board shall contain the following equipment:—
- (i) 6 small sterilized dressings,
 - (ii) 3 medium size sterilised dressings,
 - (iii) 3 large size sterilized dressings,
 - (iv) 3 large size sterilized burn dressings,
 - (v) 1 (1 ounce) bottle, containing a 2 per cent alcoholic of iodine,
 - (vi) 1 (1 ounce) bottle, containing rectified spirit,
 - (vii) one pair of scissors,
 - (viii) 1 copy of the First-Aid leaflet, and
 - (ix) analgesic tablets, ointment for burns and suitable surgical antiseptic solutions.
- (b) For factories in which mechanical power is used and in which the number of persons employed exceeds ten but does not exceed fifty, each first-aid box or cup-board shall contain the following equipment:—
- (i) 12 small sterilized dressings,
 - (ii) 6 medium size sterilized dressings,
 - (iii) 6 large size sterilized dressings,

- (iv) 6 large size sterilized burn dressings,
- (v) 6 ($\frac{1}{2}$ oz.) packets sterilized cotton wool,
- (vi) 1 (2 oz.) bottle containing a 2 per cent alcoholic solution of iodine,
- (vii) 1 (2 oz.) bottle containing rectified spirits,
- (viii) 1 roll of adhesive plaster,
- (ix) tourniquet,
- (x) 1 pair scissors,
- (xi) 1 copy of First-Aid leaflet, and
- (xii) analgesic tablets, ointment for burns, and suitable surgical antiseptic solution.

(c) For factories employing more than fifty persons each first-aid box or cup-board shall contain the following equipment:—

- (i) 24 small sterilized dressings,
- (ii) 12 medium size sterilized dressings,
- (iii) 12 large size sterilized dressings,
- (iv) 12 large size sterilized burn dressings,
- (v) 12 ($1\frac{1}{2}$ oz.) packets sterilized cotton wool,
- (vi) tourniquet,
- (vii) 1 (4 oz.) bottle containing a 2 per cent alcoholic solution of iodine,
- (ix) 1 (4 oz.) bottle of rectified spirit,
- (x) 1 copy of first aid leaflet,
- (xi) 12 roller bandages 4" wide,
- (xii) 12 roller bandages " wide,
- (xiii) 2 rollers of adhesive plaster,
- (xiv) 6 traingular bandages,
- (xv) 2 packets of safety pins,
- (xvi) a supply of suitable splints,
- (xvii) analgesic tablets, ointment for burns and suitable surgical antiseptic solution:

Provided that items (xi to xvii) inclusive need not be included in the standard first-aid box or cup-board in case there is a properly equipped ambulance room, or where there is at least one box containing such items is maintained.

56. **Ambulance room.**—(1) The ambulance room or dispensary shall be in charge of a qualified medical practitioner assisted by at least one qualified compounder and nurse and such subordinate staff as the Chief Inspector may direct. The medical practitioner shall always be available on call during working hours.

(2) The ambulance room or dispensary shall be separate from the rest of the factory and shall be situated in close proximity to any part of the factory in which noisy processes are carried on.

(3) Plan and site plan, in duplicate, of the building to be constructed or adopted, as the ambulance room or dispensary, shall be submitted for the approval of the Chief Inspector.

(4) The ambulance room shall have smooth, hard impervious floor and walls impervious up to a height of 5 ft. and shall be adequately ventilated and lighted by both natural and artificial means. It shall be used only for the purpose of first-aid treatment and rest and shall contain at least:—

- (a) a glazed sink with hot and cold water,
- (b) a table with a smooth top at least 6'-0" × 3'-6",
- (c) means for sterilizing instruments,
- (d) a couch,
- (e) two stretchers,
- (f) the buckets or containers with close fitting lids,
- (g) two rubber hot water bags or ice bags, where required,
- (h) a kettle and spirit stove or other suitable means of boiling water,
- (i) 12 plain wooden splints 36" × 4" × $\frac{1}{4}$ ",
- (j) 12 plain wooden splints 14" × 3" × $\frac{1}{4}$ ",
- (k) 6 plain wooden splints 10" × 2" × $\frac{1}{2}$ ",
- (l) 6 woollen blankets,
- (m) one pair artery forceps,
- (n) two medium size sponges,
- (o) 6 hand towels,
- (p) four kidney trays,
- (q) four cakes Carbolic Soap,
- (r) 2 glass tumblers and wine glasses,

- (s) 2 clinical thermometers,
- (t) graduated measuring glass with teaspoon,
- (u) one eye bath,
- (v) one bottle (2 lbs.) carbolic lotion 1 in 20,
- (w) 3 Chairs,
- (x) One screen,
- (y) one electric hand torch,
- (z) four first-aid boxes or cup boards stocked to the standards prescribed under C of rule 55,
- (zz) adequate supply of anti-tetanus serum.

(5) The Chief Inspector may in the case of Ordinance Factories relax the provisions of sub-rule (1), (2), (3), and (4).

(6) The occupier of every factory shall, for the purpose of removing serious cases of accident or sickness, provide in the premises and maintain in good condition a suitable transport unless he has made arrangements for obtaining such a Transport from a hospital.

(7) A record of all cases of accident and sickness treated at the room shall be kept and produced to the Inspector or certifying surgeon when required.

(8) The scale of medicines to be provided in the dispensary shall be as notified by the Chief Inspector from time to time.

57. **Canteens.**—(1) The occupier of every factory as may be specified by notification in the official gazette wherein more than 250 workers are ordinarily employed shall provide in the factory an adequate canteen according to the standards prescribed in these rules.

(2) The occupier of a factory shall submit for the approval of the Chief Inspector, plans and site plans, in duplicate, of the building to be constructed or adopted for use as a canteen.

(3) The canteen building shall be situated not less than 50ft. from any latrine, urinal, house, cool stacks, ash dumps and other source of dust, smoke or obnoxious fumes:

Provided that the Chief Inspector may in any particular factory relax the provisions of this sub-rule to such extent as may be reasonable in the circumstances and may require measure to be adopted to secure the essential purposes of this sub-rule.

(4) The canteen building shall be constructed in accordance with the plans approved by the Chief Inspector and shall contain at least a dining hall, kitchen, store room, pantry and washing places separately for workers and for utensils:

Provided that the Chief Inspector may, in the case of factories existing on the date of commencement of these rules relax the provisions of this sub-rule to such extent as he considers reasonable.

(5) The height of every room in the building shall be not less than 12 feet from the floor level to the lowest part of the roof. The floor and inside walls up to a height of 4ft. from the floor shall be made of smooth and impervious material:

Provided that in the case of factories existing on the date of commencement of these rules the Chief Inspector may by order in writing relax the provisions of the sub-rule regarding height.

(6) The doors and windows of a Canteen building shall be of flyproof construction and shall allow adequate ventilation.

(7) The canteen shall be sufficiently lighted at all times when any person have access to it.

(8)(a) In every canteen—

(i) all inside walls of rooms and all ceilings and passages and stair-cases shall be lime-washed or colour-washed at least once in each year or painted once in three years;

(ii) all wood work shall be varnished or painted once in three years;

(iii) all internal structural iron or steel work shall be varnished or painted once in three years;

(iv) inside walls of the kitchen shall be lime-washed once in every four months.

(b) records of dates on which lime-washing, colour-washing, varnishing or painting is carried out, shall be maintained in the Register in Form No. 6.

(9) The canteen building shall be maintained in a clean and hygienic condition and its precincts shall be maintained in a clean and sanitary condition. Waste water shall be carried

away in suitable covered drains and shall not be allowed to accumulate so as to cause a nuisance. Suitable arrangements shall be made for the collection and disposal of garbage.

58. **Dining hall.**—(1) The dining hall shall accommodate at least 30 per cent. of the workers working at a time;

Provided that, in any particular factory or in any particular class of factories, the Chief Inspector may, by an order in writing in this behalf, alter percentage of workers to be accommodated.

(2) The floor area of the dining hall, excluding the area occupied by the service counter and any furniture except tables and chairs, shall be not less than 10 sq. ft. per worker to be accommodated as prescribed in sub-rule (1).

(3) A portion of the dining hall and service counter shall be partitioned off and reserved for women workers in proportion to their number. Washing places for women shall be separate and screened to secure privacy.

(4) Sufficient tables with impervious tops, chairs or benches shall be available for the number of workers to be accommodated as prescribed in sub-rule (1).

59. **Equipment.**—(1) There shall be provided and maintained sufficient utensils, crockery, cutlery, furniture and any other equipment necessary for the efficient running of the canteen. Suitable clean clothes for the employees serving in the canteen shall also be provided and maintained.

(2) The furniture, utensils and other equipment shall be maintained in a clean and hygienic condition. A service counter, if provided, shall have a top of smooth and impervious material. Suitable facilities including an adequate supply of hot water shall be provided for the cleaning of utensils and equipment.

60. **Prices to be charged.**—(1) Food, drink and other items served in the canteen shall be sold on a non-profit basis and the prices charged shall be subject to the approval of the canteen Managing Committee.

(2) The charges of foodstuff, beverages, and any other item served in the canteen shall be conspicuously displayed in the canteen.

61. **Accounts.**—(1) All books of accounts, registers and any other documents used in connection with the running of the canteen shall be produced on demand to an Inspector.

(2) The accounts pertaining to the canteen shall be audited, once in every 12 months, by registered accountants and auditors. The balance-sheet prepared by the said auditors shall be submitted to the Canteen Managing Committee not later than 2 months after the closing of the audited accounts:

Provided that the accounts pertaining to the canteen in a Government Factory having its own Accounts Department, may be audited by such Department.

62. **Managing Committee.**—(1) The Manager shall consult the Canteen Managing Committee from time to time as to—

- (a) the quality and quantity of foodstuffs to be served in the canteen;
- (b) the arrangement of the menus;
- (c) the times of meals in the canteen; and
- (d) any other matter as may be found necessary for the purpose of efficient administration of the canteen.

(2) The Canteen Managing Committee shall consist of an equal number of persons nominated by the manager and elected by the workers. The number of elected workers shall be in the proportion of 1 for every 1,000 workers employed in the factory:

Provided that in no case there shall be more than 5 or less than 2 workers on the committee.

(3) The Manager shall determine and supervise the procedure for elections to the Canteen Managing Committee.

63. **Shelters, rest rooms and lunch rooms.**—The shelters or rest rooms and lunch rooms shall conform to such standard and size as the Chief Inspector directs and the manager of a factory shall submit for the approval of the Chief Inspector plan and site plan, in duplicate, of the building to be constructed or adapted.

64. **Creches.**—(1) The creche shall be conveniently accessible to the mothers of the children accommodated therein and so far as is reasonably practicable it shall not be situated in close proximity to any part of the factory where obnoxious fumes, dust or odours are given off or in which excessively noisy processes are carried on. Plan or site plan, in duplicate of the building to be constructed or adopted, shall be submitted for the approval of the Chief Inspector.

(2) The building in which the creche is situated shall be soundly constructed and all the walls and roof shall be of suitable heat resisting materials and shall be water proof. The floor and internal walls up to a height of 4 feet from the floor of the creche shall be so laid or finished as to provide a smooth impervious surface.

(3) The height of the rooms in the building shall not be less than 12ft. from the floor to the lowest part of the roof and there shall be not less than 20 sq. ft. of floor area for each child to be accommodated.

(4) Effective and suitable provisions shall be made in every part of the creche for securing and maintaining adequate ventilation by the circulation of fresh air.

(5) The creche shall be adequately furnished and equipped and in particular there shall be one suitable cot or cradle with the necessary bedding for each child, at least one chair or equivalent seating accommodation for the use of each mother while she is feeding or attending to her child and a sufficient supply of suitable toys for the older children.

(6) A suitable fenced and shady open air play-ground shall be provided for the older children:

Provided that the Chief Inspector may, by order in writing, exempt any factory from compliance with this sub-rule if he is satisfied that there is not sufficient space available for the provision of such a play-ground.

65. **Wash-room.**—There shall be in or adjoining the creche a suitable wash-room for the washing of the children and their clothing. The wash-room shall conform to the following standards:

(a) The floor and internal walls of the room to a height of 3ft. shall be so laid or finished as to provide a smooth impervious surface. The room, shall be adequately

lighted and ventilated and the floor shall be effectively drained and maintained in a clean and tidy condition.

- (b) There shall be at least one basin or similar vessel for every child accommodated in the creche at any one time together with a supply of water provided, if practicable, through taps at the rate of at least 5 gallons per child per day.
- (c) An adequate supply of clean clothes, soap and clean towels shall be made available for each child while it is in the creche.

66. **Supply of milk and refreshment.**—At least $\frac{1}{2}$ lb. (one powa) of pure milk shall be made available for each child on every day for the children above 2 years of age. There shall be provided in addition an adequate supply of wholesome refreshment.

67. **Clothes for creche staff.**—The creche staff shall be provided with suitable clean clothes for use while on duty in the creche.

CHAPTER VI

WORKING HOURS OF ADULTS

68. **Compensatory Holidays.**—(1) Except in the case of workers engaged in any work which for technical reasons must be allowed under sub-section (1) of section 52 of the Act shall be so spaced that not more than two holidays are given in one week.

(2) The Manager of the factory shall display, on or before the end of the month in which holidays are lost, a notice in respect of workers allowed compensatory holidays during the month in which they are due or the two subsequent months and of the days thereof, at the place at which the notice of periods of work prescribed under section 60 is displayed. Any subsequent change in the notice in respect of any compensatory holiday shall be made not less than 5 days in advance of the date of that holiday.

(3) No worker shall be discharged or dismissed before he has been given compensatory holidays to which he may be entitled

and no such holiday or holidays shall be reckoned as part of any period of notice required to be given before discharge or dismissal.

(4) The Manager shall maintain a Register in Form No. 10. The register shall be prescribed for a period of three years after the last entry in it and shall be produced before the Inspector on demand.

69. **Cash equivalent.**—The cash equivalent of the advantage accruing through the concessional sale to a worker of foodgrains and other articles shall be computed at the end of every wage period fixed under section 4 of the Payment of Wages Act, 1926.

70. **Manner of computing cash equivalent, overtime slips and muster-roll.**—(1) For the purpose of computing cash equivalent of the advantage accruing through the concessional sale to a worker of foodgrains and other articles, the difference between the value of foodgrains and other articles at which these were purchased by the factory and the value of foodgrains and other articles supplied at concessional rates shall be calculated and allowed for the number of overtime hours worked:

Provided that this sub-rule shall not apply to any Railway factory whose alternative method of computation has been fixed by the Government.

(2) The Manager of every factory in which workers are exempted from the operation of the provisions of section 50 or section 51 shall keep a muster-roll in Form No. 11 showing the normal piece-work rate pay, or rate of pay per hour of all exempted employees. In this muster-roll shall be correctly entered the overtime hours of work and payments thereof of all exempted worker. The muster-roll shall always available for inspection. All entries shall be made in ink and the muster-roll shall be preserved for three calendar year after the last entry in it.

(3) Period of overtime work shall be entered in overtime slips, in duplicate, a copy of which duly signed by the Manager or by a person duly authorised by him, shall be given to the workers, immediately after completion of the overtime work.

71. **Employment in two factories on the same day.**—An adult worker employed in one factory may work on the same day in one or more other factories, provided that—

- (a) he does not thereby change his employer;
- (b) unless working under the provisions of the rule providing for the exemption of workers engaged on urgent repairs under clause (a) of sub-section (2) of section 63, he does not work for longer periods or for more hours than he might legally have worked in the factory in which he is employed;
- (c) any time spent in travelling between one factory and another shall be deemed to be time during which he has worked; and
- (d) in computing any pay due to the worker for overtime, the total of all hours worked by him in any factory, including any time necessarily spent in travelling between one factory and another shall be deemed to be the total hours worked by him on that day.

72. **Notice of periods of work for adults.**—The notice of periods of work for adult workers shall be in Form No. 12, Form No. 124, or Form No. 128 as the case may be.

73. **Register of adult workers.**—(1) The Register of adult workers shall be maintained in Form No. 13.

(2) There shall be maintained a separate register for each group of workers classified under section 60.

(3) Where a worker is transferred from one group to another or from one relay to another, the particulars of his transfer shall be entered against his name.

(4) All entries in the registers shall be made in ink, shall legible and shall be maintained up-to-date.

(5) All registers shall be maintained in Bengali and all dates entered in a register shall be accordance with Bengali Calendar.

(6) All registers for the preceding three calendar years shall be prescribed and be made available in the factory for examination by the Inspector.

CHAPTER VII

EMPLOYMENT OF YOUNG PERSONS AND EXCLUSION OF UNDERAGE CHILDREN.

74. **Notice of periods of work for children**—The notice of period of work for children worker shall be in Form No. 12, Form No. 124 or Form No. 128 as the case may be.

75. **Register of children workers.**—(1) The register of child workers shall be maintained in Form No. 14.

(2) There shall be maintained a separate register for each group of children classified under section 70.

(3) Where a child is transferred from one group to another, or from one relay to another, the particulars of his transfer shall be entered against his name.

(4) All entries in the registers shall be made in ink, shall be liable, and shall be maintained up-to-date.

(5) All registers shall be maintained in English and all dates entered in the register shall be in accordance with the English calendar.

(6) All registers for the preceding three calendar years shall be preserved and shall be available in the factory for examination by the Inspector.

76. **Exclusion of underage children.**—No child under the age of 14 years shall be permitted within the workrooms and godowns of any factory at any time during which work is carried on.

77. **Register of leave with wages.**—(1) The Manager of factory shall keep an up-to-date register in Form No. 15 showing the particulars of leave with wages:

Provided that if the Chief Inspector is of the opinion that any muster-roll or register maintained as part of the routine of the factory, or return made by the Manager, gives in respect of any or all of the workers in the factory, the particulars required for the enforcement of chapter VIII of the Act, he may, by order in writing, direct that such muster-roll or register or

return shall, to the corresponding extent, be maintained in place of and be treated as the register or return required under this rule in respect of that factory.

(2) The register of leave with wages shall be preserved for a period of 3 years after the last entry in it and shall be produced before the Inspector on demand.

78. **Leave Book.**—(1) The Manager shall provide each worker with a book to be called Leave Book in Form No. 16. The Leave Book shall be the property of the worker and the Manager or the agent shall not demand it except to make relevant entries therein whenever necessary and shall not keep it for more than a week at a time. All entries in the Leave Book shall be made in ink, shall be legible, and shall be maintained up-to-date.

(2) If a worker loses his Leave Book, the Manager shall provide him with another copy on payment of 25 poisha and shall complete it from his record.

79. **Medical Certificate.**—If any worker is absent from work due to his illness, and wants to avail himself of the leave with wages due to him to cover the whole or part of the period of his illness, under the provisions of sub-section (2) of section 80, he shall, if required by the Manager, produce a medical certificate signed by a registered medical practitioner stating the cause of the absence and the period for which the worker is in the opinion of such medical practitioner, unable to attend his work.

80. **Notice to Inspector of lay off or closure.**—The occupier or Manager of every factory shall give to the Inspector a notice of every case of lay off as soon as possible, and of every extended closure of the factory or any section or department thereof stating the reason for the lay off or closure. The particulars of workers working in the factory, section or department, as the case may be, on the date of the notice, the number of workers on lay off or likely to be unemployed on account of the closure and the possible period of the closure shall be brought to the notice of the Inspector in writing. The occupier or Manager shall also send a notice to the Inspector as soon as the factory, section or department starts working again, stating the number of workers employed. Entries to this effect shall be made in the leave with wages Register and the Leave Book in respect of each worker concerned.

81. **Notice of leave with wages.**—(1) As far as circumstances permit, members of the same family, comprising husband, wife and children, shall be allowed leave under section 79 on the same date.

(2) A worker may exchange the period of his leave with another worker, subject to the approval of the Manager.

(3) "Year" in sections 79 and 80 shall mean the Christian calendar year.

82. **Payment of wages if the worker dies.**—If a worker dies before availing himself of leave with wages due to him, his leave pay shall be paid to his legal heir within one week of the receipt of intimation of the death of the worker.

CHAPTER IX

SPECIAL PROVISIONS

83. **Dangerous operation.**—(1) The following operations shall be considered dangerous operations for the purpose of section 87:—

- (a) manufactures of aerated water and processes incidental thereto;
- (b) electrolytic plating or oxidation of metal articles by use in electrolytic containing chromic acids or other chromium compounds;
- (c) manufacture or repair of electric accumulators;
- (d) glass manufacture;
- (e) grinding or glazing of metals;
- (f) manufacture, treatment or handling of lead, lead alloys or certain compounds of lead;
- (g) generation of gas from dangerous petroleum;
- (h) cleaning or smoothing of articles by a jet of sand, metal shot or grit or other abrasive propelled by a blast of compressed air or steam;
- (i) liming and tanning of raw hides and skins and processes incidental thereto;

- (j) feeding of jute, hemp or other fibres into softening machines;
- (k) lifting, stacking, storing and shipping of bales in and from finished goods godowns of Jute Mills;
- (l) manufacture, use or storage of cellulose solutions;
- (m) manufacture of chromic acid or manufacture or recovery of the bichromate of sodium, potassium or ammonium;
- (n) printing presses and type foundaries certain lead processes carried on therein;
- (o) manufacture of compressed hydrogen or compressed oxygen;
- (p) manufacture of pottery;
- (q) manufacture of rayon by the Viscose process; and
- (r) manufacturing processes and processes incidental thereto carried out in such chemical works as the Chief Inspector specify in writing.

(?) The Chief Inspector shall, by instructions in writing, specify the requirements for the purpose of clauses (b), (c), (d) and (e) or section 87.

84. Reporting of accidents.—(1) When there occurs in any factory an accident to any person which results in (a) death or (b) such injury that there is no reasonable prospect that he will be able to resume his employment in the factory within 20 days, such accidents shall be called in all prescribed communications "Fatal" or "Serious" as the case may be, and the Manager of the factory shall give notice of the occurrence forthwith by telephone, telegram or special messenger to—

- (a) the Chief Inspector,
- (b) the Deputy Commissioner,
- (c) Inspector of Factories,
- (d) the Commissioner for Workman's Compensation appointed under section 20 of the Workmen's Compensation Act, 1923, and
- (e) in the case of fatal accident only, the Officer-in-Charge of the Police-station within the local limits of which the factory is located.

(2) Reports by special messenger shall be in Form No. 18 and those sent by telephone or telegram shall be confirmed within 24 hours by a written report in that form.

85. **Minor.**—When there occurs in any factory an accident to any person less serious than those described in rule 84 but which prevents or is likely to prevent him from resuming the employment in the factory within 48 hours after the accident occurred, such accident shall be recorded by the Manager of the factory and reported by him in Form No. 18 as soon as practicable, but in any case within 7 days of its occurrence, to the authorities mentioned in clauses (a), (b) and (c) of rule 84. Such accidents shall be called in prescribed communications “Minor Accidents”.

86. **Supplementary reports.**—(1) When an accident which has been reported to the Inspector of Factories as either “Serious” or “Minor” afterwards proves to be “Fatal”, the Manager of the factory shall make the necessary correction in a supplementary report which shall be sent forthwith to the authorities mentioned in clauses (a), (b), (c) and (d) of rule 84.

(2) When an accident which has been reported to the Chief Inspector and Inspector of Factories as “Minor” afterwards proves to be “Serious” or when one reported as “Serious” afterwards prove to be “Minor” the Manager of the factory shall make the necessary corrections in a supplementary report which shall be sent forthwith to the authorities mentioned in clauses (a), (b) and (c) of rule 84.

(3) A final accident report shall be sent by the Manager to the Chief Inspector and Inspector of Factories, in Form No. 184, within one month from the date of occurrence of the accident.

87. **Site of Fatal Accident.**—Where loss of life has immediately resulted from an accident, the place where the accident occurred shall be left as it was immediately after the accident until the expiration of at least three days after the time when the notice required under rule 84 was given, or until the visit to the place by an Inspector, whichever first happens, unless compliance with this rule would tend to increase or continue the danger.

88. **Explosions, fire and accidents to plant.**—When there occurs in any factory any explosion, fire, collapse of buildings, or serious accident to the machinery or plant, whether or not

attended by personal injury or disablement, such occurrence shall be reported by the Manager of the factory within five hours of the occurrence to the authorities mentioned in clauses (a) and (b) of rule 84 in form No. 188.

89. **Notice of occupational and poisoning disease.**—A notice in Form Nos. 19 and 20 respectively should be sent forthwith both to the Chief Inspector and to the Certifying Surgeon, by the Manager of a factory in which there occurs a case of lead, phosphorous, mercury, manganese, arsenic, carbon, bisulphide or benzene, poisoning, or poisoning by nitrous fumes, or by halogens or halogen derivatives of the hydrocarbons of the aliphatic series, or of chrome ulceration, anthrax, silicosis, toxic anaemia, toxic jaundice, primary epitheliomatous cancer of the skin, or pathological manifestations due to radium or other radio-active substances or X-rays.

CHAPTER X

(Supplemental)

90. **Procedure in appeals.**—(1) An appeal presented under section 108 shall be in the form of a memorandum setting forth concisely the grounds of objection to the order and bearing Court-fees stamps in accordance with Article 11 of Schedule 11 to Court-fees Act, 1870 and shall be accompanied by a copy of the order appealed against.

(2) On receipt of the memorandum of appeal the appellate authority shall, if the appellant has requested that the appeal should be heard with the aid of assessors, call upon the appellant to deposit an amount to be fixed by him for payment to the assessors, if necessary after conclusion of the appeal.

(3) On receipt of the memorandum of appeal, the appellate authority shall, if it thinks fit or if the appellant has requested that the appeal should be heard with the aid of assessors call upon the registered association of employees declared under sub-rule (4) to be representative of the industry concerned, to appoint an assessor within a period of 14 days. If an assessor is nominated by such association, the appellate authority shall appoint a second assessor itself. It shall then fix a date for the hearing of the appeal and shall give due notice of such date to the appellant and to the Chief Inspector or, as the case may

be, Inspector, whose order is appealed against, and shall call upon the two assessors to appear upon such date to assist in the hearing of the appeal.

(4) If in the memorandum of appeal the appellant has requested that the appeal should be heard with the aid of assessors he shall state in the memorandum the name or names of registered associations of employers of which he is a member.

(5) The association entitled to appoint the assessor within the meaning of sub-section (2) of section 108 shall be determined as hereinafter stated—

- (a) if the appellant is a member of one such association it shall be that association,
- (b) if he is a member of more than one such association, it shall be the association which desires that the assessor should be appointed,
- (c) if the appellant does not state in the memorandum that he is a member of any association mentioned under sub-rule (4) or if he does not state which of such associations desires that the assessor should be appointed then the appellate authority shall call upon the association which it considers to be the best fitted to represent the industry and to appoint the assessor.

(6) An assessor appointed in accordance with the provisions of sub-rules (3) and (5) shall receive, for the hearing of appeal, a fee to be fixed by the appellate authority, subject to a maximum of fifty taka per diem. He shall also receive the actual travelling expenses. The fees and travelling expenses shall be paid to the assessors by Government, but where assessors have been appointed at the request of the appellant the travelling expenses of the assessors shall be paid in whole or in part out of the money deposited under sub-rule (2), and the balance of the deposit, in any, refunded to the appellant.

91. **Display of extract of the Act and the rules.**—The Manager or occupier of a factory shall display such of the extract of the Act and the rules as the Chief Inspector directs in the conspicuous place of any factory.

92. **Returns.**—The Manager of every factory shall furnish to the Chief Inspector—

- (a) an annual return in the duplicate in Form No. 21 by the 31st January of the year subsequent to that to which it relates;
- (b) a half yearly return in Form No. 22 by the 15th July and 15th January each year ;
- (c) an annual return in duplicate in Form No. 23 by the 31st January of the year subsequent to that to which it relates ;
- (d) an annual return in duplicate in Form No. 24 by the 31st January of the year subsequent to that to which it relates ;
- (e) an annual return in duplicate in Form No. 25 by the 31st January of the year subsequent to that to which it relates ;
- (f) before the end of each year, a return specifying the dates on which it is intended to close the factory during the next ensuing year :

Provided that this return shall be submitted whether the factory is or is not working during the year preceding the year to which the return relates.

CHAPTER XI

WELFARE OFFICERS

93. **Number of Welfare Officers.**—In every factory where five hundred or more workers are ordinarily employed there shall be appointed at least one welfare officer, when the number of workers exceed two thousand, one welfare officer shall be appointed for every two thousand workers of a fractions thereof.

94. **Duties of Welfare Officers.**—The duties of welfare officer shall be—

- (a) to establish contacts and hold consultations with a view to maintaining harmonious relations between the management of the undertaking and workers;
- (b) to bring to the notice of the management of the undertaking the grievances of workers, individual as well as collective, with a view to securing their expeditious redress ;

- (c) to study and understand the joint of view of the workers and to help the management and the workers to resolve their differences in a spirit of understanding and co-operation;
- (d) to watch industrial relations with a view to using his influence in the event of a dispute arising between the management of the undertaking and workers and to help to bring about a settlement through mutual discussion and joint consultation;
- (e) to deal with wages and employment matters by joint consultation with the management of the undertaking and the workers representative body;
- (f) to promote healthy labour-management practices;
- (g) to keep co-ordination with the Medical Officer of the undertaking for better services and treatment of the workers ;
- (h) to encourage the formation of works committees and joint production committees, co-operative societies and welfare committees and to supervise their workings;
- (i) to ensure provision of amenities, such as, canteen, shelters for rest, creche, adequate latrine facilities, drinking water, etc. ;
- (j) to help the management of the undertaking in regulating the grant of leave with wages and explain to the workers the provisions relating to leave with wages and leave privileges and to guide the workers in the matters of submission of application for grant of leave for regulating authorised absence ;
- (k) to ensure welfare provisions, such as, housing facilities, supply of foodstuffs, establishment of co-operative stores and fair price shops, social and recreational facilities, sanitation and advise on personnel problems and education of children ;
- (l) to suggest measure which will serve to raise the working and living conditions of the workers and promote their general wellbeing ;
- (m) to advise the management of the undertaking on questions relating the training of new starters, apprentices to further education of workers and to encourage their attendance to Technical Institutes.

95. **Supply of information.**—Every occupier shall send a report to the Chief Inspector as soon as welfare officer is appointed. A report on the termination of employment of such officer shall also be sent to the Chief Inspector within seven days of termination of service of such officer.

96. **Creche Return.**—The Manager of every factory, wherein more than 50 women workers are ordinarily employed shall furnish to the Chief Inspector and Inspector of Factories not later than 31st January of the year subsequent to that to which it relates a creche return in Form No. 26.

97. **Shelters, rest rooms and lunch rooms.**—The Manager of every factory wherein more than 150 workers are ordinarily employed shall furnish to the Chief Inspector of Factories not later than 31st January of the year subsequent to that which it relates a return in respect of shelters, rest rooms and lunch rooms in Form No. 28.

98. **Service of notice.**—The despatch by post under registered cover of any notice or order shall be deemed to be sufficient notice on the part of the occupier, or Manager of a factory of such notice or order.

99. **Information required by the Inspector.**—The occupier or manager of a factory shall furnish any information that an Inspector may require for the purpose of satisfying himself whether any provision of the Act has been carried out. Any information, if made during the course of an inspection, shall be complied with forthwith if the information is available in the factory, or, if made in writing, shall be complied with within seven days of receipt thereof.

100. **Register of accidents and dangerous occurrence.**—The Manager of every factory shall maintain a Register of all accidents and dangerous occurrences which occur in the factory in 'Form No. 27'.

101. **Filling and preservation of Inspector's reports, letters, etc.**—All certificates, orders, letters, reports or other documents issued by the Inspector or other officer duly appointed in this behalf by the Government with regard to the fitness or safety of the factory or any portion of its buildings, works machinery and fixtures, apparatus or ways, or with respect to the fitness of workmen employed in the factory shall be properly filled and preserved for a period of three years and shall be available in the factory for examination by the Inspector.

102. **Repeal.**—The Factories Rules, 1953, are hereby repealed.

Form No. 1.
[See rule 3]

APPLICATION FOR PERMISSION TO CONSTRUCT OR EXTEND A FACTORY

1. Applicant's name
2. Applicant's address.....
3. Full name and postal address of the Factory.....
.....
.....
4. Situation of the Factory:
District
- Town or village
- Police-station
- Nearest Railway station, Steamer or launch ghat
- Bus stoppage
5. Particulars of plant to be installed
-

Signature of Applicant.

Form No. 2.
[See rule 4, 6]

(To be submitted in duplicate)

1. (a) Full name of the Factory.....
- (b) Previous name of the factory (if different from the present name).....
.....
2. Situation of factory:
Address
- P. O.
- Dist.
- Subdivision..... P.S.....

3. Name and address of the owner of the premises occupied as factory.....
.....
4. Nature of the manufacturing process/processes—
(a) Carried on in the factory during the proceeding twelve months (if the establishment was then in existence).
(b) To be carried on the factory during the next twelve months.
5. Name and residential address of the Manager for the purpose of the Factories Act.....
.....
S/o.....
6. Name and residential address of the occupier—
(a) Directors or the Managing Agents
(b) Directors in case of public Co.,
(c) Share holders in case of a private Co.,
(d) Partners/Proprietors.
7. Nature and total amount of power installed or proposed to be installed. (Total rate of H.P. in case of all factories except Electric Generating Station).
8. Maximum number of workers (including contract labour) likely to be employed during the next twelve months.
- Adults—**
Men
Women
- Adolescents—**
Male
Female
Children
Boys
Girls
Total
9. Maximum number of workers (including contract labour) employed on any day during the previous twelve months.
10. In case of a factory constructed or extended or taken into after the date of commencement of the Act and Rules. Reference No. and date of approval of plans by the Chief Inspector of Factories and Establishments.
11. Amount of fee/Renewal fee Tk. (Taka.....)
Paid in.....Treasury/Bank on..... (vide challan
No.....enclosed) for the year ending 31st December, 19.....
12. In case of registered Factories number and date of issue of original licence.....
.....

Signature of Occupier.

Date.....

Form No. 3
[see rule 5(I)]

Licence No. Reg. No. Date of

Registration Category Fee Tk.....

Licence is hereby granted to.....

valid only for the factory known as

situated at.....

Subject to the provisions of the Bangladesh Factories Act, 1965. The licence shall remain in force till 31st December, 19.....

The19.....

*Chief Inspector of Factories and Establishments
Government of the People's Republic of
Bangladesh.*

RENEWALS

Valid for the year.	Category.	Fee for Renewal.	Date of Payment.	Late fee for Renewal.	Signature of the Chief Inspector of Factories and Establishments.

CHANGE OF CATEGORY

Date when category changed.	Changed category.	Date of payment of amendment fee.	Signature of the Chief Inspector of Factories and Establishment.

Form No. 4.
[See rule 10(2)]

CERTIFICATE OF FITNESS

1. Serial No. Token No. Token No.
Date.....
2. Name I certify that I have personally examined (name).....
3. Father's name Son/daughter of
4. Sex Residing at
5. Residence

6. Certificate age and date of birth..... who is desirous of being employed in a factory, and that his/her
(if available). age, as can be ascertained from my examination is.....
7. Physical fitness..... years, and that he/she is fit for employment in a factory as an adult/
8. Descriptive marks..... children.

His/her descriptive marks are.....

Thumb impression.

Thumb impression.

Initial of the Certifying Surgeon.

Certifying Surgeon.

Form No. 5,
[See rule 18]

HUMIDITY REGISTER

Department

Hygrometer { Distinctive mark of number.....
Position in department.....

Date, Year, Month, Day.	Readings of Hygrometer.						If no humidity insert none.	Remarks.
	Between 7 and 9 a.m.		Between 11 a.m. and 2 p.m. (but not in the rest period).		Between 4 and 5-30 p.m.			
	Dry bulb.	Wet bulb.	Dry bulb.	Wet bulb.	Dry bulb.	Wet bulb.		
1st								
2nd								
3rd								
4th								
5th								
6th								
7th								
8th								
9th								
10th								
11th								
12th								
13th								
14th								
15th								
16th								
17th								
18th								
19th								
20th								
21st								
22nd								
23rd								
24th								
25th								
26th								
27th								
28th								
29th								
30th								
31st								

At the beginning of the month the sunday, whole holidays, and in the short months the 31st or other excess days should be erased.

Certified that the above entires are correct.

(Signed).....

(Signed).....

Form No. 6.

[See rules 12, 33 and 57 (g) (b)]

REGISTER OF CLEANLINESS

Part of Factory, e. g. name of room.	Parts lime-washed, painted or varnished, e.g. walls, ceilings, wood-work, etc.	Treatment (whether lime-washed, painted or varnished).	Date on which lime-washing, painting or varnishing were carried out (according to the English calendar).			Remarks	Signature of Occupier/Manager.
			Day	Month	Year		

Form No. 7.

[See rule 44(1)]

REGISTER OF SPECIALLY TRAINED WORKERS

Serial No. in the Register of adult workers.	Name of worker.	Age.	Nature of work.	Date when tight fitting clothing is provided.	Signature of LTI of worker.	Remarks.

PART I

Form No. 8.

[See rule 46(4)]

TEST AND THOROUGH EXAMINATION OF LIFTING MACHINES, CHAINS, LIFTING TACKLES OR ROPES (OTHER THAN FIBRE ROPES AND ROPE SLINGS) BEFORE BEING TAKEN INTO USE IN ANY FACTORY FOR THE FIRST TIME IN THAT FACTORY.

Distinguishing No. or mark and description to identify the machine, chain, lifting tackle or rope.	Certificate of Test and Thorough Examination		Name and address of person who issued the certificate.
	Date of certificate.	Reference No. of certificate.	
1	2	3	4

Signature of Occupier

.....
Name and address of the
factory.....

.....
.....

PART II

Form No. 8.

[See rule 46(4)]

ANNUAL EXAMINATION OF ALL LIFTING MACHINES, CHAINS, LIFTING TACKLES OR ROPE

Distinguishing No. of mark and description to identify the machine, chain, lifting tackle or rope.	Reference No. of certificate of test and examination.	Date and name by whom carried on.	Remarks. (giving brief particulars of defects and steps taken).
1	2	3	4

Form No. 11.

[See rule 70(2)]

REGISTER OF OVER-TIME

Name of Factory:

Registered No.

for week ending 19.....

1	2			3						
Name.	Serial No., Group No. and Relay No. in Register of adult workers.			Total number of hours worked on each day.						
	Sl. No.	Group No.	Group No.	Sun-day.	Mon-day.	Tues-day.	Wednes-day.	Thurs-day.	Fri-day.	Satur-day.

4	5	6	7
Total hours worked.	Total No. of hours over-time payable at twice the ordinary rate of wages.	Rate of wages per hour.	Total amount payable as over-time.

Form No. 12.

[See rule 72 and 74]

NOTICE OF PERIODS OF WORKS.

Name of Factory:

	Starting time.	Stopping time.	Intervals for rest.
Sunday ..			
Monday ..			
Tuesday ..			
Wednesday ..			
Thursday ..			
Friday ..			
Saturday ..			

Signature of Manager.....

Date.....

Form No. 12 A.

[See rule 72 and 74]

NOTICE OF PERIODS OF WORKS

Name of Factory:

Registered No.

	Group No.			Group No.		
	Nature of works.			Nature of works.		
	Starting time.	Stopping time.	Intervals for rest.	Starting time.	Stopping time.	Intervals for rest.
Sunday ..						
Monday ..						
Tuesday ..						
Wednesday ..						
Thursday ..						
Friday ..						
Saturday ..						

Signature of Manager

Date

Form No. 12 B.

[See rule 72 and 74]

NOTICE OF PERIODS OF WORKS

Name of Factory:

Registered No.....

	Group No.					
	Nature of Works.			Nature of Works.		
	Relay No.			Relay No.		
	Starting time.	Stopping time.	Intervals for rest.	Starting time.	Stopping time.	Intervals for rest.
Sunday ..						
Monday ..						
Tuesday ..						
Wednesday ..						
Thursday ..						
Friday ..						
Saturday ..						

Signature of Manager.....

Date

Form No. 15.

[See rule 77].

REGISTER OF LEAVE WITH WAGES

Name of worker..... Date of discharge.....
 dismissal.....
 Department..... Date of entry into service.....
 Date of payment made in lieu of due.

Calendar year	No. of days leave earned in the immediately preceding calendar year.	No. of days leave brought forward for provisions year.	Date of absence			
			Lay off	Maternity leave (female).	Leave earned immediately previous calendar year and enjoyed during the year.	Other
1	2	3	4	5	6	7

Actual No. of days worked during the calendar year shown in col. 1.	Date from which the workers is allowed leave shown in col. 2 & (3) and No. of days allowed.	Amount of/ wages for the period of leave.	Date of payment.	Remarks.
8	9	10	11	12

Form No. 16.

[See rule 78]

LEAVE BOOK

Shall be the same as 'Form 15' but shall be made out separately for each worker on a thick bound sheet.

Form No. 18A

Registered No.

[See rule 86(3)]

1. (a) Name and address of the factory :
 (b) Telephone No.
2. Name and address of occupier :
3. Principal product(s)/service rendered :
 (i)
 (ii)
 (iii)
4. Particulars of the injured person :
 (a) Name :
 (b) Address : (i) Present :
 (ii) Permanent :
 (c) Age :
 (d) Sex :
 (e) Occupation :
5. Nature of accident : (Please tick applicable)

(i) Death	
(ii) Permanent total disablement	
(iii) Parmanent partial disablement	
(iv) Injury causing absence from work exceeding 20 days.				
(v) Injury causing absence from work for more than 16 hours and up to 20 days.				
(vi) Injury causing less than 48 hours absence (If this sub-item is ticked, please do not fill up item 6 to 10).				

6. If the accident resulted in permanent partial disablement to the injured person, tick one or more (as may be the case) in the following list of injuries.

Does of:

- | | | | |
|----------------------------------|--------------------------|-------------------------------------|--------------------------|
| Right arm above or at the elbow. | <input type="checkbox"/> | Left arm above or at the elbow. | <input type="checkbox"/> |
| Right arm below the elbow. | <input type="checkbox"/> | Left arm below the elbow. | <input type="checkbox"/> |
| Leg at or above the knee. | <input type="checkbox"/> | Leg below the knee | <input type="checkbox"/> |
| Hoaring permanent total. | <input type="checkbox"/> | One eye | <input type="checkbox"/> |
| Thumb | <input type="checkbox"/> | All toes of one foot | <input type="checkbox"/> |
| One phalanx of thumb | <input type="checkbox"/> | Index finger | <input type="checkbox"/> |
| Great toe | <input type="checkbox"/> | Any finger other than index finger. | <input type="checkbox"/> |

N. B.—Loss of any limb or member also includes loss of its use.

7. Classification by type of accident (pl. tick applicable);

- | | |
|--|--------------------------|
| (i) Falls of persons | <input type="checkbox"/> |
| (ii) Falling objects | <input type="checkbox"/> |
| (iii) Stepping on strike against or struck by objects excluding falling objects. | <input type="checkbox"/> |
| (iv) Electricity | <input type="checkbox"/> |
| (v) Poison, corressive and harmful substances, including radiation. | <input type="checkbox"/> |
| (vi) Explosion | <input type="checkbox"/> |
| (vii) Fire | <input type="checkbox"/> |
| (viii) Irruption of water | <input type="checkbox"/> |

(ix) Suffocation by gases

(x) Any other (specify, e.g. over exertion/strenuous movement, etc).

8. Classification by agency of accident (Pl. tick applicable) :

(i) Prime movers

(ii) Transmission machinery

(iii) Lifting machinery

(iv) Working machinery

(v) Other equipment and installations

(vi) Rail transport

(vii) Other transport and haulage

(viii) Hand tools

(ix) Any other (specify, e.g. water transport, pressure vessels furnances, evens, kilns, etc.)

9. Period (working hours) of absence from duty in the case of non-fatal accident.—

10. Name and address of the medical officer under whose treatment the injured person has been placed—

11. Date of despatch of report.—

Signature of Owner/Manager/Agent.

Form No. 18B. . .

Registered No. _____

[See rule No. 88]

Dated _____

NOTICE OF DANGEROUS OCCURRENCE

To

SIR,

I hereby give notice under section 89 of the Bangladesh Factories Act, 1965 that a dangerous occurrence in the factory as detailed below:

1. Date and hour of dangerous occurrence:
2. Full account of dangerous occurrence:
3. Name of persons who saw dangerous occurrence and can give important evidence:
4. Name of Factory:

Address:

Signed

EXPLANATORY NOTES

1. The information in the above proformas should be supplied separately for perennial and seasonal factories.
2. The following definitions of the terms involved should be borne in mind while filling in the same.

Permanent total disablement shall be deemed to result from the permanent total loss of the sight of both eyes or from any combination of injuries specified in the primary reporting form "where the aggregate percentage of the loss of earning capacity, as specified therein, amounts to or exceeds one hundred percent.

Permanent partial disablement means such disablement as reduces earning capacity of the injured workman in every employment which he was capable of undertaking at that time provided that every injury specified in the primary reporting form" shall be deemed to result in permanent partial disablement.

Serious bodily injury means an injury other than that resulting in permanent partial disablement but which causes a forced absence of the injured person from work for a period exceeding twenty days.

Minor accident means any injury due to which the injured person is unable to return to his work within 48 hours of occurrence of accident.

Form No. 19.

[See rule 89]

Registered No. _____

REPORT OF OCCUPATIONAL DISEASES

[To be submitted within 24 hours of the detection of the diseases.]

1. Name and address of the factory:
2. Name and address of occupier:
3. Principal product (s¹/₄/services rendered:

(i)

(ii)

(iii)

4. Particulars of the injured person:

(a) Name:

(b) Address:

(i) Present:

(ii) Permanent:

(c) Age:

(d) Sex:

(e) Occupation:

Name of the occupational disease the workman is found suffering from (tick applicable):

- | | |
|---|--------------------------|
| (i) Anthrax | <input type="checkbox"/> |
| (ii) Compress air illness or its sequelae | <input type="checkbox"/> |
| (iii) Poisoning by lead tetra-ethyl | <input type="checkbox"/> |
| (iv) Poisoning by nitrous fumes | <input type="checkbox"/> |
| (v) Lead poisoning or its sequelae (excluding poisoning by lead tetra-ethyl). | <input type="checkbox"/> |
| (vi) Phosphorus poisoning or its sequelae | <input type="checkbox"/> |

- (vii) Mercury poisoning or its sequelae
- (viii) Poisoning by benzene and its homologue, or the sequelae of such poisoning.
- (ix) Chrome ulceration or its sequelae
- (x) Arsenical poisoning or its sequelae
- (xi) Pathological manifestations due to:
- (a) Radium and other radio-active substances
- (b) X-rays

Form No 20.

Registered No. _____

(See rule No. 89)

NOTICE OF POISONING OR DISEASE

1. Name and address of factory:
2. Nature of industry:
3. Name and works No. of the patient:
4. Address of the patient:
5. Sex: _____ Age: _____
6. Precise occupation of the patient:
7. Nature of poisoning of disease for which the patient is suffering:
8. Has the case been reported to the Certifying Surgeon.....

Signature of Manager.

To be filled by the Inspector of Factories

No. of case.....

}
} Remarks.

Form No. 21.

[see rule 92(a)]

ANNUAL RETURN

Reg. No.

[Under the Bangladesh Factories Act, 1965]

Year ending 31st December, 19. .

Name of Factory:

Name of Manager:

Name of Occupier:

1. District:

2. Postal address:

3. Nature of Industry:

Adult.

{ Men:
Women:

Adolescents.

*4. Average number of workers employed daily.

{ Male:
Female:

Children.

5. Normal hours worked per week ..

{ Boys:
Girls:
Men:
Women:
Children:

6. Number of days worked in the year:

7. What test intervals were given to adults ?

8. Were week-days sometimes substituted for Sundays/Fridays as weekly holidays ?

9. Were the majority of workers exempted from the provisions of sections? } 50 ?
} 51 ?
} 53 ?
} 54 ?
} 55 ?
10. Was the factory exempted under the second proviso the section 61(1) ?
11. Total number of .. } (i) Fatal accidents:
} (ii) Non-fatal accidents:
12. Total number of man-days lost due to the accidents shown against item (ii) above :
- **13. Average daily number of workers employed in dangerous operations :

Dated..... 19...
Manager.

*The average daily number should be calculated by dividing the aggregate number of attendance on working days by the number of working days in the year. In reckoning attendances by temporary as well as permanent employees should be counted, and all employees should be included, whether they are employed directly or under contractors. Attendances on separate shifts (e.g., night and day shifts) should be counted separately. Days on which the factory was closed, for whatever cause, and days on which the manufacturing processes were not carried on should not be treated as working days.

Enter "one hour", "two-half hours", "one-half hour" or "none" as the case may be. If none of these categories applied to all the adult employees, enter the category applicable to the majority of adult employees. Where the majority received an interval exceeding one hour, enter "one hour".

**Manufacture of Aerated water and processes incidental thereto; manufacture or repairs to Electric Accumulators; manufacture of Glass; grinding or Glazing of metals; manufacture or handling of lead or lead-alloys; generation of gas from petroleum; Sand-blasting; liming or tanning of raw hides; manufacture use or storage of cellulose solution; Feeding of Jute or other fibres into softening machines; manufacture of compressed air; compressed hydrogen or compressed Oxygen; manufacture of rayon by viscose process; manufacture processes carried on in the chemical works mentioned in the Appendix I; and work on cranes and other lifting machines.

*Chief Inspector of Factories and Establishments,
 Government of the People's Republic of
 Bangladesh.*

Form No. 22.

[see rule 92(b)]

HALF-YEARLY RETURN

[Under the Bangladesh Factories Act, 1965]

Half-year ending 30th June, 19

Reg. No.:

Name of Factory:

31st December,
19

Name of occupier:

Name of Manager:

1. District:
2. Postal address:
3. Nature of Industry:

Adults:

Men:
Women:

Adolescent:

Male:
Female:

Children.

Boys:
Girls:

*4. Average number of workers employed daily.

5. Number of days worked in the half-year:

Dated.....19

.....
Manager.

*The average daily number should be calculated by dividing the aggregate number of attendances or working days by the number of working days in the half-year. In reckoning attendances by temporary as well as permanent employees should be counted and all employees should be included, separate shifts (e.g., night and day shifts) should be counted separately. Days on which the factory was closed, for whatever cause and days on which the manufacturing processes were not carried on should not be treated as working days.

Form No. 23

[see rule 92(c)]

ANNUAL LEAVE WITH WAGES—ANNUAL RETURN

[Under the Bangladesh Factories Act, 1965.]

Reg. No.:

For the year ending 31st December, 19

Name of factory:

Name of occupier:

District:

Postal address:

Nature of Industry:

Name of Manager:

1. Total number of workers employed during the year:
Men:
Women:
Children:
2. Number of workers who completed twelve months' continuous service during the year:
Men:
Women:
Children:
3. Number of workers who were granted holidays during the year:
Men:
Women:
Children:
4. Number of workers who did not avail themselves of leave during the year in which the leave accrued:
Men:
Women:
Children:
5. Number of workers discharged/dismissed from service during the year:

Dated 19

.....
Manager.

Form No. 24

[see rule 92(d)]

COMPENSATORY HOLIDAY—ANNUAL RETURN

[Under the Bangladesh Factories Act, 1965]

Reg. No.: For the year ending 31st December, 19 .

Name of Factory: Name of Manager:

1. District:
2. Postal address:
3. Nature of Industry:
4. Number of workers exempted from section 51 to the Factories Act, 1965:

Men:

Women:

5. Number of workers who received (Compansatory) holidays in the:
 - (i) Same month:
 - (ii) following month:
 - (iii) third month:
 - (iv) fourth month:

Dated.....19 .

.....
Manager.

Form No. 25

[see rule 92(e)]

ANNUAL RETURN

[Under the Bangladesh Factories Act, 1965]

CANTEEN

Year ending 31st December 19

1. Reg. No.

2. Name of factory:

3. Number of workers employed during the year:

Providing:

(i) Cooked food and refreshment:

(ii) Cooked food only:

(iii) Refreshments and Tea only:

(iv) Tea only:

5. Items of expenditure borne by the occupier in any:

6. State the items provided below the ordinary cost price:

7. Remarks, if any:

Dated.....19 .

.....
Manager.

Form No. 27.

[See rule 100]

REGISTER OF ACCIDENTS AND DANGEROUS OCCURRENCES.

Name and address of the Factory:

Name of injured worker.	Date of accident or dangerous occurrence.	Date of report to Inspector of Factories.	Nature of accident or dangerous occurrence.	Date of return to work.	Number of days the injured worker was absent from work.	Remarks.
1	2	3	4	5	6	7

By Order of the President

M. G. MORTUJA

Deputy Secretary.

Printed by the Officer-in-charge, Bangladesh Government Press, Dacca.

Published by the Assistant Controller-in-charge, Bangladesh Forms & Publications Office, Dacca.